



Graceland University

Guide to Community Living

INTRODUCTION TO RESIDENCE LIFE

Mission Statement

Residence Life participates in the educational mission of Graceland University by creating safe, organized, and supportive residential learning communities which are ideal for holistic student development and enhancing students' sense of belongingness.

Grounded in the value of "The Worth of All Persons", our inclusive House System, robust Residential Living Curriculum, and intentional Guide to Community Living cultivate a culture where students can discern who they are called to be and realize their potential for meaningful and productive lives.

House System

Part of Graceland's uniqueness is found in its innovative housing program. The basic unit of student life is known as a "house." All full-time students living on and off campus are assigned to a house when they enroll as students and remain in the house until graduation. There are eight men's houses and nine women's houses located in the residence halls. Each house has students who have a wide range of skills, interests, backgrounds, attitudes and experiences. By cooperative effort, the house organizes its own educational, social, religious, and intramural programs. Students are free to determine the extent of their participation in all house activities. Participation in any house activity is completely voluntary.

House Inclusion Philosophy

The House system is based on the principle of inclusion that recognizes the 'worth of all persons'; each student attending the university is valuable and the individuality of each person is celebrated.

The House Inclusion Philosophy is:

Everyone who is here belongs here just because they are here, and for no other reason. This is our top rule. It depends on nothing else. Nothing changes it.

Residential Living Curriculum

The Graceland Residential Living Curriculum is organized to fulfill the Residence Life Mission by purposefully encouraging learning and personal growth within university housing. The curriculum facilitates opportunities for student development through leadership, peer-to-peer counseling, policy compliance, social engagement, regular resident gatherings, and participation in traditional university activities; all of which the university believes will lead to feelings of belongingness, assist in student academic success, foster persistence to graduation, and provide skills for thriving beyond college!

The Residential Living Curriculum includes those measurable student development activities that incorporate all of the following elements: 1) engage students purposefully within university housing 2) are intentionally designed by faculty, professional staff, or student leaders to advance the Association of College and University Housing Officers "Standards and Ethical Principles", any of Graceland University's broad institutional goals, such as the "Essential Learning Outcomes", and / or Student Life's "Long Term Strategic Priorities" 3) are assessed by faculty, professional staff, or student leaders to determine the activities' effectiveness towards advancing learning and student development.



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On Campus Living Policy

All full-time students (enrolled in 12 credit hours or more) are required to live in university housing. First-time freshman are required to have a roommate. Exemptions to the campus live-on policy are granted for students who meet at least one of these criteria: 1) are 23 years of age or older; 2) have a legal dependent(s) who live(s) with them; 3) are a military veteran; 4) are legally married or partnered in a legal civil union.

Due to the limited availability of on campus housing, some students will be approved to live off campus. Currently enrolled students with senior status who want to live off campus (who do not meet the above exemptions) must submit an Off Campus Application to the Residence Life Office by the advertised March deadline. Notice of approval to live off campus for the following academic year will be sent in early April.

RESIDENCE LIFE STAFF AND STUDENT LEADERS

Residence Life's qualified professional staff and student leaders uphold policies, which create safe, organized, and supportive residential environments ideal for holistic student development.

Director of Residence Life

Reporting to the Dean of Students, the Director of Residence Life is responsible for the administration of the overall residence life program and the daily operation of the residential living experience for 600-750 undergraduate students. The Director is responsible for creating residential learning environments that support students' personal growth and academic success. The Director of Residence Life establishes the mission of the Residence Life Office, oversees professional and student staff selection, provides staff training and development, assists with student discipline, develops departmental policies and procedures, makes initial student room assignments, administers the area budget, and supervises the daily operations of the office and staff.

Current Director of Residence Life:

Deborah Knotts Skinner (641-784-5108, dskinner@graceland.edu)

Associate Director of Residence Life

Reporting to the Director of Residence Life, the Associate Director of Residence Life (AD), in addition to the duties of a Residence Hall Director, shares responsibility with the Director for the daily operation of the residential living experience for 600-750 undergraduate students. On a professional team of five, they share responsibility for the training and supervision of the student Residence Life team members. The AD will collaborate with the Director to oversee the long range planning and implementation of Residence Life processes including but not limited to writing and maintaining the residential living curriculum, maintaining policies, staff hiring, training, recognition and supervision. This is a ten-month, live-in position.

Current Associate Director of Residence Life:

Timothy Ledna (641-784-5382, tledna1@graceland.edu)

Residence Hall Directors

Reporting directly to the Director of Residence Life, the Residence Hall Director is a full-time, live-in, professional-technical employee of the division of Student Life. The Residence Hall Director is – first and foremost – a residential educator, responsible for creating and sustaining a community of learners who are challenged to grow in all aspects of



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their Graceland Experience. They are responsible for the total operation of the residence hall where they live. Residence Hall Directors are student-centered, collaborative, and intentional educators who supervise student staff, mentor student leaders, and manage residential learning communities between approximately 100 and 300 students. The Residence Hall Director is a partner with the academic departments in promoting the university's educational goals. Residence Hall Directors are available to residents for consultation in a number of areas, including: personal and academic concerns, House relationships, university procedures, and accessing college resources. Residents with concerns or ideas are welcome to visit with their Residence Hall Director.

Current Residence Hall Directors:

- *Graybill Hall:* Alex Carr (641-784-5383, aacarr@graceland.edu)
- *Gunsolley Hall & Tower Apartments:* Timothy Ledna (641-784-5382, tledna1@graceland.edu)
- *Tess Morgan Hall:* Melanie Grimes (641-784-5350, grimes@graceland.edu)
- *Walker Hall, Small & Thomas Apartments:* Leslie Robinson (641-784-5360, leslie2@graceland.edu)

Assistant to the Residence Hall Directors

Assistant to the Hall Directors are full time students who are hired part time to assist the Hall Directors in educational and social programs for their residence hall, as well as manage the front desk, and receptionist staff.

Apartment Managers

Apartment Managers are full time students hired part time as building supervisors for the Small & Thomas Apartments. Apartment Managers participate in the nightly rounds schedule and are available to connect residents to the resources they need to be successful, as well as handle concerns regarding student conduct and maintenance management.

Receptionists

Receptionists are full time students who are hired part time to staff the front desk of the residence halls. Receptionists are on duty during visitation hours of the halls, and monitor activity in the main lounges and front entries of the residence halls.

House Presidents

The House President (HP) is a full-time student whose part-time job is to assist students. The HP is a peer educator, there to help students learn how to find their own answers to important questions of career, lifestyle, and personal values. The House President is responsible to their Residence Hall Director and the Director of Residence Life for the activities which occur within the house. House Presidents participate in the nightly rounds schedule, attend weekly meetings with the Residence Hall Director, and with the Council of House Presidents help prepare the HP for the responsibilities of the job.



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Members of the House Council

The House Council members are elected and volunteer student leaders responsible for organizing house activities, for representing student opinion at student government meetings, for supporting and encouraging residents throughout the year, and for enforcing the university's rules and regulations. The following positions officially serve on the House Council:

- **Chaplain** - responsible for the spiritual dimension of the house and works to build positive interpersonal relationships in the house. The chaplain serves as a resource liaison and meets regularly with the Campus Minister. The Chaplain meets weekly with the Council of House Chaplains organization and announces Campus Ministries events to the house at the weekly house meetings and through other means.
- **Campus Organization for Social Activities Representative (COSA Rep)** - responsible for the social dimension of the house. They plan, schedule and coordinate the house's social activities. The COSA representative meets weekly with the COSA organization and announces campus social events to the house at the weekly house meetings and through other means.
- **Intramural Representative (IM Rep)** - responsible for the physical dimension of the house and encourages all members to participate in the intramural program. The intramural representative meets weekly with the IM organization and announces intramural events to the house at the weekly house meetings and through other means. The IM Representative serves as a resource and liaison to the Intramural Board.
- **Academic Student Council Representative (ASC Rep)** - responsible for the academic dimension of the house and will serve as a resource and liaison with the academic sector of the university. The ASC representatives receive initial training in peer advising from the CAP Center. The ASC representative meets weekly with the ASC organization and announces campus academic dates, events, and services to the house at the weekly house meetings and through other means.
- **Senator** - responsible for eliciting and voicing the concerns of house members to the appropriate administrators. The senator takes a campus-wide view and acts on legislation concerning student life within the jurisdiction of the Graceland Student Government. The Senator meets weekly with the Senate organization and gathers information regarding key issues from the house membership at the weekly house meetings and through other means.

GUIDE TO COMMUNITY LIVING

Community Living Expectations

Residence halls are a form of community living. Community living requires each resident to be aware that their behavior or actions will affect others. The rules, regulations, policies, and guidelines contained within this handbook were established by both student leaders and university administrators to set the standard for community living. Community living expectations help make each member of the residence hall community feel psychologically and physically safe. Community expectations create responsibilities for members and help safeguard the basic human rights of residents. Finally, community expectations also help protect the property of both students and the university.

The policies and procedures listed in this handbook provide a framework within which all members of the community are expected to operate. At all times, residents and their guests are required to abide by all Residence Life regulations,



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general Graceland University rules, and applicable federal, state, and local laws. Besides this resident handbook, additional expectations for students are found in the Graceland Code of Conduct. The Code of Conduct expectations are applicable in the Residence Halls, throughout campus, and at any Graceland University event or function.

Living in a residential community comprised of students from diverse backgrounds is a valuable learning opportunity that requires the cooperation and understanding of each and every individual. The Code of Conduct, Guide to Community Living, and the House Community Standards expectations set the tone and direction for that cooperation and understanding. If problems arise that residents cannot resolve initially amongst themselves, they should seek assistance from a House President or other Residence Life staff member.

It is important that all residents recognize their rights and responsibilities as well as the rights of others and to take full responsibility for their own actions.

House Community Standards

One of the ways a healthy community in the Residence Halls is built at Graceland is through community standards. Community Standards are expectations negotiated between House members of each floor community. When residents share their individual desires and build group expectations with their fellow residents, a strong foundation will be established. This foundation will help community members not only resolve future conflicts, but thrive in group living. Through the House Community Standards process, residents will learn how to negotiate common expectations, solve problems, and be a contributing member of a team—skills valued by graduate schools and future employers.

House Presidents will explore the standards process at one of the first two House Meetings each semester. House Presidents will lead the discussion, and together with House members, determine the best way to address ideas in a respectful and effective manner. Before that meeting, residents should take some time to think about what is important to their campus living experience. *Do you think quiet/study hours are important? How do you want the floor community to handle concerns?* Students should prepare to discuss their point of view, make compromises, and commit themselves to upholding the House Community Standards agreement.

Both Residence Life staff and residents share stewardship over the living learning environment and must work together to maintain a successful community. Students living in a residence hall have permission to address disturbances. Coaching and role play assistance can be provided by residence life staff to aid students in being able to talk with their neighbor about disruptive behavior. Advocating for oneself is an important life skill, therefore students are encouraged, when possible, to respectfully speak with their neighbors to address noise issues before notifying residence life staff. This simple gesture can go a long way in preserving a positive neighbor relationship.

In situations that are unsafe or residents feel unheard in addressing problems, it is appropriate to contact the House President or the Hall Director. In cases of non-emergency Code of Conduct violations, especially vandalism, students can text details to staff at (515) 462-0231.

Courtesy Hours

To ensure a quality experience for all residents, residence halls observe Courtesy Hours 24 hours a day, 7 days a week. Courtesy Hours are in effect at all times in university housing and guarantee that any individual in a residence hall may choose to study at any time. All residents are required to keep themselves and guests from any unreasonable behavior that would greatly interrupt the living-learning environment.



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Unreasonable noises and disturbances at all times include, but are not limited to:

- Loud volume from televisions, stereos, musical instruments, or other amplified mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment) which can be heard more than three doors down.
- Loud behaviors such as jumping or pounding in the room, loud noise in and around common areas, parking lots, laundry rooms, community centers, balconies, stairwells or lobbies.
- Belligerent conduct that includes verbal or physical threats, derogatory comments, or brandishing of weapons or objects which could be construed as weapons.
- Bouncing balls, playing with sports equipment, riding skateboards, longboards, penny boards, bicycles, hover boards, etc.
- Obnoxious odors, which are the result of persons using or being in the presence of tobacco, marijuana, or other illicit substances.

Quiet Hours

To maintain an even greater atmosphere of study and scholastic achievement, the university supplements Courtesy Hours with specific Quiet Hours from 11:30 p.m. to 9 a.m. every day of the week. Individual houses can extend Quiet Hours for their House during their Community Standards Meeting, which will be posted at the entrance to each hallway. Quiet Hours may be lengthened but not shortened. Starting the day before final exams and throughout finals week, quiet hours will be in effect 24 hours a day, with the exception of courtesy hours from 3pm-7pm daily. This extension of quiet hours during finals week is commonly referred to as Morgue Hours.

When Quiet Hours or Morgue Hours are in effect, residents are expected to keep themselves and guests from any behavior that would even minimally interrupt the living-learning environment. During Quiet Hours and Morgue Hours, residents are encouraged to close their room door so that sound is not audible more than one door away. Noise from talking, radios, electronic devices, phone conversations, etc. is strictly prohibited in the hallways during quiet hours.

Residence Life staff will regularly and consistently enforce quiet hours. During nightly rounds staff will request that residents, who are making noise, close their doors to ensure nothing can be heard more than one door away (except in Walker Hall where acoustics are different). Any behavior or noise that is in violation of these residence hall rules will be documented by student staff and referred to the Residence Life office for follow up.

Noise Violation Fines

Students will receive notice of noise violation during Courtesy Hours, Quiet Hours, and Morgue Hours if the noise level is determined by staff to be disruptive to the living-learning environment. Common sanctions for noise violations are:

- First Noise Violation Offense - \$ 5.00
- Second and Following Offenses - \$20.00

Daytime / Evening Visitation Policy

Graceland University has in place a daytime/evening visitation policy for opposite gender visitors and guests who are visiting residents but are not staying overnight. Visitors refer to opposite gender students. Guests refer to non-Graceland students of either gender. The responsibility for knowing and following the daytime/evening visitation policy rests individually with each student and collectively with the whole residence hall community; students must know and understand the procedures for visitation, including visiting hours and limitations. It shall be the responsibility of the Residence Life Professional Staff, the Council of House Presidents, and the Student Senate to provide a continuing and



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ongoing evaluation of the success or failure of the visitation policies and to take appropriate steps to maintain a well-coordinated and successful program.

The following rules apply to the daytime / evening visitation policy:

- Visitation hours for opposite gendered guests begin and end according to the designated clock at each front desk of each residence hall.
- Guests are welcome provided they are acceptable to **ALL ROOMMATES, AT ALL TIMES**. Residents are not obligated to accept guests. A roommate who does not want a guest has priority in the use of the room. Visitation in a specific room may be limited in accordance with any roommate agreement.
- Residence hall visitors of the opposite gender are required to check-in and check-out at the reception desk located in the residence hall they wish to visit. Residents wishing to host such a visitor must also physically come to the reception desk to check-in and check-out their guest; visitors must be escorted by their host to the hosts room. Graceland student visitors of the opposite gender must leave a student ID while non-student opposite gender guests must provide an official photo ID. Debit cards, credit cards, library cards, shopper discount cards, etc. are not acceptable. Escorted visitors may proceed with the resident after checking in properly.
- Hosts must account for any guest or visitor at all times. If a host leaves the building, the guest or visitor will need to leave with them.
- Individual hosts assume complete responsibility for their visitors and guests. Room residents and student visitors will be held responsible for any violation of any residence hall regulation or violation of any rule in the student Code of Conduct. Hosts need to address inappropriate behaviors themselves, and if they cannot, enlist the help of a Residence Life staff member.
- Opposite gender visitors and guests are to use the restrooms provided in the public areas of the hall. Male floor restrooms are for males only and female floor restrooms are for females only, unless the restrooms are designated as gender neutral.
- Violations of the visitation policies may result in loss of guest visitation privileges, fines, and /or other disciplinary action.
- Residents are required to alert a staff member if violations to the visitation policy are occurring. Residence Life Staff in the residence halls have a responsibility to enforce visitations policies.

Daytime / Evening Visitation Hours

Visiting hours will begin the first day of classes of each semester and will be as follows:

- *Sunday through Thursday:* Noon until midnight
- *Friday and Saturday:* Noon until 2:00 a.m.

The clock utilized by the reception desk staff will be the official record of time.



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Visitation Violation Fines

The Residence Hall Director, Assistant to the Hall Director, Apartment Manager, or a House President will provide notice of violation to students who are in violation of the visitation policies. Violations will be documented immediately at 12 midnight (12:00:01am) Sunday through Thursday and immediately at 2am (2:00:01am) Friday and Saturday. Students need to plan to exit well in advance of the deadlines, to avoid being found in violation. House Presidents will only monitor the front desk until 12:10am Sunday through Thursday and 2:10am Friday and Saturday.

Failure to check-in/check-out properly or Late exit:

- First offense - \$5.00
- Second offense - \$10.00
- Third and following offenses – Referral to the Residence Hall Director for a Student Conduct Meeting
- Late check-out past 10 minutes – Referral to the Residence Hall Director for a Student Conduct Meeting

Major violations, or the intent to commit a major violation (i.e. entering residence area outside of guest hours, being in the residence hall unapproved during any break when the residence hall is closed, or violation of guest hours by more than 10 minutes will result in direct referral to the Residence Hall Director. Students will be referred to the Residence Hall Director for a Student Conduct Meeting upon the third occurrence of any violation. Visitation violation fines will be based on violations within the current semester only.

Overnight Guest Policy

Overnight guests of the same gender as the residents of the hall in which they are staying are welcome provided they are acceptable to all roommates, at all times. All overnight guests need to register at the reception desk or with their Apartment Manager by 11:30pm and follow the 'Overnight Guest Procedure'. Student workers at the front desk will provide an overnight guest registration form to hosts of traditional residence halls and notify the building's Residence Hall Director of any overnight guests. Apartment Managers will provide apartment hosts with the form. Information to be provided by hosts to the reception desk or Apartment Manager include: full name of guest (visitors ID will be reviewed), age, and contact information (e.g. cell phone, home address). Host's will also be required to get the signature of their roommate(s) which indicates approval of an overnight guest by the roommate(s).

All overnight guest visits are limited to three (3) consecutive days unless approval has been given by the Residence Hall Director. An excessive number of visits, even if they last no more than three (3) consecutive nights, may be limited by this policy at the discretion of the Residence Hall Director. Children under the age of five are not allowed to stay overnight in the residence halls. The individual host or hostess is responsible for the behavior of their guests. Guests are not to disrupt the living-learning environment of university owned housing.

Whenever non-resident overnight guests are permitted in University provided housing, visits by these guests must be in done in agreement with both roommates and the visitation policy. Roommate agreements include, but are not limited to, agreements reached through mediation or a Roommate Agreement Form.

Cohabitation Policy

Cohabitation exists when a person who is not assigned to a particular Residence Hall room or apartment uses that room or apartment as if they were living there. Cohabitation is not permitted and is considered a violation of the University's housing contract. Examples of this may include, but are not limited to: accessing the room or apartment while the assigned occupants are not present; utilizing a key or combination to enter a room or apartment to which one



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is not assigned; keeping clothing and other personal belongings in the Residence Hall room or apartment; sleeping overnight in the room/apartment on a regular basis; and using the bathroom and shower facilities as if they lived in that room/apartment.

Door Security

Access to the living areas in all residence halls is restricted after 12am (midnight) Sunday through Thursday and after 2:00 a.m. on Friday and Saturday to same gendered students who are approved guests of residents of the building. Each resident will be issued an ID card that will allow entrance to the building in which they live. Loaning an ID card to someone else, or propping a door open, which jeopardizes the safety of all residents, will result in disciplinary action. Residents should also not give their individual room door lock codes to anyone. Unauthorized use of another person's room combination or attempts by anyone to acquire a room code other than their own is a violation of university regulations and will result in disciplinary action. At no time shall any door be removed from its hinges. During business hours, residents locked out of their room, can contact any Residence Hall Director or the Residence Life Office. After Hours Assistants should be called if a student is locked out of their hallway or their room after business hours.

Common Area / Lounge Use Policy

The main lounges and lobbies in the residence halls are open 24 hours a day, seven days a week for residents and their invited guests. The house lounges on each floor follow visitation hours. Quiet Hours are observed in all common lounges and house lounges from 11:30 p.m. to 9 a.m. every day of the week. Main lounges and lobbies may be closed for special events at the direction of the Residence Hall Director. Lounges are for the use of all students and should be treated with respect and care; this includes following these expectations:

These rules are in place in residence hall common areas such as main lounges, house lounges, and lobbies:

- Inappropriate public displays of affection are not acceptable
- Students and guests must refrain from sleeping in lounges
- If any furniture has been moved, students are responsible to return furniture to its original position
- Profanity, racial slurs, belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, and / or derogatory comments are prohibited at all times
- Students must clean up any messes they or their guests make and must pick up any of their trash
- Quiet Hours and Courtesy Hour rules are in effect, this includes prohibition of:
 - Excessively loud volume from televisions, stereos, musical instruments or other amplified mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment).
 - Excessive and loud behavior such as jumping or pounding in the room, loud noise in and around common areas, parking lots, laundry rooms, balconies, stairwells or lobbies.
 - Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory comments.
 - Bouncing balls, playing with sports equipment, riding skateboards, longboards, penny boards, hover boards, bicycles, etc.
 - Obnoxious odors that are the result of persons using or being in the presence of tobacco, marijuana, or other illicit substances are prohibited.

The Residence Hall Directors will determine fines and/or other consequences for not abiding by lounge rules. At the discretion of the Residence Hall Director, any lounge or lobby may be closed to students if behavior is determined to be



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out of control or unmanageable. Common damage costs are equally divided among all residents for unclaimed damages on their floor or section of the building.

Residence Hall Property

All university property (room furniture, lounge furniture, clocks, trash cans, mirrors, residence hall doors, bathroom stall doors, etc.) is to remain in their designated areas and appropriately attached or hung unless approval is given by the Residence Hall Director. Any missing items found in a resident's room or possession will be considered an act of theft. If missing university property is not located within one week of disappearance, the cost to replace the item will be charged, at the discretion of the Residence Hall Director, to all the members of the house or entire building. The same applies for any damaged or vandalized university property.

Residents of any university owned property can bring their own furniture into the buildings but are not permitted to physically remove university owned furniture out of their rooms or apartments. For example, any student who wants their own bed or mattress can bring in their own bed or mattress but they cannot remove the bed or mattress that is already in the residence hall or apartment room; the student will need to keep both sets. Neither Residence Life nor Facilities Services will be able to provide storage for extra furniture. The only exception is for students paying for a private room; these residents can request that the second set of university owned furniture be removed from the room.

It is the full responsibility of students who bring in additional furniture to totally remove the furniture from university housing at the end of the year or upon vacating if leaving at mid-year. Students are not permitted to 'donate' their unwanted furniture to other student rooms, lounges, or commons spaces unless explicit written (e-mail) permission is given from the Residence Hall Director. Students will be charged a \$50 disposal fee for any personal furniture left in university housing.

Prohibited Items

For detailed information on additional items prohibited by the Graceland University Code of Conduct, please see the GU Catalog – Student Handbook – Code of Conduct. Below is a partial list of items prohibited in university housing:

- **Candles and Incense**
Candles and incense are not permitted in residents' rooms because of the fire hazard involved. A fine of \$50 will be assessed for having candles or incense.
- **Evidence of Use of Tobacco**
Students, guests and visitors are not allowed to smoke or chew tobacco on campus. Both activities pose health and safety risks for our campus. Spit cups, ash trays, ashes, cigarette butts and smoke are indications of health and safety risks and are prohibited in university housing.
- **Alcohol Cans, Bottles, and Containers**
Possession of alcohol and alcohol containers is prohibited. Alcohol containers (such as beer cans, wine bottles, liquor bottles, etc.) distributed for the purpose of consumption is prohibited empty or full. Stemware, beer steins and shot glasses are acceptable for decorative and utilitarian purposes other than the consumption of alcohol. Any disturbance to the living-learning environment or any violation of university or housing policy while under the influence of alcohol, constitutes an alcohol violation.
- **Controlled Substances, Obnoxious Odors, and Drug Paraphernalia**



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Students, guests, and visitors are not allowed to use, possess, distribute, or be in the presence of any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician and legal in the State of Iowa. Obnoxious odors that are the result of persons using or being in the presence of tobacco, marijuana, or other illicit substances are prohibited because such smells disturb the living-learning environment. Alcohol and drug violations, including obnoxious odors, are subject to investigation and adjudication by the university. In addition, local, state, or federal law enforcement authorities can investigate and prosecute illegal behavior. Possession of drug paraphernalia, such as hookahs, e-cigarettes, bong, pipes, grinders, etc. constitutes a drug violation. Any disturbance to the living-learning environment or any violation of university or housing policy while under the influence of drugs, or intoxicants, constitutes a drug violation. Residents choosing to violate these policies must accept the consequences for their actions.

- **Knives, Guns, and other Dangerous Items**

Possessing, discharging, or using any firearms, ammunition, explosives, firecrackers and fireworks; toxic chemicals; paintball, airsoft or BB guns, or any item that has the appearance of a weapon or firearm or other potentially dangerous weapons are absolutely prohibited on or within all on-campus property. Due to the potential of personal injury and property damage, knives whose blades are 4" or longer, as well as metal tipped darts are not allowed in the residence halls. Items may be confiscated and residents fined up to \$100 for non-compliance. Kitchen knives are allowed in the Small, Thomas and Tower Apartments as well as in the 520 College Avenue House.

- **Christmas Trees and Pumpkins**

Live Christmas trees are not permitted in the residence halls or university housing. Seasonal pumpkins used for decoration must be removed at the first signs of decay.

- **Pets**

For reasons of safety, health, and sanitation, pets (except fish in 20 gallon tanks or smaller) are not allowed in university housing. Violation of this policy will result in immediate removal of the animal, a \$50 fine, plus any additional cleaning charges. See Special Housing Request for Emotional Support Animal and Service Animal Policies.

- **Hover Boards**

Due to fire hazards associated with manufacturing defects of many commercial hover boards, these devices are not allowed to be ridden or stored in university housing.

- **Sound Systems**

Sound systems are not to be disruptive and are not to be projected out windows. In accordance with Graceland University values and mission, music which disrupts the living/learning environment may result in disciplinary action. If a stereo or other equipment becomes a problem, it will be confiscated and stored until the resident is able to take it home.

Fines will be based on violations within the current academic semester only. Students may appeal a visitation violation by submitting an appeal form to the Residence Life Office within 7 days of the violation. This form is available from the Residence Life Office or online in MyGraceland. The Residence Life Professional staff will meet and review the documentation; they make the decision to grant or dismiss the appeal and the Residence Life Office will relay the decision to the student.



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Students, including roommates and guests, in the presence of or having knowledge of violations of the Guide to Community Living or university Code of Conduct, are equally responsible for such violations occurring in the residence halls. This is true unless they promptly leave the situation, report the incident, and / or attempt to resolve the situation through the appropriate channels. Residents should report Code of Conduct or Housing violations immediately to their House President, Assistant to the Hall Director, Apartment Manager and/or Residence Hall Director.

Disciplinary Sanctions

The listed disciplinary actions are courses of action which may be taken when a student is found to have committed a violation as defined in the Code of Conduct or Guide to Community Living. The sanction(s) taken depend(s) upon the severity of the violation, previous offenses, degree of involvement, and the individual circumstances as determined and is at the sole discretion of the administrator/Council hearing the case. These sanctions and their descriptions shall serve as guidelines for the University and may be modified and used in any combination to meet the needs of the University and the individual student involved.

A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student's Office. Disciplinary actions are not recorded on a student's permanent file unless a student is dismissed from the University.

Acquittal

Student is found not to be in violation of the charge against him/her and the matter is dismissed.

Restitution

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 **calendar** days (three weeks) from the date the sanction is issued.

Community Service

A community service sanction depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. The work, not less than five hours and not more than ten hours per violation, may be assigned.

Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of his or her actions as a result of the service. It is also appropriate when the action which brought the student to disciplinary review involved a lack of concern for the community. Community service must be **scheduled** within 7 days from the date the sanction is issued and **completed** within 21 calendar days (three weeks) from the date the sanction is issued. If all hours are not completed within this time frame, a fine (\$20 per hour of community service assigned) will be applied to the student's account.

Fines

Fines will depend upon the severity of the violation, previous offenses, degree of involvement, and the circumstances.

Fines may be levied as a sanction according to the following guidelines:

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.
- Class C violations and other cases heard: The fine will not exceed \$250 per violation - with the exception of violations of C5 which will not exceed \$500 per violation.. Full payment is due in the Student Life Office within 21 **calendar** days (three weeks) from the date the sanction is issued.



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- The student may be ordered to make restitution to the University for vandalism or to another injured party, in addition to any fine that may be given.

Alcohol Education

First time offenders of the alcohol policy will be required to make an appointment with the personal counselor in the CAP Center within 7 days of the date of the sanction letter. Failure to attend this appointment will result in a \$100 fine and the student's parents will be notified.

Drug Response Program

The student will be required to undergo a substance abuse assessment. The student will be required to complete all recommendations made by the substance abuse counselor. The expense of the assessment and required sessions will be the responsibility of the student. The cost for the assessment is \$35. First time offenders may be required to notify his/her parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

Random Drug Testing

A student issued this sanction will be contacted by a Residence Hall Director at any time during the time frame indicated in the sanction letter and escorted to health services where the test will be administered. The expense of the test will be the responsibility of the student.

Anger Management Counseling

A student issued this sanction will be required to meet with a counselor until released by the counselor. The first session must be scheduled by the student within one week from the date the sanction is issued.

Computer Usage Restrictions

A student may be restricted from certain privileges for a given time.

Parental Notification

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident and for any drug-related violation. Students issued this sanction will be required to notify his/her parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

Program Director Notification

Program directors including coaches will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

Residence Hall Probation

This is a formal probationary status for a period of time not to exceed one semester. The terms and conditions will be set by the RLC/CSW or Residence Life Director, or Dean of Students depending on the circumstances and the individual needs of the student.

Required House Change

The student will be required to change houses. If the student is living in the residence halls, the student will be required to change floors. The student will not be allowed to attend house-sponsored events of the previous house membership.



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Ban From Residence Halls

A ban from the residence halls prohibits you from entering any of the residence halls on campus for any reason, unless specific exceptions are allowed in your sanction letter, e.g. for purposes of attending house meetings. Refer to [Violation of Sanctions](#).

Conduct Probation

This is a formal probationary status for a period of time determined by CSW or the Residence Life Director or Dean of Students. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student may be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

Strict Conduct Probation – Class C Only

This term describes a set of conditions making it possible for a student to remain a student in the University in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the University. This status is very near dismissal from the University and indicates the extreme seriousness of the probation.

The student will have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the University.

- Student will be ineligible to graduate until the student is returned to good standing.
- Student will be restricted from representing the University in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- Student will be ineligible to receive scholarships and/or or grants from the University with the exception of need-based aid.
- Any further violation of University standards while on probationary status means that a student is subject to dismissal from the University.

Dismissal from the Residence Halls - Class C Only

The student will be required to move out of the residence halls within 72 hours after issue of this sanction. The terms of the dismissal as well as the length of time this dismissal will remain in effect will be determined by the CSW or the Residence Life Director or Dean of Students. A student placed on probationary status will be banned from all residence halls and may not attend house-sponsored events without the specific permission of the Dean of Students. Students removed from university housing due to disciplinary sanction are not eligible for a refund of their housing costs.

Dismissal from the University - Class C Only

A student may be dismissed immediately from the University for a period of time to be designated by the CSW or the Dean of Students.

Appeal Procedures

Any student found in violation of the Guide to Community Living as well as the Code of Conduct has the right to appeal their case. In cases heard by the Residence Hall Directors, the appeal is heard by the Residence Life professional staff team. In cases heard by the Residence Life Director, student appeals will be heard by the Dean of Students. In cases heard by the Council on Student Welfare or the Dean of Students, appeals will be heard by the Vice President Council. The Vice President Council is composed of the Vice President for Academic Affairs (chair) and one other Vice President or Dean.



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If a student wishes to appeal a decision he/she must submit a written appeal within three days (72 hours) after the student has been notified of the decision. Appeals will be heard based on the following:

- Insufficient evidence
- Lack of due process
- Prejudice on part of person/council hearing the case
- Improper notification of the hearing

Questions concerning policies or procedures may be directed to Dave Schaal, Vice President for Student Life/Dean of Students.

RESIDENCE HALL STANDARD PROCEDURES

University Communications

Electronic mail (e-mail) and traditional campus mail are official forms of communication from the Residence Life Office. Students are required to check their university provided campus mailbox and university provided e-mail in-box at least once weekly for important university communications. Billing information, semester breaks, conduct notifications, and other important messages will be sent via e-mail and / or campus mail. Students will be held responsible for all communications sent via campus mail or e-mail, including building closing notices, student conduct meeting dates, sanction letters, and appeal decisions.

Student IDs

For safety and security reasons, all residents are required to carry their Graceland University student identification (student ID) on their person at all times when in the residence halls. If contacted by faculty or staff of the university, students must promptly give their student ID to any authorized personnel who asks for it. Failure to provide student ID to a university staff member who requests such, giving a false name, or providing an ID not their own, will result in student conduct proceedings.

House Activities

A house activity exists when the house leadership, house name and/or house funds are used. Full responsibility for house activities rests with the House President and House Council. All house activities shall be concerned with the positive spirit of enjoyment, creativity and service, which will provide unity and fellowship. House activities must not conflict with or violate the standards and expectations of Graceland University. House activities must be designed to involve each member in a positive social program that will provide experiences which will maintain the health (mental, physical, spiritual and emotional) and safety of the individual.

The following house activity guidelines are given to clarify and are not intended to be exhaustive:

Once advertised as a house activity, a written or oral disclaimer will not change the status.

- Activities contrary to Graceland's values cannot be promoted by signs or announcements in the house.
- Houses are encouraged to invite university personnel to their activities.
- Initiations and/or hazing are banned.



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The following checklist is to be used as a guide when planning house activities. If you cannot answer “yes” to each of these questions, then your house must discard or discontinue this activity:

- Is this activity legal?
- Is this activity safe and non-disruptive to others?
- Is there a purpose or value to this activity? Does this activity support the values of Graceland University?
- Does this activity promote mutual concern, dignity, and individual worth?
- Does this activity promote community without compromising the rights of individuals and other houses?
- Would you be willing to tell your Residence Hall Director, the Director of Residence Life, and the Dean of Students about this activity?
- Would you be willing to perform this activity in front of any university official?
- Would you be willing to send the family of the house member involved a snapshot of this activity?
- Would you be willing to share a written description of this activity for other houses to use?

Violations of this policy by individuals may result in referral to the judicial process. Suspension from the university is a possibility. If the violation involves a group from a house, the House Council will meet with the Director of Residence Life and/or the Dean of Students. Resolution may include withholding of house funds and/or suspension of house privileges.

Roommate Rights and Responsibilities

The basic rights of residents include but are not limited to:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distraction inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
- The right to alert residence hall staff about any problem; staff are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical, verbal, and/or emotional harm.

The basic responsibilities of roommates include but are not limited to:

- Treat roommates and other residents with respect.
- Respect the rights of roommate and other residents.
- Respect roommates' and residents' belongings.
- Abide by all regulations and policies of Graceland University.
- Treat Graceland University property with respect.
- Take responsibility for one's actions and environment (roommates are equally responsible for all violations and damages in their rooms unless they have attempted to resolve the issue through the appropriate channels: roommate, House President and Residence Hall Director).
- If a resident feels their rights are being violated or another resident(s) is not living up to community standards, the resident has the responsibility to discuss the issue with the person(s) causing the problem. If difficulties continue, contact the House President or Residence Hall Director for mediation.



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Roommate Ready Rooms

Residents who are assigned to a shared room and who are not assigned a roommate (or the roommate moves out) may receive a new roommate at any time during the term of the contract (school year). Residents in a shared room are expected to have the room 'roommate ready' by having half the room clear of personal belongings and clean for any new potential roommate. Residents are also expected to respond positively to a new roommate through an attitude of welcoming. Failure to have rooms 'roommate ready' or the refusal of a roommate to move in because of cleanliness, lack of space, etc., will result in a minimum \$50 charge to the offending resident and the resident will be charged the single-private rate for the room if the space is not 'roommate ready' within 24 hours. House Presidents will regularly be attentive to and document 'roommate ready' violations. Roster verifications will take place at the beginning of each semester as well as at mid-semester each year.

House Changes

A House Change Form is available at the reception desks or Residence Life Office. A committee comprised of the two affected House Presidents and the affected Residence Hall Director(s) will meet with the resident requesting the change and decide on the advisability of the change. The decision of the committee will be communicated via the student's Graceland email account. Any house change request that is submitted is not guaranteed for approval. House Change requests will be accepted until the advertised deadline in November for the following Spring Semester and the advertised deadline in March for following Fall Semester.

Room Change Requests

Room change request forms, available at the reception desks or Residence Life Office, can be submitted to the Residence Hall Director after the first two weeks of each semester. Student staff cannot give residents permission to change rooms. Except in rare circumstances, no changes will be made during the first two weeks of the school year; such changes require the direct approval of the Director of Residence Life. Approved or denied room change requests will be given in writing to students via their Graceland e-mail address. Unauthorized room changes will result in a \$50 fine and the resident being required to move back to their original location.

Many times room change requests are the result of roommate conflict. Residents will not be given permission to change rooms to avoid working through problems with roommates. As an educational institution, Graceland University, along with the Residence Life Office, strongly believes that residents must learn to work out differences with others. Only after meaningful, but unsuccessful, efforts to resolve challenges have been made will room change request be considered. Because of limitations of space and logistics, room changes are never guaranteed.

At the beginning of each semester, students will be consolidated into the room type for which they are paying. Residents in need of consolidation will be notified by the Residence Life Office of the time line for requesting a roommate, after that time, consolidation locations will be determined by the Residence Life staff. Special housing accommodations can also be approved for people who have special needs or their room is experiencing maintenance problems.

Residence Life tries to avoid excessive moving around in the buildings for a variety of reasons. Room changes are disruptive to residents, roommates, and the staff. Room changes are not simple or easy, they require paperwork, cleaning, and oversight.

Roommate Connections Workshops

Students are required to participate in the Roommate Connections Workshops at the beginning of the year. If problems arise, it is primarily the resident's responsibility to work out a solution to their roommate/floor mate challenges. It is the House President's job to help, when needed, by offering to role play problem scenarios with residents or perhaps



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facilitate a 'roommate meeting'. House Presidents must intervene and problem solve in roommate conflicts before suggesting a room change to a resident or before recommending a room change request approval to the Residence Hall Director. Policy violations by roommates must be reported to the House President, who is required to submit an Incident/Situation Report to the Residence Hall Director.

New Student Room Assignment and Reassignment

The Residence Life Office reserves the right to initially assign students to rooms and to later consolidate any student in order to better use available space. When a consolidation situation arises, Residence Life staff will choose one of several options which will best meet both the needs of the individual and the needs of the residence hall.

These options may include the following:

- Allow the resident to remain in current room and accept a new roommate.
- Move the resident to another room with another person of the resident's choice.
- If the resident is of sophomore classification or above, when available, the resident may accept a room as a private room and pay the additional charges for having a double room as a private room.

Returning Resident Room Selection

The room selection process for returning residents is primarily conducted in the Spring Semester of the academic year for the Fall Semester of the next academic year. Current students living on the house have selection precedence over students who have changed their house membership and over new incoming students.

In order to be eligible to select a room, current students must be enrolled full time for the upcoming Fall Semester. The order in which students select a room is based primarily on their academic classification. Further ranking within academic standing (seniors, juniors, etc.) is merit based and orders students by conduct, cumulative GPA, and hours of completed course credit.

Those students who are enrolled full time at Graceland and do not sign a University Housing Contract during the Spring room selection process will be placed in available spots on their house at the discretion of the Director of Residence Life. All returning resident assignments will be completed prior to the placement of new incoming students, which begins in May.

Room Modification, Décor, and Lofts

As a general rule, walls, doors, ceilings, and floors must remain unchanged. Products recommended for use on walls and doors: In Graybill, and Tess Morgan, you may use sticky tac on walls and doors and s-hooks (in the picture rail moldings); in Gunsolley, sticky tac on walls and doors are acceptable; in the Small & Thomas Apartments and Walker Hall, students may use small staples and standard sized thumb tacks for walls and sticky tac for doors.

Any resident wishing to loft their bed must use university provided lofting kits; homemade lofts are not allowed and will be removed by the university for safety reasons. Lofting kits will be provided on a first come first serve basis.

Repair Requests and Facility Emergencies

Any item in a student's room needing repair is to be reported using the online Service Request form in MyGraceland. Follow up questions or emergency facility related requests are to be directed to Facilities Services by phone (641-784-5191). Please identify your residence hall building and room number when requesting service. The After Hours Assistant is authorized to respond to and handle all emergency facility related problems after 5pm on weekdays and all hours on the weekends. The After Hours Assistant should be called (641-784-5199) to help with lock-outs as well. For emergencies that include police, fire, and ambulance, dial 911.



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Repair, Cleaning, and Damage Charges

The University expects normal wear and tear through the everyday use of a student's room and the residence hall in general. However, any damage to the room and furnishings or to the public areas of the hall caused by a student's carelessness, negligence or improper conduct will be charged to the student. Costs are equally divided among all residents for unclaimed damages on their floor or section of the building. Common charges are listed on the residence hall room inventory, and are available upon request.

Residents are not only responsible for their rooms but are also responsible for the environment in which they live. This includes, but is not limited to, the bathroom, lounge, and lounge furniture, hallway and house belongings. Any damages or excessive cleaning that cannot be attributed to a specific person or persons responsible will be prorated among the members of the floor or the entire hall. Students are expected to report any act of negligence or vandalism immediately to Residence Life staff.

The screens in the windows are permanent and are not to be removed or tampered with under any circumstances. A minimum charge of \$50 will be issued for missing, damaged, loose screens, or screens that have removed.

Trash

Residents are responsible for carrying trash to the dumpsters provided outside the university housing facilities. Residents of the College Avenue houses will carry their trash to the dumpsters at the West end of the Tess Morgan Hall parking lot. Cardboard is to be broken down and taken to the dumpsters. Residents who leave their trash in the hallway or overflowing in the trash can or trash closet will be fined \$25 and face possible further sanctions. If Residence Hall staff is unable to identify the individual responsible, the charge will be prorated among the entire house or hallway.

Pest Control

Residents must notify Facilities Services via the online service request form in MyGraceland, or by calling (641-784-5191) if there is an insect problem. An exterminator service is scheduled with a local provider and is usually available at no charge to residents. However, if a resident's lack of cleanliness is a contributing factor of an infestation, the resident may be billed for their own and neighbors' additional extermination costs. If it is determined that there is a major problem, all living units or rooms in a localized area will be sprayed and treated together. Residents cannot opt out of spraying once it is determined necessary. Residents should remove themselves from the sprayed area for several hours afterward as a routine safety precaution.

Many insect and pest problems can be addressed by practicing good housekeeping techniques.

The following suggestions are helpful:

- Purchase a trash can with a tight-fitting cover and use plastic liners.
- Do not leave dirty dishes or food on countertops or in sinks overnight. This is when insects feed.
- Store open food containers (cereal boxes, etc.) in plastic bags, containers, or in the refrigerator.
- Do not use contact paper in cabinets. Insects feed on the sticky backing.
- Do not let paper bags or newspapers accumulate. Insects nest in these areas.
- Keep all floors clean and free of food crumbs and wipe up spills when they occur.
- Keep household insect spray on hand and apply to the following areas where moisture may appear: behind the stove and refrigerator; the top and bottom edge of all hollow doors; in closets; and under sinks or around heating and plumbing pipes protruding from walls. These sprays are very effective when used properly and safely. Read and follow all label directions carefully and use reasonable caution when applying these sprays to avoid contact with skin or food. Avoid inhaling these vapors in enclosed areas.



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- Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.
- Do not allow grease to build up on stovetops, burners, or in the oven.
- Do not leave dirty clothes on closet floors or in corners.
- Spray your ankles with bug spray if you are going to be outdoors – in particular if you are going to be walking through grassy areas.
- If you have been outdoors near tall weeds, bushes, or trees, please shower and place your exposed clothing in an enclosed laundry hamper.
- Once every three months, move all major appliances-refrigerator, stove, washing machine-and thoroughly wash the floor and wall behind them. Spray before replacing appliances.
- Please report any bugs living inside or torn window screens to Facility Services via the Online Work Request in My Graceland. (Resources tab)
- During fall and winter month's mice migrate indoors. Resident are responsible to notify Residence Life staff and Facility Service staff of problems with insects or mice.

Mold

Mold can be found in virtually all indoor and outdoor environments. All mold growth can be linked to moisture. The key to preventing mold from becoming excessive and causing building damages or aggravating allergies is to control excessive moisture.

Should residents notice mold growth the tips below may be helpful:

- Promptly report all leaks to Facilities Services at 641-784-5191.
- Keep heat registers and air returns/vents open and unobstructed.
- Keep your room/apartment warm (at least 60 degrees) in the winter.
- Once a week open at least two windows in your room/apartment for at least five minutes (yes, even in the winter).
- If your room/apartment has a bath and/or a kitchen exhaust fan, use it while cooking or showering and then let it run for 10-20 minutes after you are finished cooking or showering.
- If condensation forms on your windows or windowsills in the winter, wipe it up.
- Avoid use of a humidifier.
- Clean small patches of mold as they appear.

If you have reoccurring mold growth use common sense to determine where the moisture is coming from and then take steps to minimize it. Most reoccurring mold issues can be solved by increasing ventilation and/or reducing humidity. If you are unable to address mold growth on your own please contact Facilities Services for further information/suggestions for preventing mold growth. Also the EPA has some useful information on their website at <http://www.epa.gov/mold/moldresources.html>.

Semester Start Check-in for New and Returning Students

Both new and returning residents are required to check in with Residence Life staff prior to occupying their rooms. During the designated check-in times and days, residents will be given a room/apartment inventory form. This form inventories the condition of the room prior to the student's residence. It is the resident's responsibility to check the accuracy of the form and return any discrepancies they have with the form to their House President/Apartment Manager/Assistant to the Hall Director/Residence Hall Director within 24 hours. This same inventory form will be used at the end of the year to assess any damages done to the room. If this form is not returned within 24 hours, it will be assumed the room was in good condition and without damage.



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Thanksgiving Break, Semester Break, and Spring Break

The residence halls are closed over holiday breaks. However, students with no alternative for housing may sign up in advance to stay in the residence halls over the Thanksgiving and Spring Breaks for an additional fee. Students cannot stay over Semester (Christmas) Break. Due to security and communication needs there is a deadline to sign up to stay for Thanksgiving or Spring Breaks, which is approximately one week prior to the start of the break. It is the responsibility of the student to read the emails, campus mailbox fliers, closed circuit tv ads, and posters regarding the deadlines and fees.

Before leaving for any break, residents are required to:

- Unplug all electrical appliances (except refrigerators).
- Remove all food
- Close all windows
- Turn heat down to 60 degrees
- Clean room
- Take trash to dumpsters
- Turn in Express Check Out slip to House President or Hall Director as you exit the building

If not utilizing Express Check Out option, students must sign up to check out with a Residence Life staff member 24 hours in advance. Failure to complete check-out tasks will result in a \$20 improper check-out fee and possible cleaning charges. Residents who are moving off campus or leaving the university after the fall semester are required to remove all belongings and follow final check-out procedures.

Final Check-out

Residents are required to check-out with Residence Life staff before leaving Graceland University Housing. Final check-outs can occur at the end of the academic year, during mid-year for students graduating or leaving, or anytime in between.

Before checking-out residents need to:

- Sign-up with Residence Life staff for a check-out time 24 hours prior to departure
- Remove all belongings from the residence hall, including personal furniture
- Clean room (sweep, mop, dust, remove tacky tape or tape from walls doors, etc.)
- Return room furniture to its original configuration, including un-bunking or un-lofting beds
- Close and lock all windows

All final check-out steps must be completed before residents will be given final clearance. During the check-out process with Residence Life staff, the room condition form will be reviewed and any damages or cleaning charges will be billed to the resident's account. Failure to complete any or all of these steps will result in a \$100 failure to check-out fine in addition to any cleaning charges. A \$50 charge will be assessed for each hour a student has not checked out past closing time.

Emergency Notification

Residence hall residents are required to complete an Emergency Notification Card for each official break of the university: Thanksgiving, Semester, and Spring breaks. Failure to complete this form may result in a \$25 fine if university personnel are required to attempt to locate the resident.



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Emergency Notification Cards may be completed online at my.graceland.edu or at <http://www.graceland.edu/CurrentStudents/currentstudent-lamoni/>

Unclaimed or Abandoned Personal Property

Residents are expected to remove all personal property from their rooms and storage at the end of the academic year or when their contract is canceled or terminated. Students have 7 days from the date of their departure, contract cancellation or termination, to notify the Residence Life Office of their plans to retrieve their belongings in a timely manner. Any property left more than thirty (30) days, will be considered abandoned and disposed of at the discretion of Residence Life personnel. Students who wish to store their belongings over summer break must first ask their Residence Hall Director if their building has a storage space available and have a housing contract for the following year. Students must write their name and permanent address on what is being stored.

Threat or Danger to Self and Others

Gestures or behaviors which inappropriately impact the university community or its educational processes are of concern to the university. Every effort to assess the needs of the individual and connect them with the necessary resources will be made. Ultimately, and after intervention, any behavior which places inappropriate or unreasonable expectations or responsibility on residence life community members or staff may result in a student's removal from on campus housing.

Failure to Comply

Students are expected to comply with the directives of university personnel in performance of their duties. Failure to comply means a failure, refusal, or neglect to obey an official order. Examples include but are not limited to: not properly identifying yourself and failing to follow a reasonable request of a university official or staff member. Failure to comply will result in disciplinary sanctions.

Room Entry / Search and Seizure

Authorized university staff and personnel have the right of entry into a student's room for purposes of repair and maintenance; assessment of damages and inventory of university property; determination of violation of public health, sanitary regulations; or emergencies where imminent danger to life, safety, health or property is suspected.

Residence Hall Directors have the right to enter student rooms for health and safety checks, to address potential fire hazards, and for other serious Code of Conduct violations. In addition, with great care and the permission of the Dean of Students or Director of Residence Life, university personnel have the right to search individual rooms and/or search room by room if there is reasonable cause to believe that there is violation of housing rules or the university Code of Conduct.

Whenever possible, room searches will be conducted with the room resident(s) present. Following a search in which a student is not present, a written report will be given to the student(s) explaining when the search was conducted and for what reason. Substances and property not in compliance with university policies will be confiscated.

Civil authorities have the right at all times to come onto the campus, including making entry into residence hall rooms, with or without the knowledge of the Dean of Students, for purposes of investigation of illegal activity, including search and/or seizure with a search warrant. If you need to contact the authorities, please call the Lamoni Police directly at 641-784-3700 or contact the Dean of Students at 641-784-5106 for assistance.

Fire Equipment and Fire Regulations



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Graceland University considers the fire alarm system to be a matter of life and death. As such, tampering with the fire alarm system is a serious offense and has an automatic fine of \$500.00. The fire alarm system includes but is not limited to fire extinguishers, fire pull stations, and smoke detectors. In addition, criminal charges may be filed for tampering with the fire alarm system.

All students, including apartment residents, must leave the building if a fire alarm is sounded. Students may be fined \$20.00 for failing to leave the building when the fire alarm is sounded. Tampering with the fire extinguishers or smoke detectors or setting off a false fire alarm will be cause for severe disciplinary action.

For your safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following regulations:

- Appliances with exposed heating elements are not allowed.
- Light fixtures must not be tampered with in any way.
- Halogen lamps are not allowed.
- Space heaters are not allowed.
- Candles and incense are not allowed.
- Flammable substances such as gasoline, oil based paint, aerosol paint, lighter fluid, and mineral spirits are prohibited in the residence halls.
- Hallways, stairways, and fire doors must be kept clear.
- Fire doors must only be used for fire emergencies.
- Electrical Power expansion must only be made with surge protectors not in-wall adapters.
- Roofs
- No resident will be allowed on the roof of any residence hall without the permission of the Facilities Services Director.

Air Conditioners & Other Special Housing Need Requests

Students making requests for special housing needs (including a medical need for air-conditioning) must complete the permission to release information and forward the Special Housing Needs Request Form for completion by a physician. The submission deadline will be June 1 for the fall semester and December 1 for winter term or spring semester. The deadline allows a decision regarding accommodation to be determined prior to the start of an academic term. Applications for accommodations submitted after those deadlines will be accepted and responded to as soon as possible.

The Director of Residence Life, and the Special Housing Accommodations Committee, will review the request and approve, approve with conditions, or not approve the request. The student will bear the expense for the air conditioner. The unit must be installed and removed by Facility Services. Air conditioners must be between 5000-6000 BTUs and in good repair. Residents are encouraged to bring fans. Non-approved air conditioners will be removed and a \$50 fine will be levied to students who are not in compliance.

Refrigerators

Residents may bring their own refrigerator providing it complies with the following specifications:

- Only one refrigerator per residence hall room.
- The unit capacity is no larger than 3.5 cubic feet.
- The power required is not greater than 1.5 amps.
- Graceland reserves the right to remove units not kept in acceptable sanitation standards.

Microwaves



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Residents may bring their own microwave providing it complies with the following specifications:

- Can only be equal or less than 700 watts.
- Only one microwave is permitted per residence hall room.
- The microwave is cleaned regularly for health and sanitation.
- Graceland reserves the right to remove units not kept in acceptable sanitation standards.

RESIDENCE HALL AMMENITIES & SERVICES

Cable TV

Premium package cable TV is available through Mediacom in all student residence hall rooms at no extra charge. Students are responsible for providing a cable-ready TV (coaxial cable is provided). If you need help or have questions regarding this service, please contact the Help Desk at 5167.

Internet

High speed wireless internet connections are provided for each student.

Elevators

Walker, Gunsolley and Graybill Halls, have elevators. However, the elevators in Gunsolley and Graybill Halls are service elevators. Contact the Residence Hall Director if the elevator is needed for emergency use. Students with disabilities will be accommodated, and should contact the Residence Life Office to make the necessary arrangements.

Kitchen Facilities

Kitchens are located in the Small & Thomas Apartments, the Tower Apartments, Walker and Tess Morgan Halls. A microwave and sink are available in Gunsolley Hall. Students who choose to use these facilities must return them to a clean and sanitary condition after each use. Residence Life staff and / or facility service staff may remove abandoned items (e.g. dishes, personal belongings) after three (3) days. Kitchen facilities may be closed to student use if students are not properly maintaining them.

Laundry

Coin-free laundry facilities are located in each of the residence halls. The cost for laundry services is included in the cost for university housing. Problems with machines are to be reported to the 1-800 service hotline number listed on the machines. The university is not responsible for damaged or lost clothes.

Room Lock Combinations

Residents can request to get their room lock code changed through their Residence Hall Director, who will usually be able to complete the request within 48 hours. In order to verify the validity of any such request, Residence Hall Directors must have room lock code change requests come directly from the resident(s) and be in writing (e-mail). The resident is required to notify their House President if changing the code is related to theft, vandalism, or another resident coming into their room without permission. In those cases, House President's will write an Incident / Situation Report with details about the situation and submit the Incident / Situation Report to the Residence Hall Director. House Presidents can call the Hall Director On-Duty if the need to change the code is urgent because of eminent safety or security reasons.

Storage Rooms

Storage rooms are available as space allows in some residence halls. Only students who are registered full time for the upcoming semester are allowed to store items in their residence hall. Please check with your Residence Hall Director to



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inquire about whether or not storage is available in your residence hall. Residence Hall Directors will open these areas when students wish to store items. Boxes must be filled and taped or tied shut with the student's name and address on them. Empty boxes will not be stored. Graceland assumes no liability for stored items.

Copier Printer Scanner

Each of the main lounges of the residence halls have a copier printer scanner for student use. These are serviced and maintained by the Help Desk at InfoCentral. They can be reached by calling 641-784-5167, or by submitting an online request through School Dude in MyGraceland.