

Grice Residence Hall Manual

General Regulations:

1. The resident is responsible for knowing and observing the policies governing conduct and procedures as stated in the Guide to Residence Living and Grice Marine Laboratory Residence Hall Manual.
2. The resident is responsible for the condition of his or her assigned room and is jointly responsible, with other residents of the residence hall, for the protection of public areas and equipment therein.
3. The College of Charleston reserves the right to levy and collect charges for damages resulting from unauthorized use or alterations of rooms, equipment, or buildings. The College of Charleston also reserves the right to levy and collect charges for special cleaning necessitated by the improper care of rooms or equipment including the kitchen, laundry room and porches.
4. The resident is financially liable for housing fees incurred, regardless of whether or not the space is occupied by the resident during the contract period. All requests for contract termination must be submitted in writing and will be granted only if an extraordinary circumstance exists.
5. Rooms and other spaces within the residence hall may not be sublet to another individual.
6. The resident is responsible for securing their personal property. The College of Charleston is not liable for damage or loss of property.
7. The resident is required to possess health insurance while living at the Grice Residence Hall.
8. Each student is responsible for inspecting his or her assigned room and the general condition of the facility upon his or her arrival. All residents must set up an appointment with a designated GML staff member before moving out of the residence hall during which an inspection is done and a resident checkout form is completed.
9. In the event of mechanical, electrical or water difficulties, please notify the lab manager immediately. The College will make all reasonable efforts to restore service, but shall give no abatement in housing fees because of an inability to restore service and shall not be liable for an inconvenience occurring through no fault of the College of Charleston. If there are any problems, including items which need to be repaired or supplies needed for the kitchen to make your stay more enjoyable, please contact the lab manager.
10. In the event of a hurricane, residents of the Grice Marine Laboratory should refer to the Hurricane Preparation Plan (<http://www.cofc.edu/~grice/general/hurricane.html>). The hurricane plan consists of four alert stages with detailed instructions for each stage. Residents will be notified of any change in hurricane alert status. Residents should prepare an evacuation plan. Alternate housing options are available to residents if needed. Flashlights and emergency supplies are kept in the pantry.
11. The use and/or storage of the following objects is not permitted in the residence hall facility: waterbeds, firearms, fireworks, illegal substances, electrically amplified musical instruments, drum sets, and pets (mammalian). These objects may not be used or stored anywhere on the Fort Johnson campus.
12. Non-mammalian pets may be housed in the facility only with the approval of the Director of the Grice Marine Laboratory.
13. Overnight guests may be permitted for a period of two nights, but only with the written permission of the Director or the Laboratory Manager of the Grice Marine Laboratory. All roommates MUST

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mutually agree to have overnight guests/visitors. All overnight visitors must complete an emergency information sheet immediately upon arrival.

14. Changes and alterations to rooms (e.g., the painting of walls and construction of lofts) must be approved in advance by the Director or the Laboratory Manager of the Grice Marine Laboratory.
15. Taping materials to the walls or doors is prohibited.
16. Porches and rails must be kept clear of items including hanging articles and shoes. There is a clothesline between the building and in the laundry room for beach towels. Field shoes may be left to dry on the shelf in the laundry room.
17. Bicycles cannot be chained to the rails or porches. There is a bike rack available for this purpose.
18. The floors should be kept clean and dry at all times. If you have to mop up a spill, please set out a wet floor sign. They are located in the janitorial closets.
19. Pillows, towels and linens may be provided for short-term residents. Long-term residents are required to supply their own linens. Removal of linens from residence hall is prohibited.
20. Smoking is not permitted in the Grice Marine Laboratory.

Kitchen Regulations:

1. Trash cans must be emptied before they are brimming over and taken to the dumpster at the end of the loading dock.
2. Recyclables should be crushed. Do not leave the recyclables on the loading dock. Raccoons may get into it and you will be responsible for cleaning up the mess. Do not put anything that is not recyclable in the bin.
3. Wash your dishes immediately. Soaking of dishes is not allowed. If you don't have time to clean them up, please don't cook. Dishes should be dried and put away immediately otherwise they pile up. Failure to wash your dishes may result in cleaning fines.
4. Keep the counters clear and clean. Kitchen users are responsible for washing kitchen towels and rags.
5. Do not leave food out. It will attract bugs and rodents. You may be held responsible for exterminator fees if the facility becomes infested with pests.
6. Keep stove, oven and toaster oven clean and clear of spills. If oven cleaner is required, please notify the lab manager.
7. The microwave is heavily used. Remember to loosely cover or vent all containers so they don't explode. Wipe clean after every use.
8. Please keep the pantry clean and organized. Keep the door shut to prevent attracting pests. Please label your food or storage shelf with your name and the date.
9. Everything in the refrigerator should be labeled with your name and the date. Please wipe spills up immediately and dispose of spoiled food routinely.

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10. Be considerate of others using the kitchen and minimize anything that will attract bugs or rodents.
11. As a courtesy, dish detergent is supplied at the beginning of your stay. It is the responsibility of the residents and other kitchen users to replace the dish detergent as needed.
12. Please notify the lab manager if there are any problems, including items which need to be repaired or supplies needed for the kitchen to make your stay more enjoyable.

Failure to comply with these rules may result in corrective action as described in the Policy Violation Procedures located in College of Charleston Residence Life and Housing 2007-2008 Guide to Residence Living.

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Violations of Policies: The Grice Marine Laboratory reserves the right to refuse the admission or re-admission of a student if the student fails to meet College of Charleston admission requirements, or if the student or resident has a past record of violation of College of Charleston policies or regulations. The College of Charleston will terminate the housing contract for the following reasons: a) the individual's health renders them unqualified for group living, b) the resident violates the housing policies, whether such policies and regulations are now in effect or enacted after due notice thereof, c) the student fails to enroll in or withdraws from the College of Charleston, or d) the student is suspended or expelled from the College of Charleston.

Policy Violation Procedures

Policies and procedures are put into place for the safety and development of the community. When policies are violated a certain protocol takes place. Here is what you can expect:

1. The situation is addressed by the Lab Manager or Director.
2. The situation is documented on an Incident Report Form.
3. Those involved in the situation will be asked to fill out a Student Statement Form.
4. Those involved will be provided a Notice Statement to schedule a meeting with the Lab Manager or Director.
5. A meeting will take place with the Lab Manager or Director who will then apply the appropriate sanction(s). In cases where the policy violation may result in suspension or expulsion, the case will be referred to the Dean of Students.

Possible sanction(s) descriptions are as follows:

Verbal Warning - The Lab Manager or Director consults with the student about the violation and explains that a second occurrence will result in further sanctions. This warning is given at the discretion of the Lab Manager or Director.

Written Warning - A discussion of the incident takes place with the Lab Manager or Director and the warning becomes a matter of permanent record in Residence Life and Housing. A written warning is given at the discretion of the Lab Manager or Director.

Confiscated Items - Grice does not have storage space to keep confiscated items. When an item(s) is confiscated from a student, it will NOT be returned to the student and will be donated to a local charity.

Educational Sanction - Designed to promote self reflection, an understanding of how his/her behavior impacts others, the college community, the student's personal being, and personal future as well as being a deterrent for future violations and raising awareness through activities that relate to the violation.

Fines & Restitution - Monetary penalty that is added to a student's financial record; if not paid, this may result in an administrative hold on one's record. There are four types of fines within Residence Life and Housing:

- 1) Fire & Life Safety fines
- 2) Vandalism/Damage to Property fines
- 3) Checkout fines
- 4) Lost Key fines

Disciplinary Service - Requires the student to volunteer personal time for the residence hall, campus, or community at-large.

Revoking of a Privilege - Having one's privileges as a resident of the College restricted for a specified amount of time as related to the violation (i.e. suspension of visitation).

Required Room Change - The student must move out of the current room to another space allotted by Residence Life and Housing by a specified date.

Referral - Grice Marine Laboratory reserves the right to refer students to other offices within the College of Charleston for further sanctions (i.e. Honor Board or Substance Abuse Services).

Parental Notification - The Family Educational Rights and Privacy Act (FERPA) permits an institution of higher education to disclose to parents or legal guardians the results of disciplinary hearings and actions if the student is less than 21 years of age and responsible for violating campus rules regarding the use or

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possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 will be notified of all violations of College drug and alcohol policies.

Collective Accountability - When violations occur to any part of a residence hall or house, every effort is made to determine who is responsible. When this fails however, all residents in the area affected will be notified of the violation and given a period of time in which any information about the incident may be given to the Lab Manager or Director. If this fails to yield a responsible party, all residents in the affected area will be sanctioned accordingly. A series of warning letters are sent to residents in an attempt to gain information leading to the apprehension of the responsible party.

Disciplinary Probation - A student on probation is not considered in good standing within the College, and his/her continued enrollment is conditional upon good conduct for the probationary period. The period of time over which the probation extends shall be set forth in the letter to the student as well as the probability of more severe disciplinary sanctions if the student is found to violate any regulation during the probationary period. This sanction may limit student participation in other College activities or programs as determined by individual College units.

Residence Life & Housing Probation - The student is in a probationary status within the residence hall system; any significant behavioral violation of policy while on probation will cause the student to be removed immediately from the residence hall community with no refund of housing fees and full payment of contract required.

Deferred Suspension - A student on deferred suspension is not considered in good standing within the College, and the suspension is held in abeyance as long as all other sanction conditions are completed and the student has no other proven code violations. The period of time over which the deferred suspension extends shall be set forth in the letter to the student. This sanction may limit student participation in other College activities or programs as determined by individual College units.

Suspension - The student is placed on suspension for a minimum of one academic semester. The suspension is issued by the Dean of Students in the Office of Student Affairs.

Disciplinary Removal - The student is required to move out of the residence hall community within 10 days. S/he is banned from all campus housing. There is no refund of fees; full payment of contract is required. Students removed for disciplinary reasons can re-apply for on campus housing, after two academic semesters, by submitting a written request to the Dean of Residence Life and Housing for consideration. Residence Life and Housing reserves the right to accept or reject such request after consideration. A housing application will be mailed to the student based on availability.

Interim Removal - Whenever there is evidence that the continued presence of a student in the residential community poses a substantial threat to him/herself or to others or to the stability and continuance of normal residence life functions, Residence Life and Housing may remove the accused student for an interim period pending disciplinary proceedings or medical evaluation. Such interim removal becomes immediately effective without prior notice. A student removed on an interim basis will be given an opportunity to appear personally before the Dean of Residence Life and Housing or other appropriate official within 5 business days from the effective date of the interim removal for a hearing only on the following issues

- The reliability of the information concerning the student's conduct.
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to him/herself or to others or to the stability and continuance of normal college functions.
- Prorating of fees due to interim removal is determined by the Dean of Residence Life and Housing.

Disciplinary Expulsion – permanent dismissal from the College.

Residence Expulsion – permanent separation of the student from the residential system. This sanction is automatically accompanied by the assignment of a Persona Non Grata status from all residential environments of the College and full payment of the housing contract if the removal is due to a code or regulation infraction.

Multiple Violations/Behavioral Incidents Over Time

Over time multiple minor violations can become a serious detriment to the quality of life. Therefore, any student who receives three incident reports in one year is subject to: required room change, Residence Life & Housing probation, or removal.

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While a student is on Residence Life and Housing probation, another incident of any type may result in removal from the residence hall system with no refund of fees and full payment of contract required.

Searches

The College reserves the right for officials to search individual rooms, suites, halls, buildings or any area when there is reasonable suspicion that a policy violation or illegal activity is taking place, or that a student is concealing substances, property, contraband items or participating in behaviors that are in violation of policies.

The Lab Manager, Director or Department of Residence Life & Housing and Public Safety have the authority to search or check book bags, boxes, suitcases, etc. for unauthorized/illegal items or substances upon entering any residence hall. **UNAUTHORIZED ITEMS WILL BE CONFISCATED AND MAY NOT BE RETURNED.** Violations discovered as a result of any search (routine maintenance, mid-semester check, fire alarm check, etc.) are subject to Residence Life and Housing and Student Affairs adjudication procedures. Public Safety may obtain a search warrant and criminally prosecute violations.

Appeals

The Department of Residence Life and Housing has an appeals process in place for students found in violation. The grounds for an appeal are:

1. To determine whether the meeting with the Judicial Officer was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Housing Contract or Guide to Residence Living was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the accused student was based on a preponderance of evidence, that is, if the evidence is sufficient to determine that the violation is more likely to have occurred than not.
3. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

A student will have three business days after meeting with the Judicial Officer and after being sanctioned to turn in a written appeal to the Director of Judicial Services based on the criteria listed.

If the appeal is denied, the sanctions are imposed. If the appeal is accepted, the case will be heard within five (5) business days after appeal is granted. In the case of innocence, the case is dismissed.

The appeals decision of guilt or innocence is final.

Please Note: This appeals process applies only to cases heard by a Judicial Officer within the Department of Residence Life and Housing. All policy violations heard by the Honor Board or Dean of Students have a separate appeals procedure.