Welcome to on-campus living at the College of Charleston!
We hope to serve as an important part of your college experience.

This guide incorporates living basics, community standards, and rights and responsibilities of those residential students living in the following locations:

<table>
<thead>
<tr>
<th>Residence Life &amp; Housing Administration</th>
<th>843-953-5523</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>Fax Line</td>
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<td>843-953-6590</td>
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<td>Physical Plant</td>
<td>843-953-3700</td>
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<td>Residential Student Rights &amp; Responsibilities</td>
<td>843-953-4441</td>
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<td>Berry Hall</td>
<td>843-953-3253</td>
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<td>College Lodge</td>
<td>843-953-5104</td>
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<td>Craig Hall</td>
<td>843-953-5107</td>
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<td>George/Liberty</td>
<td>843-953-8506</td>
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<td>Kelly House</td>
<td>843-953-4447</td>
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<td>McAlister Hall</td>
<td>843-953-4443</td>
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<td>McConnell Hall</td>
<td>843-953-5151</td>
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<tr>
<td>Rivers Hall</td>
<td>843-953-5105</td>
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<tr>
<td>WCS Populations</td>
<td>843-953-5151</td>
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<tr>
<td>Warren Place</td>
<td>843-953-3800</td>
</tr>
</tbody>
</table>

RHD Office: 843-953-6505
# Table of Contents

**Introduction**  
Staff Information 3  

**Campus Living Basics**  
Abandoned Property 4  
Administrative Searches 4  
Air Conditioning & Heat 4  
Break Housing 4  
Building Safety & Security 4  
Cable Service 4  
Check In & Check Out 5  
Common Spaces 5  
Cooking Appliances 5  
Custodial Services 5  
Desk Services 5  
Doors & Walls 5  
Health & Safety Inspections 5  
ID Cards 5  
Insect & Pest Control 5  
Insurance 6  
Internet Access 6  
Keys 6  
Laundry Facilities 6  
Maintenance Services 6  
Personalizing Your Space 6  
Recycling 7  
Room Reservations 7  
Room Assignments 7  
Room Changes 7  
Roommate Contracts 7  
Severe Weather 7  
Trash Removal 7  
Vending Machines 7  

**Community Standards**  
General Rules of Conduct 8  
Alcohol 8  
Intoxication/Drunkenness 8  
Balconies/Roofs/Windows 9  
Bicycles 9  
Children in Halls 9  
Commercial Activities 9  
Conduct Toward College Staff 9  
Confiscated Property 9  
Drugs/Drug Paraphernalia 9  
Facilitating Improper Behavior 9  
Fire & Life Safety 9  
Furniture 10  
Mandatory Meetings 10  
Noise 10  
Pets 10  
Posting 11  
Smoking 11  
Sports-like Activities 11  
Unauthorized Entry 11  
Unauthorized Guest 11  
Vandalism 11  
Violations of Law 11  
Visitation 12  
Weapons 13  

**Policy Violation Procedures**  
Basic Procedures 14  
Sanctions 14  
Appeals 15  

Staff Information

Residence Life Staff:
The Department of Residence Life employs many positions within the halls to aid in the residential living experience.

Desk Assistants (DAs)
DAs are students hired to provide information and services at most residence hall information desks. DAs staff most information desks from 6:45 a.m. until 11:00 p.m., after which a State Security Officer from Public Safety will be present. Contact a DA whenever you need information or immediate assistance.

Resident Assistants (RAs)
RAs are undergraduate students who have been specially selected and trained to work in the residence halls and houses. These typically upper-class student staff members serve as resource persons, peer counselors, and advisors. Among other duties, RAs assists in resolving roommate conflicts, enforcing residence hall policies and procedures, and planning activities and programs. If you have any problems or concerns, this is the first person that you should contact in seeking a resolution.

Assistant Residence Hall Directors (ARHDs)
ARHDs are junior and senior level undergraduate students who live in the residence halls and assist a Residence Hall Director with the management and operation of a residence hall and related houses. ARHDs are directly responsible for desk operations and work along side the RHD to provide a quality living environment through programming and policy enforcement. ARHDs are available in George Street & Liberty Street as well as Berry Hall and McAlister Hall.

Residence Hall Directors (RHDs)
RHDs are traditionally graduate students who live in the residence halls/houses and oversee the management and operation of their building, related halls and residents. RHDs directly supervise the student staff within their building. RHDs work with other student staff members to provide a quality living environment through individual student assistance, educational and social programming, maintaining an environment that promotes the safety and security of all residents, enforcing residence hall policy, and ultimately establishing a cohesive residence hall community.

Area Coordinators (ACs)
ACs are full-time, Master’s Degree level live-in staff member of the Department of Residence Life. ACs directly supervise the graduate student staff within their respective area on campus.

Office of Residential Student Rights and Responsibilities:
The Office of Residential Student Rights and Responsibilities is a unit of the Department of Residence Life. This office manages the adjudicative processes that are in place to provide safety, accountability, and provides support for community needs. This office is located in Buist Residence Hall.

Housing Administration:
The Housing Administrative Office is located at 40 Coming Street and the staff here will be able to assist you with questions about your contract, living on campus, assignments, and billing.

Physical Plant:
Physical Plant is located at 133 Calhoun Street across from Marion Square. The department is responsible for keeping all College of Charleston operating systems in good repair; making the campus a comfortable, safe and attractive place to learn, live, work, and play; and responding quickly to the emergency repair needs of the campus community.

Residence Life Contact Chain:
Residents who need to contact a Residence Life Staff Member should go to or call the information desk for their residence hall. Residents in historic houses can contact their associated hall:
Berry – 2, 4, 6, 8, 24 Bull
Craig – 90 & 92 Wentworth
College Lodge – 298 & 300 Meeting
Rivers – 29, 70 & 72 Coming
Campus Living Basics

Abandoned Property
All items belonging to residents must be removed prior to checking out with a staff member. The College is not responsible for any personal belongings left after check out, any items left in Housing areas will be subject to removal. Items remaining in a resident’s room after check out will be removed by the staff, and the resident will be assessed a fee. Any property remaining after 14 days will be considered abandoned property and will be disposed of.

Administrative Entry and Searches
The College reserves the right for officials to enter and 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 Departments of Residence Life, Housing Administrative Services, 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 Student Affairs adjudication procedures. Public Safety may obtain a search warrant and criminally prosecute violations.

Air Conditioners/Heat
All residence halls and houses are fully air-conditioned and heated. Some units are controlled through the College’s Central Energy Plant with a limited range of resident adjustment. Other facilities offer a broader range of resident adjustment per suite or house. For problems with your air conditioner or heat, please enter a work order online through your MyCharleston account.

Break Housing
All residence halls and houses remain open during Spring, Fall, and Thanksgiving Breaks.

Some of our halls and houses officially close during Winter Break. Residents of these buildings must vacate their rooms during this period by the time assigned by Residence Life/Housing Administrative Services or a sanction will be levied. Students will not be permitted access to these residence halls after closing.

Limited housing in open buildings on campus may be available for an additional fee. Students must request through Housing Administration to stay during these times, and it will be granted upon availability. Housing during breaks is not guaranteed. A temporary move will be required for safety and security reasons. Residents of buildings scheduled to close for breaks who wish to remain on campus should contact Housing Administrative Services to arrange for accommodations.

George Street, Liberty Street, Kelly House, McAlister, Warren Place and the Historic Houses will not close for Winter Break. Information desks are fully staffed and all policies and procedures remain the same.

Building Safety and Security
All residence halls use digital recording systems with scanning cameras to record activity in public areas. Audio recording is used at all security desks and main lobbies. All residence halls contain hard-wired heat/smoke detectors and alarm horns tied to a control panel near security desks and a duplicate relay to our Public Safety Command Center. Seven of our ten residence halls have full fire sprinkler systems (Warren, Kelly, McAlister, Berry, McConnell, and George & Liberty). All historic houses contain hard-wired heat/smoke detectors and alarm horns. All Greek houses and some historic houses have full fire sprinkler systems.

Cable TV Service
Basic cable service is included in the housing fee and is provided in the residence halls and houses. Basic cable does not include premium channels.
Check-In/Check-Out
Residents must contact their Resident Assistant or Residence Hall Director to set up an appointment before moving out of or into a room on campus.

Common Spaces, Kitchens, Multi-purpose rooms
Common spaces are available for use of residents in their area. Residents are required to leave space and equipment clean and free of trash after use. Any personal items left in common spaces are subject to removal and disposal by College staff.

Cooking Appliances
Certain cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers.

Residents in upperclassman housing with a full kitchen may have a toaster or Foreman-type grill provided the item remains in the kitchen.

Please see a Residence Life staff member if you have questions regarding whether a certain appliance is authorized.

Custodial Services
Custodial services are provided in all residence halls for the care of lobbies, activity rooms, and other public areas. Residents are responsible for the cleanliness of their bedrooms, bathrooms, kitchens and other common areas, including all trash removal. Custodial services and trash removal are not provided in historical houses.

Desk Services
Most residence halls have an information desk. You may obtain trash bags and toilet paper from the desk. If your RA or DA is not available and you need assistance, you may contact any residence hall information desk and they will help you contact a staff member on-call. Residents in historic houses should utilize the residence hall associated with that area.

Please note that Residence Life does not accept deliveries or personal items for residents of a specific building at any information desk. For delivery information, please contact Mail Services at 953-5534.

Doors and Walls
The exterior and interior finishes on room doors and walls are easily damaged by tape, nails, chalk, wall art, paint, (washable or not) etc.; therefore, any materials that can damage these areas should not be used to post or display objects. The use of any other materials denotes you assume full responsibility for damage, and will be assessed an appropriate fine by Residence Life in conjunction with Physical Plant. All mounting materials and room décor must be removed prior to checkout. If damages are found, the student will assume all fees for damages, and the items must be removed permanently.

Health and Safety Inspections
For health and safety reasons, the Residence Life staff will conduct room inspections at the mid-point and end of each semester.

Courtesy notices will be posted in each hall/house in advance of room checks. On the designated day, Residence Hall staff members will check the room for cleanliness, maintenance needs, and item(s) that are prohibited. Residents who wish to be present during the inspection should contact their Residence Hall Director in writing prior to the scheduled week of inspections.

ID Cards
College of Charleston residential students are expected to carry their CofC ID card with them at all times. Students living in residence halls with an electronic scanner are required to scan their ID before they enter the building or check in visitors. Lost IDs can be replaced at Cougar Card Services during business hours or Public Safety after business hours.

Insect and Pest Control
All residence halls and houses have regularly scheduled pest control. If your room needs additional pest control, please enter a work order online through your MyCharleston account.
Insurance

Insurance of student’s property is not provided by the College. The purchase of renter’s insurance (if homeowner’s insurance is not in effect) is highly recommended. Compensation for property damage or loss is not provided by the College, regardless of circumstance.

Internet

All students in residence halls/houses are provided with a 24-7 high-speed Wireless Internet service connection. For sign up, renew or upgrade online at www.MyResNet.com. For support, contact: support@myresnet.com.

Please Note* The College also provides a wireless connection outside of Residence Life and Housing Facilities via a separate network.

Keys

Room keys may not be duplicated; however, lost keys and lost entry fobs must be replaced. The cost for key replacement is $65 per key, the cost for lost entry fobs are $15. To order a replacement key, go to the Housing Administrative Office at 40 Coming Street; immediately report stolen keys to Public Safety.

If you are locked out, you may check out a “loaner key” for twelve (12) hours from Public Safety by presenting your valid College of Charleston ID. If your photo identification is locked inside your room you will need to provide Public Safety with your name, student ID and verify certain personal information. If you fail to return the Public Safety key within the time allotted, your student account will be charged.

Laundry Facilities

Washing machines and dryers are located in all residence halls and most houses. All laundry facilities are dedicated to the residential students living directly in that hall/house. If the machines are not working properly, please enter a work order online through your MyCharleston account.

Maintenance Services

A Work Order Online (WOOL) system has been implemented throughout campus to address maintenance concerns. To access the WOOL system, sign in to you’re My Charleston account through the College of Charleston website. Click on HOUSING at the top of the page. Select HOUSING WORK ORDERS from the pop up box. Your name and room number will be automatically generated. Describe with as much specificity as possible the nature of the maintenance concern.

As work orders are received, they are prioritized and assigned. Emergency issues that can affect resident safety or cause further property damage are given first priority. Residents receive electronic replies to keep them informed of the status of their maintenance request.

If you experience a maintenance emergency (flooding, sewer difficulties or fire/life safety issues) during normal business hours (8:30 am – 5:00 pm M-F) you may immediately call the Housing Facilities Services Customer Service Line (843) 953-3700. Report any after-hours maintenance emergencies to your designated information desk.

Personalizing Your Space: Furniture Moving, Adjusting and Arranging

Residents may move and arrange lightweight College provided furniture within their rooms as often as they wish to satisfy their individual tastes as long as the furniture stays in the same room. Any damage caused by resident-moved furnishings will be the financial responsibility of the resident.

Residents may request the moving or arranging of heavier furnishings (such as wardrobes) by placing a work order. All moving of furnishings by Facilities Staff must be arranged by appointment. The resident should list available times on the work order and the Facilities Services staff member will follow up by arranging a time that satisfies both parties. The resident must be present for the appointment and must clear the furniture to be moved of all personal belongings (within and around).

These requests will be processed free of charge during the first four (4) week “Open Request Period” of each semester. Residents will be charged $20.00 per piece/per move for requests placed after the end of the Open Request period.

Bed “lofting” and “unlofting” as well as “bunking” and “unbunking” fall under the same guidelines as moving heavier furnishings.
Recycling

Recycling bins have been provided in all residence halls and houses. Please dispose of recyclable materials as indicated on the bins (newspaper, aluminum, etc.) Failure to sort recycling by item type results in the entire bin’s contents being thrown away instead of being recycled; help us help the environment by making sure trash goes in trash cans and recyclable materials go in their proper recycling bins.

Room Reservation Requests

Residence Life activity rooms may be reserved for special campus group functions. To inquire about a reservation in a particular hall, please contact the RHD of the building.

Room Assignment

Current resident students will have the opportunity to re-apply for on-campus housing for the next academic year beginning in January. Because of the high number of new students requiring housing, a pre-determined number of bed spaces are reserved for this population. A housing prepayment and a yearly non-refundable application fee are required. An online application must be completed by the specified deadline. (Check the CoFC Housing website for all important dates)

Room Changes

Room changes begin two (2) weeks after opening weekend in the Fall and Spring. To request a room change, contact your Residence Hall Director who will assist you in filling out the necessary paperwork. The assignments area will notify you when your request has been received and will instruct you on further procedures.

Do not move until you have been contacted by Housing Administrative Services and have permission to change rooms. Unauthorized room changes will result in a $50 fine.

Residence Life reserves the right to make a room change any time it is deemed to be in the best interest of the students involved.

Roommate Contracts

Roommate Contracts are resource designed to help residents map out “ground rules” for community living in their room and/or suite. An RA will meet with all residents of a suite to complete the Roommate Contract during the first six weeks of the fall semester, and will review the contract with all residents during the year. When roommate conflicts occur, the Roommate Contract is used to facilitate a conversation to resolve the conflict.

Mediation:
Roommates agree to discuss unresolved roommate problems with RA or RHD. All roommates agree to make a good faith effort to discuss/obtain a resolution prior to taking any action. If you and your roommate/suitmates need assistance regarding any issues in your room/suite, please contact a Residence Life staff member. Repeated disregard for agreed upon standards in the Roommate Contract may result in a mandatory room change.

Severe Weather

It is a priority of the College of Charleston and Residence Life to keep our students and residents safe. Should severe weather threaten the Charleston area, refer to the College emergency website emergency.cofc.edu for the most up-to-date severe weather information. We encourage students to act responsibly, remain informed, and have an evacuation plan in place. You must keep your cougar alert information in MyCharleston current.

Trash Removal

Characteristic of an urban and humid campus setting, insects and rodents are present and easily attracted to food sources. Properly bag and tie all trash before taking it to the designated trash pickup site for your residence hall or house.

Vending Machines

For your convenience, food and soft drink machines are located in most residence halls. To report lost money in vending machines, notify Cougar Card Services.
Community Standards

General Rules of Conduct

In all communities, there is a moral code of ethical behavior that binds participants together, and a body of official rules and regulations that defines personal freedoms and responsibilities. It applies to all members of the residential living community and is intended to promote an atmosphere of trust and fairness in all residential spaces and in the conduct of daily campus life. Outlined in this section we have provided the rules and regulations for campus life as well as the consequences associated with violations of the general rules of conduct.

As part of the residential living community, all students and their guests are expected to:

1. Abide by all policies and procedures as stated in the Residence Life and Housing Contract, this Guide to Residence Living, and the College of Charleston Student Handbook.

2. Understand that ignorance of the policies and procedures found in the Housing Contract, the Guide to Residence Living, and the Student Handbook does not absolve students and guests from the policies and consequences therein.

3. Residence Life and Housing Administration reserves the right to refer violators of any alleged charges/violations to the appropriate campus authority, which may include the Department of Public Safety or the Dean of Students.

Alcohol

Please refer to the College of Charleston Code of Conduct for full reference on Alcohol and complete Policies.

Residents of legal age (21 years old or older) are allowed a 12 pack of beer or 1 liter of wine. Residents are responsible for their own trash removal; if alcohol containers/refuse in excess of the alcohol limit is present, residents of the suite may be held accountable for an alcohol violation. Liquor and caffeinated alcoholic beverages are prohibited.

Non-residents are not permitted to bring their own alcohol into the residential facility. All persons consuming alcohol must be of legal drinking age. Residents are responsible for the actions of their guests. If a guest violates the alcohol policy, the resident may be subject to the conduct process and sanctions.

Residents and their guests of legal drinking age may consume alcohol only in the presence of others of legal drinking age, including assigned roommates. Residents under the legal age of 21 are not permitted to possess, consume, be in the presence of alcohol, or possess alcohol beverage containers in the residence halls/houses.

Alcohol Storage

Residents 21 or older must store alcohol and alcohol containers outside of plain view and in their assigned portion of the room. Residents under 21 may not have empty alcohol containers for decorative purposes, including shot glasses and flasks.

Alcohol – Common Source Containers and Paraphernalia

The use or possession of common source containers (e.g., a keg) or devices to promote rapid alcohol consumption (e.g., a beer bong) is prohibited in residence halls/houses. Drinking games are not permitted in residence halls/houses.

Intoxication/Drunkenness

This is a violation of College of Charleston policy as well as South Carolina state law. Residents perceived to be intoxicated are subject to undergo evaluation by CofC First Responders and/or Charleston County EMS. This evaluation will determine whether a resident is admitted to the building or transported to a local emergency room. If transported, a medical professional will evaluate the resident. Parents/guardians will be notified according to our parental notification policy.

Students should note that alcohol violations are handled in coordination with Student Affairs. If a student is adjudicated by Student Affairs for an alcohol violation not in the residence halls, any alcohol violation within the halls will be considered a second alcohol violation and forwarded accordingly. Likewise, if a student with an alcohol violation from within the halls is later adjudicated through Student Affairs for an alcohol violation outside the halls, it will be considered a second alcohol violation and forwarded to the appropriate individuals.
Please note: Alcohol violations are cumulative throughout a student’s enrollment at The College of Charleston. An additional alcohol violation, even a year or more after a first alcohol violation, will be considered a second offense and forwarded to the appropriate campus authorities.

**Balconies, Porches, Piazzas, Roofs, Windows**

Porches, piazzas, balconies, rails and windows of the residence halls and houses must be kept clear of items including hanging articles and furniture. No items may be thrown over the balconies, porches or piazzas. Students caught throwing things may be subject to removal from the residential facility with no refund of fees and full payment of contract required.

Residents are prohibited from removing window screens – all screens provided by the college must remain intact and in the window. Damaged or missing screens should be reported through an online work order in your MyCharleston account.

No resident is permitted on the roof at any time.

**Bicycles**

For fire and life safety reasons, bicycles are not allowed inside the residence halls/houses at any time except in the designated bicycle storage areas inside Kelly House and McAlister Hall. Bicycles may not be chained to porches or rails of historic houses.

**Children in Halls**

Babysitting in the residence halls/houses is not allowed. Children may not be left unattended. Actions of a minor guest are the responsibility of the host.

**Commercial Activities**

Students may not use Residence Life property or equipment for personal businesses. This includes running businesses from residence hall/house rooms as well as using Residence Life facilities to solicit or maintain businesses.

**Conduct Toward College Staff**

Verbal abuse in the Code of Conduct is defined as use of derogatory terms, foul demeaning language, which may be accompanied by a hostile tone or intense volume of delivery.

**Confiscated Property**

Unauthorized items will be confiscated and may not be returned.

**Drugs/Drug Paraphernalia**

Please refer to the College of Charleston Code of Conduct for full reference on Drug and Drug Paraphernalia. Any paraphernalia found will be confiscated and not returned. Hookahs are considered paraphernalia and not allowed in residence halls or houses.

If there is suspicion of the presence of illegal drugs, particularly due to smell indicative of marijuana, Residence Life staff members will be authorized to enter the suite to further assess the situation.

*Residents are responsible for the actions of their guests. If a guest violates the drug/drug paraphernalia policy, the resident may be subject to the conduct process and sanctions.*

If perceived to be under the influence of any substance that may put one at risk of harm to self or others, residents and/or guests will be evaluated by medical professionals to determine whether transport to a local emergency room is necessary. Parents/guardians will be notified according to our parental notification policy.

**Facilitating or Accepting Improper Behavior**

Facilitating or accepting improper behavior is defined as aiding or choosing not to confront a person violating the Honor Code, Code of Conduct or other regulations, choosing not to leave such a situation, and/or choosing not to tell a college staff member about the violation.

**Fire and Life Safety**

Fire safety equipment, including smoke alarms, are provided in each room and are maintained regularly by Fire & EMS. If special accommodations need to be made to comply with ADA regulations, please contact the Housing Administrative Services Office. If you hear an intermittent beep from the smoke detector, report this through an online work order in your MyCharleston account. Fire & EMS can be
reached at 953-5499 between 8:30 am and 5:00 pm Monday through Friday, as well as, the Public Safety dispatch at 953-5611 after hours and on weekends. DO NOT REMOVE BATTERIES OR ATTEMPT TO CHANGE BATTERIES! Additionally, no items shall be hung from or placed over smoke detectors, sprinkler heads, or over building lighting (in rooms, common rooms, bathrooms, hallways, etc.).

Each time a fire alarm sounds, it is MANDATORY FOR ALL STUDENTS AND GUESTS to IMMEDIATELY evacuate the building. Residents who remain in the building during a fire alarm shall be subject to disciplinary action. Once evacuated, residents must remain outside until the College of Charleston Fire & EMS and/or the Charleston Fire Department have cleared the building.

Assembly Sites: These locations are provided for your safety and to allow the Fire Department personnel adequate access to the building. When an alarm sounds, students must assemble in the following areas:

- **Berry**: Across St. Philip Street in the WA parking lot adjacent the Bell Building.
- **College Lodge**: Parking lot adjacent to Market 159 – towards King St.
- **Craig**: Exit the hall and walk down the sidewalk to the front of the education center
- **George Street**: Across George Street to the parking lot.
- **Historic Houses**: Across the street from the house.
- **Kelly House**: Across St. Philip Street in the Charleston Water Systems parking lot.
- **Liberty Street**: Across Liberty Street, down St. Philip St. toward the Education Building.
- **McAlister**: Across St. Philip Street in front of the parking garage.
- **McConnell**: “P” Parking Lot behind Fraternity Row.
- **1 Warren Place**: Across the street in front of 10 Warren Place.
- **10 and 20 Warren Place**: At the far side of the parking lot.

Students are prohibited from tampering with any barrier (including but not limited to all locks, gates, doors, barricades, chains, enclosures, signs, tags or seals) installed by or under direction of fire officials. Students found in violation of this policy will be subject to disciplinary action.

Furniture

Furniture placed in the lounges and other public areas is for the use of all residents. Do not remove furniture from these areas.

Furniture in your room is not to be removed at any time. You are responsible for having all College furniture in place and in good condition. Additional furniture may be brought in providing all residents of the room/suite agree and the item does not block egress or otherwise violate fire and life safety codes. For questions about authorized furniture, contact Fire & EMS at 953-5499.

Mandatory Meetings

Residence Life reserves the right to call mandatory meetings as deemed necessary by appropriate staff. If you are unable to attend a mandatory meeting due to a class conflict, you must contact your RHD or the staff member you are to meet with at least 24 hours prior to the meeting.

Noise

Noise can be disruptive in community living and can interfere with residents’ sleep, study and socialization periods. Between 8:00 p.m. and 8:00 a.m., “quiet hours” are enforced in all residence halls and houses. During these hours, keep noise to a minimum to allow residents to study and sleep. “Courtesy hours” are in effect 24 hours a day. During these times, reasonable quiet should be maintained. Loud music or other disturbances are not allowed. During exams “Quiet Hours” will be in effect 24 hours a day until the halls officially close.

Pets

For health reasons, sanitary concerns and space constraints, pets (except fish) are not permitted in the residence halls/houses. Fish aquariums must not exceed 10 gallons and must be cleaned on a regular
basis to prevent odor. Students will be financially responsible for cleaning/damage repair costs should the tank leak, break or cause any damage to College property.

Posting Policy

All publicity for school functions (flyers, posters, etc.) must be approved by Residence Life 48 hours prior to the time of posting and must bear the appropriate stamp. Publicity with reference to alcohol or any item/action prohibited in the residential setting will not be approved. Any unstamped material will be removed. All publicity should be delivered to 40 Coming Street for approval.

Smoking

Tobacco-Free Campus Policy 6.1.5
Policy Implementation Date: July 1, 2014

3.0 STATEMENT OF POLICY
Use of all tobacco products is prohibited in all College-owned or leased buildings; in all buildings on College-owned or leased land; on all College-owned or leased property, including outdoor seating areas; and in all College-owned, leased, and rented vehicles. Use of tobacco products is prohibited in all those places here identified, including but not limited to, offices (including private offices), classrooms, laboratories, stairwells, elevators, restrooms, hallways, porches and piazzas, rooftops, indoor and outdoor athletic facilities, residence halls and historic properties, shuttle buses, shuttle bus stops, parking structures and parking areas on College-owned or College-leased property, sidewalks on College-owned or College-leased property, lobbies and waiting areas, outdoor benches, green spaces on campus, and other common areas. Use of tobacco products is permitted in personal vehicles parked or being driven on College-owned or leased property, provided that the windows and doors of such personal vehicles are closed (i.e., tobacco products are used in an enclosed vehicle space) and tobacco waste products are stored in the vehicle and disposed of at off campus locations. This policy does not restrict or prohibit the lawful possession of tobacco products on the College of Charleston campus.

2.0 DEFINITION
Except as otherwise specified in this Policy, “tobacco products” include, but are not limited to, cigarettes; cigars; pipes; chewing tobacco; snuff; electronic cigarettes; water pipes (hookahs); bidis; kretex; and all other technologies or devices allowing for the ingestion, combustion, inhalation, or other use of tobacco.

7.0 POLICY VIOLATION AND DISCIPLINE
Students of the College may be disciplined for violations of this policy, consistent with the Student Code of Conduct.

Other individuals who violate Policy 6.1.5 and are not covered by the terms of Policy 9.1.2 or the Student Code of Conduct may be warned by the Department for Public Safety. Visitors or members of the general public who refuse to comply with the Policy may be asked to leave campus by the Department of Public Safety.

Sports-like Activities

Sports-like activities are not allowed inside the residence halls/houses or on balconies or porches as they are a safety hazard to all and may cause damage to the facilities.

Unauthorized Entry

Entering or attempting to gain access to a residence hall by any manner other than the established visitation procedures (including but not limited to: climbing walls or fences, using another resident’s ID card, entering a building after being banned from that hall, entering without signing in, etc).

Unauthorized Guest

Any person not signed in following established protocols or staying in excess of the prescribed visitation limits (see Visitation below).

Vandalism

Deliberate destruction of property, including bulletin boards, will not be tolerated. Students will be held responsible individually or as a group. If the responsible party is identified, the student will be sanctioned according to the nature of the vandalism. If the responsible party is not identified, Collective Accountability will be assessed and all members of the suite/floor/hall will be sanctioned.

Violations of Municipal, State, or Federal Law
Students may be accountable to both outside authorities and to the College for acts which constitute violations of law.

Visitation Policy
All on-campus residential facilities have 24/7 visitation privileges and all visitation polices apply. Residence halls and historical houses without front desk shall be self-regulated and regulated by Residence Life Staff.

Residents are responsible for their actions and the actions of their guests. If guests violate the visitation policy, the resident may be subject to conduct sanctions.

24/7 Guest Visitation
With 24/7 Visitation, residents can host guests at any time in public areas of his/her residential facility. All guests must sign-in at the front desk.

The parameters for the hosting of guests in a student apartment/suite/room are subject to the provisions set forth by the Roommate/Suitemate Contract developed by the particular residents. If a Roommate/Suitemate Contract is not followed, the wishes of the roommate(s)/suitemate(s) objecting to a guest visitation may prevail upon mediation.

Each resident host of an apartment/suite/room are allowed to have three (3) guest checked in per visit. During the resident's hosting, the occupancy of an apartment/suite/room should not exceed the allowed amount of the hosting resident(s) and their guest.

The overnight guest policy, as written in this document, is superseded by any and all agreements entered into by the residents of a student apartment, student suite, or student room.

Overnight Guest Policy
Overnight guests are permitted to stay in a resident’s room/suite/apartment under the following provisions:

1. Each resident host of a room/suite/apartment is allowed to check in two (2) overnight guests per visit. Any resident host wanting to host more than two overnights must have prior permission by a Residence Life RHD or Coordinator.
2. Persons under 16 years of age may not be overnight guests at anytime without the written permission of the appropriate RHD or Coordinator.
3. The resident host must be with his/her guest at all times during the stay. The host will assume all responsibility for his/her guest’s actions. Guests will be expected to adhere to the same policies as resident students. Failure to do so may result in disciplinary action against either/or both the host and the guest. In any event, until a determination has been made as to the status and outcome of an alleged violation, a host’s and/or guest’s visitation privileges may be suspended.
4. All roommates MUST mutually agree to have overnight guests/visitors in the apartment/suite/room.
5. Unless a resident seeks prior written permission from the appropriate Coordinator, overnight hosting privileges, within his/her apartment/suite/room, extend to no more than two consecutive nights.
6. Unless otherwise approved, a guest’s visitation privileges, regardless of the host, extend to no more than two consecutive nights.
7. A resident’s overnight hosting privileges, within his/her apartment/suite/room, as well as any guest’s overnight visitation privileges, within a residential facility, extend to no more than six (6) nights in any calendar month.
8. Students are reminded that lounges may not be used as sleeping areas and that a guest may be required to leave if his/her behavior is deemed inappropriate by the Residence Life staff or Public Safety. Violations of the Visitation/Guest Policy may result in the termination of guest privileges.

Sign-in Procedures
All residential facilities with Information Desks staffed 24 hours a day are subject to the following procedures:

1. All guests must be registered at the front desk. Residents must leave their valid CofC ID at the desk. Guests must show a picture ID: CofC ID, military ID, passport, or state issued license or ID are the only IDs accepted; forms of identification from other Colleges, Universities, and places of employment will not be accepted. The Desk Assistant will record the necessary information.
2. Only residents of the building are allowed to check guests in.
3. The host must escort guests at all times.
4. Guests must be signed in/out of the residence hall each time he/she enters or leaves.

NOTE: While residents in facilities without 24 hour front desks are not subject to signing-in, residents and their guests in those facilities must adhere to all other visitation policies and the roommate/suitemate contract.

SEE: Unauthorized Entry, Unauthorized Guest

**Weapons**

Weapons of any kind are prohibited within the residential system.
Policy Violation Procedures

Basic 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. Any behaviors or situations that appear to be violations of college policy will be addressed by a member of the Department of Residence Life and documented in an incident report.
2. The incident report will be reviewed by the Office of Residential Student Rights and Responsibilities and referred for adjudication.
3. The involved parties will be contacted via email with a date and time for an informal hearing with a Residence Life Hearing Officer. This meeting provides the opportunity for the parties involved to share their recollection of behaviors leading to the allegations.
4. Based on the information shared in the informal hearing, the Hearing Officer will resolve the case through a finding of responsible or not responsible for violations of policies. If a resident is found responsible, they will be issued sanctions to complete as part of the informal resolution.
5. If the resident does not appear for the informal hearing, a decision will be made based upon the information available in the incident report and the resident will be responsible for any outcomes.

Sanctions (Active and Status)

Active Sanctions

This type of sanction has follow-up steps that require action on the resident’s part. Active sanctions are intended as opportunities for the resident to gain additional information or engage in additional reflection related to the policy violation.

Status Sanctions

These sanctions are related to a resident’s status within College housing or their status as a student at the College of Charleston. Status sanctions typically do not require action on the resident’s part.

Active Sanctions

1. **Referral** – Residence Life reserves the right to refer students to other offices within the College of Charleston for further sanctions (i.e. Honor Board, Dean of Students, or C.A.S.A.S.)
2. **Educational Assignment** – Designed to promote self reflection, the student 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 relates to the violation.
3. **Restitution and fines** – 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 in Residence Life; Fire & EMS, Vandalism/Damage to Property, Checkout, and Lost Key. Fines for vandalism will be levied according to the damages. Amounts of fines are at the discretion of Residence Life and Housing Administration. Students are subject to fines given at the discretion of the Department of Residence Life for failing to comply with directives given by Residence Life Officials.
4. **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 your RA. 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.
5. **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 Director of Residence Life for consideration.
Residence Life reserves the right to accept or reject such request after consideration. A housing application will be mailed to the student based on availability.

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

7. **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 Senior Director 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 Director of Residence Life.

8. **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.

**Status Sanctions**

1. **Written Warning** – A letter of warning to a resident that their conduct is in violation of the Guide to Residential Living. The letter summarizes the violation and informs the resident about future consequences if the behavior continues.

2. **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).

3. **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 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.

4. **Residence Life Probation** – The student is in a probationary status within the residential community; 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.

5. **Disciplinary Probation** – A student on probation is not considered in good standing within the College, and his/her continued enrollment is conditioned 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.

6. **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.

**Appeals**

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

1) To determine whether the meeting with the Hearing 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.
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 (3) business days after being sanctioned to turn in a written appeal based on the criteria listed above and fill out an appeal form. The written appeal and the appeal form should be turned in to the Office of Residential Student Rights and Responsibilities. Within three (3) business days the student will be notified as to whether the appeal has been accepted for a review or denied (based on the above criteria). If the appeal is accepted, the case will be reviewed within five (5) business days. In the case of not responsible, the case is dismissed. The appeals decision of responsible or not responsible is final.

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