This guide incorporates living basics, community standards, and rights and responsibilities of those residential students living in all on-campus residential communities.

The College of Charleston departments of Residence Life, Campus Housing, and Physical Plant reserve the right to make changes in its policies, regulations, and procedures as printed herein through normal channels. The *Guide to Residence Living* is produced by the Departments of Residence Life, Campus Housing, and Physical Plant.

An electronic version of the Guide to Residence Living is currently available online. You can access it through the College of Charleston Residence Life website and
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Living On Campus at the College of Charleston

Welcome to on campus living at the College of Charleston! There are three main departments that oversee the residential student component and they are: Campus Housing, Residence Life, and Physical Plant. These offices work together to try and make your stay here at the college a seamless and vibrant experience.

Department Information

Campus Housing:
The Campus Housing 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, room assignments, billing, keys and fobs.

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:
The Department of Residence Life employs many positions within the halls to aid in the residential living experience. Residence Life coordinates educational and social programming as well as facilitates roommate and suitemate contracts. Residence life staff is your first point of contact in the buildings and provides after hours emergency assistance.

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 McAllister 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 staff members to provide a quality living environment through individual student assistance and educational and social programming. They work to maintain an environment that promotes the safety and security of all residents, enforce residence hall policy, and establishes 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 support for community needs. This office is located in Buist Residence Hall.
Campus Living Basics

**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/ Campus Housing 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 to stay during these times through The Office of Campus Housing. These requests will be granted upon availability; housing during breaks is not guaranteed. A temporary move may be required for safety and security reasons. Residents of buildings scheduled to close for breaks who wish to remain on campus should contact Campus Housing to arrange for accommodations.

George Street, Kelly House, Warren Place and the Historic Houses will not close for Winter Break. All policies and procedures remain the same.

**Damages**

On-campus residents will receive a room condition form to complete at the time of move-in. They will assess any damages already apparent in the room. They will re-complete said condition form at move-out so that we can determine if any damages were made during the student’s stay. The use of any materials that damage walls, doors, floors, furniture, etc. will be assessed by a staff member and an appropriate fine will be billed to your eBill.

**Insurance**

Insurance of student’s property is not provided by the College. The purchase of renter’s is highly recommended. Compensation for property damage or loss is not provided by the College, regardless of circumstance.

**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 request a replacement key, you will do so through the Housing/Dining portal in MyCharleston. Immediately report stolen keys to Public Safety.

If you are locked out, you may check out a “loaner key” for 24 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 number and verify certain personal information. If you fail to return the Public Safety key within the time allotted, your student account will be charged.

**Room Assignment**

Current resident students will have the opportunity to re-apply for on-campus housing for the next academic year beginning in the Spring semester. Please check email updates on application deadlines. A non-refundable housing application fee is required. An online application must be completed by the specified deadline. (Check housing.cofc.edu for all important dates)

**Room Changes**

Any student wanting to change rooms will be directed to their Housing/Dining Portal in MyCharleston to complete the Room Changes Request form. All submissions will be reviewed by Campus Housing. Roommate conflicts will be referred to the Residence Hall Director. If the room change request is deemed appropriate, Campus Housing will assign a new room space, and the student will have 72 hours to move into their new room. Students will then return their old key via the express checkout box in their new
building (express envelope will be given when they check into the new room). Failures to return keys in the allotted time will result in a fine placed on the student’s account.

Severe Weather
It is a priority of the College of Charleston 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.

Television & Internet Services
College of Charleston has partnered with Apogee to provide a new cable experience with IPTV and Stream2. This product combines the best in entertainment programming as well as campus content. You can stream a multitude of premium entertainment programs on your tablet, television, phone, and computer. You may need a device like AppleTV or Amazon FireStick to ensure that your TV can connect to Stream2. You can also use an HDMI cord to connect your laptop to your television. Wireless internet services will also be available through Apogee. 24/7 technical support is available.

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.

Physical Plant

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. Please be aware these are large environmental systems that are not easily adjusted. For problems with your air conditioner or heat, please enter a work order online through your MyCharleston, MyHousing portal, Work Orders tab.

Custodial Services
Residents are responsible for the cleanliness of their bedrooms, bathrooms, kitchens, and other common areas, including all waste removal. Custodial services are provided in all public areas of residence halls (e.g., lobbies, activity rooms, etc.). Custodial Services are not available for any historic houses; students living in these houses are responsible for the cleanliness of the house as well as all trash and recycling removal. Please take your waste to the road.

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, MyHousing portal, Work Orders tab.

Laundry Facilities
Washing machines and dryers are located in all residence halls and most houses. If the machines are not working properly, please enter a work order online through your MyCharleston account.

Maintenance Services
To submit maintenance work orders, go to: MyCharleston, MyHousing portal, Work Orders tab. Describe with as much specificity as possible the nature of the maintenance concern. If you need assistance with this, please contact PhysicalPlantHelp@CofC.edu or call 843-953-5550.

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 or RA on-call.

Waste Removal
Properly bag and tie all trash before taking it to the designated trash pickup site for your residence hall or house. Please recycle- recycling bins are provided in all residence halls.
**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 the resident checks out 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, Campus 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 Student Affairs adjudication procedures. Public Safety may obtain a search warrant and criminally prosecute violations.

**Check-In/Check-Out**

During move in weekend, you will be able to pick up your room keys from your assigned residence hall. Your Cougar Card will be scanned to check you into the building. If you move out prior to the end of the semester, you may return your room keys to the Campus Housing office to avoid additional fees. Students are given access to their residence hall via their Cougar Card. All freshman residence halls have a front desk with a swipe verification system. Students will have access automatically when rooms are assigned and will swipe their card when entering the hall to verify their ability to access the hall. Lost or broken cards can be replaced at Cougar Card Services or by Public Safety after hours for a fee.

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

**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.

**Health and Safety Inspections**

For health and safety reasons, the Residence Life staff will conduct room inspections at the mid-point of each semester. Courtesy notice will be posted in advance to provide residents the opportunity to schedule the inspection in advance to be present. Residence Life staff will check the rooms for cleanliness, maintenance needs, and item(s) that are prohibited.
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.

Roommate Contracts

Roommate Contracts are 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 their 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/suitemates 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.
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 Hall 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 Campus Housing reserve 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, Roofs, Windows

Porches, 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 or porches. 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 College of Charleston property or equipment for personal businesses. This includes running businesses from residence hall/house rooms as well as using College 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. This type of action toward College Staff will result in a violation of the General Rules of Conduct.

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. This is a violation of the General Rules of Conduct.

Fire & 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 Center for Disability Services Office, 843-953-1431. 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 in the Barnett Courtyard.
- **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.

**Fire Life & Safety Fines**

Anyone found in violation of tampering with or damaging fire and safety equipment is subject to judicial action and will be charged as follows:

- **Damage, tampering, or removal of any fire alarm or sprinkler system components (i.e., tape over detector, removing detector, bag over detector, etc.)**
  - $250.00 per occurrence

- **Deliberate activation of a fire alarm or activation of a sprinkler system (in addition to charges related to damage caused by the sprinkler system activation)**
  - $250.00 & 25 hours community service per occurrence

- **Damage, tampering or removal of any exit sign or emergency lights**
  - $200.00 per occurrence

- **Failure to evacuate a building immediately during an alarm**
  - $200.00 per occurrence

- **Unauthorized discharge, tampering, damage to, or removal of a fire hose/standpipe (in addition to charges related to damage caused by discharge of standpipe system)**
  - $200.00 per occurrence
Furniture

Furniture placed in the lounges and other public areas is for the use of all residents. Do not remove furniture from these areas. Please be careful when attempting to move furniture in the residence halls. No furniture should be moved from bedrooms, and all lofting and un-lofting of beds. 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. Failure to do so is a violation of our General Rules of Conduct.

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; kreteks; 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) is prohibited.

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

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 Campus Housing. 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.
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 appeal to the Dean of Students, per their appeal process. Fees will not be pro-rated or refunded if a student is removed.

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. Fees will not be pro-rated or refunded if a student is expelled.

### 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.

Please Note: The appeal process will be given to you after a conduct hearing if sanctions have been set.