

A Quick Reference Guide to Ripon College Policies 2015-2016

Just in case you did not get a few moments to read the entire handbook, here are some select Residence Hall policies for you to be sure you know.

Candles

Open flames, including candles and incense burning, are prohibited in residence halls. Candles may be kept in student rooms for fragrance purposes only if they have never been lit. Candles with blackened wicks found to be in student rooms will be assumed to have been burned in the residence hall, and students bearing these candles will be considered to be in violation of this policy. Offenses of candle or incense burning will result in an initial \$25 fine, with a second offense resulting in a \$50 fine, and subsequent violations being treated as a Class III judiciary board offense. Residence hall staff may confiscate any incense or candles found. Students can reclaim these items (at their initiative) at the end of the year.

Quiet Hours

It is assumed that the most important activity that takes place in residence halls is studying. Students require low levels of distraction in order to study effectively and efficiently. Thus, students must behave in such a manner as to ensure a quiet environment. Stereos and radios should be equipped with headphones. Courtesy is expected 24 hours a day, i.e., not being disruptive to other students. Stereos and radios not equipped with headphones should be played at a volume that is inaudible outside of a student's room (this includes outside). Fines for noise during courtesy hours or after quiet hours may be issued by residence hall staff and start at a minimum of \$20. Quiet Hours in all residence halls begin at 10:30 pm and continue until 8 am Sunday through Thursday, and 1 am through 8 am Friday and Saturday.

Pets

No pets other than small aquarium fish may be kept in the residence halls, with the aquarium size limited to 10 gallons per resident. Students may not keep live insects as fish food (such as crickets, grasshoppers, etc.) in residence hall spaces or rooms. Students found in violation of this policy will be assessed a \$25 per day charge until the insects are removed from the hall.

Students found with pets not specifically allowed will be initially fined \$25, and then fined \$25 per day until the pet is removed.

Guests in the Residence Hall

The College wishes to maintain a safe environment. It is consequently expected that students will be responsible for their guests in all respects. Students' privileges to have overnight guests are subject to the following limitations:

1. Guests are not allowed the use of a student's room key and may not borrow one.
2. Visitors are not permitted to sleep in residence hall lounges.
3. Residence hall lounges are intended for the use of residents from the specific area where they are located. Visitors who do not reside in the specific area may not use these lounges unless they are guests of residents of that specific area or have formally reserved the lounge with that area's hall director.
4. Students may not pressure or force their roommate to tolerate the presence of a guest against his/her will.
5. The presence of guests must not restrict free access of legitimate occupants to all common spaces and to any private space they may have or create any situation which infringes on the right of roommates to remain undisturbed.
6. No guest may stay in a residence hall for more than four days during a consecutive seven-day period.
7. A guest may not occupy a student's room when the student is not also present.
8. Guests must be 18 years of age or older. Anyone having guests under the age of 18 visiting the residence halls must have the permission of the director of admission or the director of residence life.

Students found in violation of this policy may be initially fined \$25, and then fined \$25 per day until the guest leaves the facility.

Alcohol

1. Ripon College students who are at least 21 years of age may possess and consume alcoholic beverages in residence hall rooms as long as minors (persons under age 21) are not present. Room doors must be closed.
2. Underage students may never be present in a room where students who are of age are consuming alcohol or where alcohol is present.
3. While consuming, or in possession of alcohol, students must have a valid proof of age in their possession and must produce it upon request. Kegs of beer, drinking game devices, and common containers (party balls, pony kegs, WOP containers, beer bong, **beer/water pong tables**, etc.) are prohibited on campus. Students found consuming alcohol via common containers may be found in violation of this (common container) policy (minimum \$100 fine) and the overall campus alcohol policy.
4. Open intoxicants (bottles, cans, glasses, etc.) are not allowed in hallways, public areas (only at approved lounge events), or outside.
5. Underage students should not be in possession of alcohol, open or unopened. Additionally, underage students in attendance at or participating in any gathering where alcohol is present are considered in violation of the alcohol policy and subject to disciplinary action.
6. A gathering in an individual student room where some or all of the following are present may result in disciplinary action being taken: a large number of people present (approximately 8 or more in a double room, 5 or more in a single room), alcohol being consumed in an unhealthy manner (drinking games, shots, common containers, etc.), noise levels becoming increasingly excessive, or significant traffic in and out of the room.
7. Blatant, public, and/or *irresponsible* behavior most often precipitates a staff member's response.
8. Room occupants are always responsible for the actions of their guests, including any policy violations they incur while here on campus.
9. Residence hall staff may confiscate alcohol if underage persons are present. The College reserves the right to notify parents/guardians of students' alcohol policy violations.
10. The College does reserve the right to have residence life staff and/or deans immediately contact the local police to confront suspected violations, particularly in the case of uncooperative residents, repeated situations, or to help determine the source of a violation.
11. Alcohol violations will be cumulative over the course of one's time at Ripon College.

Alcohol Sanctions

1. For a first time individual offense, the appropriate hall director will discuss the College policy violation with the student(s) involved, pointing out the problem and the implications of this violation. A written warning and a \$50 deferred fine will be issued. This deferred fine will not be assessed the student (and thus deferred), pending the student has no future alcohol violations during his or her time at Ripon. Attendance at an alcohol and drug education course, sponsored by the office of residence life, may also be required at the discretion of the hall director.
2. If the above actions prove ineffective and a second violation should occur during the academic year, the hall director will talk with the student(s), and a minimum \$100 penalty will be assessed in addition to the \$50 deferred fine from the first violation. A referral to the College counselor and/or a chemical assessment may be required. A student in this situation may also be required to participate in educational or community service projects as deemed appropriate by the director of residence life.
3. A third infraction will lead to a \$200 penalty, and the matter will be referred to the director of residence life for consideration of additional penalties, which may include but are not limited to disciplinary probation, removal from the residence halls, or suspension.
4. Additional infractions will be referred to the dean of students for additional penalties.

Cooperation and Compliance

Students suspected of policy violations may be confronted by College officials, including student staff members. Supplying false information, using profanity or threatening language, and/or blatant uncooperativeness will subject the student to additional disciplinary actions which can include a minimum \$100 fine.

Snow Art

The creation of objects out of snow must be tasteful and should reflect the academic mission of the College. Students found to be in violation of this policy will be fined \$50 and their student accounts may be assessed charges associated with the dismantling of any obscene creations.

Policy Prohibiting Harassment Including Sexual Harassment/Misconduct

It is the policy of Ripon College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community, that all varieties of harassment and intimidation — sexual and non-sexual, physical and non-physical, verbal and non-verbal — of employees and students of Ripon College are unacceptable and impermissible conduct which will not be tolerated. Harassment includes behavior, speech, or writing that demeans or stereotypes individuals in a harmful way. Harassment may create an intimidating, hostile, or demeaning environment and often has the effect of interfering with an individual's full and free participation in the life of the College.

Smoking

Smoking is prohibited in all administrative and academic College buildings, facilities (including common areas such as hallways and lounges), residence halls, and College vehicles. Smoking is allowed outside, at least 15 feet from entrances, open windows, or air intake units/air conditioners. Students found in violation of the smoking policy are subject to a minimum \$25 fine. **Tobacco paraphernalia or other devices used to smoke, i.e., hookah and e-cigs, are also prohibited on campus. (e-cigs are not permitted indoors, only outside).**

Student Rooms

9. Students should not display materials deemed offensive to others on the outside of their room doors or in windows. Signs, banners, and other displays may not be affixed to the exterior of residential rooms or lounges without permission from the dean of students. Window displays visible to the public are limited to seasonal decorations. Any such item will be asked to be removed by the student. Any item not voluntarily removed will be removed and disposed of by residence hall staff.

Window Screens/Windows

Screens are not to be removed. Removal or damage to a room screen is subject to a minimum \$25 fine in addition to the costs associated with rectifying the problem. Anyone entering a building via a window or found throwing an article out of a window is subject to an additional minimum \$50 fine.

Keys

Each student is issued a room key. **In order to maintain security, any lost key will result in a \$35 lock change to students living in traditional halls and \$110 to students living in the campus apartments.** These charges will be billed directly to the student. Lock changes are always initiated if a borrowed key is not returned within 24 hours.

Students who find themselves locked out of their room can get assistance from a member of the residence life staff. Each student can ask for this help three times from the residence life staff, but starting with the fourth lockout, the student will be charged \$15 for each additional lockout. If students habitually need assistance for a lockout, the fines for opening the door could escalate.