



# Welcome to Brenau University

*Brenau University: BU: Be You!*

As an old Billy Joel song goes, we love you “just the way you are.” You are already special; one of a kind, unique, or you would not have chosen Brenau. You are a treasure.

That has been true through generations of students who have been just like you and, at the same time, totally different from you. Rich or not, from the very young to a bit older, people of all races, religious, political beliefs, cultures, and personal orientations, you and your predecessors have come to Brenau because they yearn to experience more of what life reveals to us and what this wonderful world has to offer.

We do not try to shape you or define you. No. *You* do that as your life and learning unfold in front of you. That is your responsibility. Our contribution intentionally provides you with the tools, some instructions, and occasionally some nudging – in how to use them. We strive to

provide you a safe and nurturing environment for testing and refining of dreams and ambitions. And we ensure you of a lifetime of encouragement and support from your Brenau family.

If you were a pioneer on the Oregon Trail or even a hiker on the beautiful Appalachian Trail that begins near our Gainesville campus, your first act as you completed each day's trek toward your goal would have been to strike a fire— not to burn something down but as an essential tool to warm and sustain you and to prepare for what lies ahead. That is the true meaning of Brenau's motto, "As Gold Refined by Fire." The fire within us at Brenau helps us all move forward, each richer for the experience.

Each year that I have greeted the newest members of the Brenau student body, I say with sincere conviction that you come to Brenau at a challenging and exciting time in the life of this historic institution, which now nears its 140<sup>th</sup> anniversary! It would be easy to slough that off as mere clichéd boilerplate that you could read in any college president's message to new students....Except that it is absolutely true that each year in my 13-year tenure at Brenau has brought enormous new and exciting opportunities.

Your time at Brenau will give you a head start on seizing opportunities and reaching your dreams in this 21<sup>st</sup> century stretching before you! We believe that you will be among the best-prepared and best-credentialed graduates across the globe. You will take with you some finely honed professional skills, a thorough exposure to the breadth and diversity of world cultures and appreciation for the significant impact of the arts on our lives. You will be able to clearly and proudly communicate your vision to others.

Brenau is steeped in the traditions of its proud past but embraces the inevitable changes that will make us all better citizens of a global society. Brenau remains comfortably small with its expansion thoughtfully and deliberately focused on learning opportunities in and out of the classroom. The world really is your apple. While at Brenau, become a global traveler, a global learner. We have many short and long term, affordable opportunities for international experiences and study.

Once you are settled in and experiencing Brenau's culture and opportunities, I'm confident you will be as excited as I am about the future of this university and your roles in that future. So, soak up and enjoy the Brenau experience. Make these years the most memorable of your life.

Contact my office at any time we can help make your time at Brenau the best possible. I look forward to hearing from you and I look forward to your success! You contain the elements of a precious and valuable life. Liberate and enrich it. Become Pure Gold!

Sincerely,  
Ed L. Schrader, Ph.D.  
President

BRENAU UNIVERSITY  
MISSION STATEMENT

*Brenau University prepares students to live extraordinary lives. Grounded in liberal education and based on individual and social equity, the Brenau experience leads to intellectual and professional accomplishment, inspires appreciation for artistic expression, encourages a commitment to service and increases global understanding and personal integrity.*

**Brenau University Policies**

Academic Honesty Brenau University is an academic community actively engaged in scholarly pursuits. As members of this community, students are expected to recognize and honor standards of intellectual and academic integrity. Brenau supports the ideals of scholarship and fairness by rejecting all dishonest work when it is submitted for academic credit. Brenau University encourages students to be responsible and accountable for their decisions and actions. It is Brenau's hope that its students will uphold the honor of the university by refraining from every form of dishonesty in the community. Any attempt by students to present the work of others as their own or to pass an examination by improper means is regarded as a most serious offense and renders those students who do so liable to disciplinary action. Assisting another student in any such dishonesty or knowing of this dishonesty and not reporting it, is also considered a grave breach of honesty.

- Plagiarism is the act of taking the words or ideas of another and representing them as one's own.
- Cheating Examples of cheating include, but are not limited to, giving or receiving unauthorized assistance, before, during or after an examination or assignment, falsification or misrepresentation of information in an academic exercise or assignment, unauthorized use of someone else's password or account number, and submitting work more than once without the consent of the instructor.
- Stealing Brenau University faculty will make every effort to deal with suspected violations of academic dishonesty
- Turning in a class paper or theme already submitted in another class for credit, unless otherwise approved by the instructors concerned.
- Fabricating an excuse for a missed exam, missed oral report, or any other academic responsibility or assignment.
- Defacing or destroying materials relating to the academic program. Brenau University faculty members will make every effort to deal with suspected violations of academic dishonesty. Included in every syllabus is the Brenau Honor Code:

**Brenau University Honor Code:**

"I promise to uphold the Brenau University honor code by refraining from every form of dishonesty and cheating in University life, and will strive to create a spirit of honesty and honor. Failure to do so is considered a breach of trust toward the faculty and student body. I accept this commitment as a personal responsibility to refrain from and to report all forms of dishonesty and cheating."

**Disciplinary Action:**

- A. If a faculty member suspects academic dishonesty, she/he first contacts the student in question to determine student understanding and awareness of the issue. The student and faculty member should meet to discuss the issue, preferably face-to-face , but, in the case of a distance student, web conference is a possible alternative.
- B. If, after the conversation, the student demonstrates an understanding of the issue, the faculty member may allow the student a "do- over" but that option is solely at the discretion of the faculty member.
- C. If after the conversation, the student demonstrates an awareness of the problem and or/denies the charge, the faculty member will submit an Academic Dishonesty Incident Report Form Detailing the violation and action taken to the office of the Provost and Vice President for Academic Affairs where it will be kept on file.

- D. The student will be given the opportunity to discuss the incident with the Provost and Vice President for Academic Affairs.
  - 1. If the student admits guilt, the Provost will administer the appropriate action according to the sanctions on academic dishonesty.
  - 2. If the student denies guilt, the Provost, in consultation with the Dean of the College and the instructor involved, will evaluate the evidence and determine appropriate action. In cases where the incident occurred in a class section taught by the Provost, the dean of the respective college will handle the matter.

### **Sanctions of Academic Dishonesty**

This includes plagiarism, cheating and dishonesty, in classroom or in class-related activities. The following sanctions represent the minimum action that will be taken. It is the prerogative of the Provost and Vice President for Academic Affairs to impose stronger sanctions if deemed appropriate.

- A. 1st offense: "0" on the assignment; which may result in a "F" in the course, depending on the assignment.
- B. Students may be required to enroll in AS 120, Academic Honesty in Context, a zero-credit P/F course, and complete the course with a P during the next semester of enrollment. The cost for this five week course is \$125.00
- C. 2nd offense: an automatic "F" in the course in which the offense took place. Students are required to enroll in AS 120 if they have not completed the course.
- D. 3rd Offense: Expulsion from the University

### **Appeal Process**

When a student has substantial grounds to dispute an Academic Dishonesty Incident report and is prepared to present evidence to support an appeal, the student must initiate the procedure by speaking first with the professor who submitted the incident report.

If there are no errors in the incident report or other substantial evidence to support an appeal, the student is encouraged to accept the report as final. However, in cases where there are substantial grounds for a review and a resolution cannot be reached between the student and the professor, the student has the following recourse:

- A. Within two weeks following the official notification that an incident report has been filed, the student must submit to the appropriate department chair a letter of appeal with evidence supporting the need for an external review of the incident report in question. The department chair will review the student's material and consult with the professor before deciding if the report should stand. The department chair must provide a written response to the student, with a copy to the college dean and Provost office.
- B. If a student does not accept the decision of the chair, there is one additional and final level of appeal. The student may submit documentation to the appropriate college dean who will determine if new information or insufficient consideration of the student's case merits further review of the incident report by a review panel. The dean's decision to proceed or not to proceed will be final in all cases.
- C. If the dean determines that further review is warranted, s/he will convene and chair a panel of five faculty members. Both the student and the professor will have the opportunity to address the panel. Legal counsel may represent neither party. However, the dean may exercise discretion to invite other faculty or students, who can provide relevant information, to address the panel. The review panel's decision will be final, with no recourse on the part of the student or professor for any further appeal.
- D. The entire appeal process must be completed within four weeks of the time the notification of an incident report being submitted was issued. Once an appeal resolution has been determined, the Provost office will issue an official appeal decision to the student.
- E. When the dean or department chair is the teacher of record, the dean will substitute for the department chair and the provost will replace the dean.

### **Accessory**

Any student abetting or acting as an accessory to a violation of a University policy or procedure will be held accountable for the violation. All Brenau students are obligated to report any violation to the Division of Student Services or the appropriate proxy on campus.

### **Advertising Policy**

- A. The bulletin boards are considered "Restricted" and are limited to use by the Brenau Community. The word "posters" refers to any advertisement or notification placed on bulletin boards, in or around hallways, or stairwells.
- B. Use of these bulletin boards must be approved by the building or facility manager.
- C. Improperly affixed posters will be removed and any damages assessed will be charged to the responsible organization or person.
- D. Posters which do not have accurate or adequate information or are out dated will be removed.
- E. The following guidelines have been established for the posting of notices:
  - 1. All posters should reflect only activities of University departments or registered student organizations and must be approved by the Director of Student Life and Leadership or your Regional Campus Director.
  - 2. Posters should be placed on bulletin boards (with thumb tacks, pushpins, or staples) or non-painted opaque surfaces (with masking tape on the back, not across the corners). Scotch tape shall not be used.
  - 3. Posters may not be placed on the exterior surfaces of any campus building, trees, lamp post, or fences.
  - 4. Notices to be posted in a residence hall or sorority house must be approved by the Director of Student Life and Leadership.
  - 5. Departments and organizations are responsible for litter generated by their own handouts and handbills.
  - 6. Advertising which promotes the use and/or sale of alcohol as the primary function of the event is prohibited.
  - 7. Non-University advertisements may be posted with approval by the Director of Student Life and Leadership on the community bulletin boards in Owens Student Center only or by the Regional Campus Director in a designated area.
  - 8. All advertisements must be approved by the Director of Student Life and Leadership or Regional Campus Director.
  - 9. All posters advertising housing availability must be approved by the Director of Residence Life or Regional Campus Director.

### **Alcohol and Drug Use**

- A. Philosophy - Brenau expects the University community, including students, faculty, staff and guests to make responsible decisions about the use of alcohol when it may be legally possessed and consumed by individuals meeting age and sobriety standards.
- B. The Law - The ILLEGAL use or possession of alcohol or of other substances illegal under Georgia law will not be condoned nor tolerated. Legal sanctions for the unlawful possession or distribution of illegal drugs and alcohol will be those imposed by city, county, state, or federal law.
- C. Sanctions imposed on students may include suspension, expulsion or referral for violations of the required standards to the judiciary system. The law serves as the guideline for policies and regulations, but the University encourages all members of its community to make informed decisions regarding their personal use of alcohol.
- D. Alcohol use - Those who choose to use alcohol must use it in a responsible manner that will not interfere with the rights of others or be detrimental to themselves, those around them, or Brenau as a whole. Abuse is not a responsible choice.

- E. Abuse includes being intoxicated, drinking and driving, using alcohol on an addictive basis, and being behaviorally disruptive while under the influence of alcohol.
- F. Prohibited Areas - under no circumstances is alcohol to be possessed or consumed anywhere on campus, unless approved by the Vice President for Student Services. Alcohol use or possession in the residence halls and sorority houses is strictly prohibited.
- G. Event Policies and Procedures – Off-Campus Alcohol Consumption - Alcoholic beverages may be consumed by those of legal drinking age at any off campus Brenau University function approved by the Vice President for Student Services. Those who are consuming ages must be prepared to verify their age and should prepare their guests to do so as well.
  - 1. Alcohol Related Event Guidelines – Recognized Student Organizations wishing to have approval for their functions with alcohol must observe the following criteria:
    - a) The time, date, place and purpose for the event must be posted in accordance with the University posting policy.
    - b) Alcohol must be served by a third party licensed vendor who assumes liability. Verification must be submitted prior to the event.
    - c) An adviser of the group must be present for the duration of event.
    - d) Alcoholic beverages will be allowed only for functions at which alcohol is not the focal point, the reason for, or the “drawing card” for the event.
    - e) Advertising for the event will not include references to alcohol.
    - f) At functions where alcohol is served or consumed, non-alcoholic beverages and food must be available in the same general areas and for the same time period as the alcoholic beverages.
    - g) These events require the presence of security guards. They will assist in the event for safety and security. The group hosting the event is responsible for hiring and paying the individuals overseeing the alcohol and must show verification that they have been hired.
    - h) Individuals will be held responsible for their behavior while under the influence of alcohol.
    - i) Failure to comply with the law or with University regulations may subject an individual or group to University and/ or state penalties.
    - j) Because those who imbibe may have their driving functions impaired with only a moderate amount of alcohol, it is REQUIRED that sponsors arrange alternate methods of transportation for drinking participants who should not drive.
- H. Penalties for Infractions of Alcohol Policies
  - 1. Students and/or student groups who violate the policies stated here will be subject to administrative or judicial disciplinary action. Such action may be reported to the judiciary system or appropriate proxy for investigation of the rule violation or be reported to the Vice President for Student Services or designee.
  - 2. Penalties and consequences will be administered depending upon the circumstances under which the infraction occurred. The purpose of the assigned penalties will be to prevent the continuation of such behavior, to provide an opportunity for the student to make restitution, and to learn from the experience.
- I. Treatment of Students with Substance Abuse Problems - When students have been identified as having alcohol/drug related problems, the first responsibility of the institution is to ensure the students’ well-being and make sure there are no behavioral concerns that will affect other students. Students may voluntarily seek help or be referred by appropriate faculty, staff or administrators of the University. Student may obtain information about treatment options through the Center for Health and Well-being.
- J. Disruptive Behavior - If students are behaviorally disruptive in class, in the residence halls or on campus while under the influence of alcohol or drugs, the behavior will be dealt with separately from the cause of the problem with all the resultant penalties and consequences.
  - 1. The abuse or addiction problem will be treated as a medical problem and the student will be referred by the campus counselor or other institutional members to community resources or substance abuse programs.
  - 2. As part of the referral process, a family member of the student may be notified.

3. All efforts will be made to include the student in this process, but the University reserves the right to take needed action to protect students and the community.
4. Furthermore, if the student persists in abusive behavior, it may become necessary to suspend or expel the student, depending upon individual circumstances. Conclusive documentation of successful treatment may lead to the reinstatement of the student.

### **Americans with Disabilities Act**

- A. Brenau University is committed to complying with all applicable requirements of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws.
- B. Brenau does not discriminate in violation of these laws in its programs and services available to all admitted students. For specific needs please contact the University Compliance Officer, the Executive Vice President/CFO.

### **Anti-Hazing**

- A. Brenau does not permit hazing in any form whether voluntary or involuntary, public or private, intentional or unintentional. Although commonly associated with student membership, initiation or affiliation with an organization, hazing is not limited to the above mentioned. Accordingly, no student, organization, alumni of an organization, administrator, employee, or faculty member of Brenau University shall condone, encourage, or permit the hazing of any person.
- B. Hazing is defined as any action taken or situation created, whether on or off the college campus, to produce any mental, physical, or emotional discomfort, embarrassment, harassment, or ridicule.
- C. Hazing may also include the forced participation in treasure hunts, scavenger hunts, road trips, or other activities that require participation to travel long distances and find their way back from isolated areas; conduct that is considered a crime by the criminal code of Georgia or the United States of America; and any other activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the rules and regulations of Brenau University.
- D. NOTE: Georgia Hazing Law — “Haze” means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student’s willingness to participate in such activity. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

### **Appointments with Faculty/Staff**

- A. Students are obligated to make every effort to meet with or contact a faculty or administrative staff member as requested.
- B. If a student is summoned for a meeting with a faculty or administrative staff member, the student is required to keep the scheduled appointment. The student must assume the meeting is related to important university business and must respond. An alternate appointment can be made when necessary. Failure to comply will subject the student to disciplinary action.

### **Assembly Policy**

Although Brenau University has the fundamental responsibility to provide clubs and organizations space to assemble and conduct business, it does have the right to limit or restrict time, location and functional use of its facilities.

### **Automobile and Parking Regulations**

These are the general parking policies on the Gainesville campus of Brenau University. Students at regional campuses should consult with their Regional Campus Director for more information regarding parking at their location.

- A. Specific parking regulations for other campus sites may be obtained at those locations.
- B. Parking regulations are subject to change at any time. Notification of changes will be made by email.
- C. It is the responsibility of the vehicle operator to know and abide by all traffic and university parking regulations.
- D. Only cars with a current Brenau parking permit may park in areas reserved for permit holders.
- E. Parking permit holders cannot park in visitor or restricted parking spaces. Pedestrians will be given the right-of-way at all times. Misuse or excessive violations of the parking rules and regulations may cause parking privileges to be revoked. The university assumes no responsibility for damage to private property.
- F. Individuals receiving a permit will be responsible for any citations issued to the vehicle displaying that permit, so it is important to report lost or stolen permits to the campus security. Temporary permits may be obtained at Security.
- G. Any cars parked illegally or in an unauthorized area are subject to fines. Fines must be paid in the Accounting Office within one month of the violation. Violators are subject to fines and the vehicle could be towed.
- H. Appeals regarding parking violations should be made to the Director of Security. *Appeals will not be heard based on lack of knowledge of regulations, appointment tardiness, or inability to locate an authorized parking space.*
- I. It is prohibited to drive motorized vehicles on campus grounds unless authorized by University Security.
- J. Parking Decals must be displayed at all times.

### **Bicycles**

Bicycles must be stored in exterior bike racks or individual student rooms.

### **Self-Balancing Boards/Scooters:**

The use, possession, or storage of hover boards, self-balancing scooters/skateboards, or hand-free Segways is prohibited on any Brenau University campus. Re-charging of these devices is specifically prohibited.

### **Children on Campus**

Faculty, staff and students are not permitted to bring their children to class or to work. Children may not be left unattended at any Brenau facility. This policy is in place to provide an appropriate environment for teaching, working and learning, and to ensure the safety of all concerned.

Anyone observing violations of this policy should report such to the Office of the VPAA, the Office of the Executive Vice President/CFO or the Human Resources Office on the Gainesville campuses, or to the campus director at one of Brenau University's regional campus locations.



### Class Attendance

- A. Please refer to University Catalog for a detailed outline of the University's class attendance policy.
- B. When class attendance is not possible, the Dean of Students may be contacted to facilitate communication. The Dean will notify the student's faculty members of the circumstances for failure to attend class. Extension of deadline or the ability to "make-up" for missed work is at the discretion of the faculty. Additionally, it is the student's responsibility to personally contact her faculty member as soon as she is able in regards to missed classes and assignments.

### Class Disruption

- A. Disruption of classes, seminars, research projects, or activities is prohibited and may be referred to the judiciary system or appropriate proxy on any campus.
- B. Behavioral disruption that violates the Brenau Honor Code may be referred to the judiciary system or appropriate proxy on any campus.

### Complaint/Grievance Procedures

**Purpose:** It is a continuing goal of Brenau University that work, study, teaching and service proceed unencumbered by any form of disagreement that is capable of resolution. Every individual in the Brenau community will seek to resolve problems at the point of origin. If such resolution is not feasible, first the mediation and then the formal grievance processes outlined below should be used. Individuals at every level of leadership will be expected to assist with this process when requested to do so.

- A. **Objective:** The primary objective of a grievance procedure is to insure that concerns are promptly dealt with and resolution reached in a fair manner for all parties concerned. It is essential that each complainant be given adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment. The grievance procedures of Brenau University are designed to provide effective means for resolving legitimate issues that are subject to the grievance process.
- B. **Grievance Definition:** A grievance is defined as dissatisfaction occurring when a complainant feels or thinks that any condition affecting him/her is unfair, inappropriate, or creates unnecessary hardship.
- C. **Types of Grievances:** Brenau University affords two grievance procedures, depending on the nature of the grievance. The Formal Grievance procedure is for non-academic concerns, and the Academic Grievance procedure is for concerns related to classroom issues other than grade appeals. These procedures should be enacted once the Informal Grievance Resolution options have failed to bring about a solution.
- D. **Informal Grievance Resolution:** The initial phase of the grievance procedure is oral discussion between the complainant and the University instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the complainant first becomes aware of the problem. If the complainant has good cause not to meet with the person(s) alleged to have caused the grievance, or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the complainant should consult with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the complainant, then the complainant may file a formal grievance or academic grievance. Problems between students should be brought to the attention of the Vice President for Student Services, or his designee, for discussion and resolution.
- E. **Formal Grievance Procedures:**
  - 1. To file a formal grievance, the complainant should detail their grievance in writing outlining the events of the incident limiting information to factual details and persons directly involved. The *Grievance Complaint Form (download at Brenau Intranet site above)* must be signed by the complainant and dated then filed with the Vice President for Student Services within thirty (30) days of the initial incident. The Vice President for Student Services will serve a copy of the Grievance Complaint to any

- and all parties which the complainant has included in the grievance and the Hearing Officer. The Hearing Officer will be the designee of the Vice President for Student Services, formal grievances.
2. Within seven (7) working days of the Grievance Complaint the accused parties will submit in writing their explanation, if any, to the Hearing Officer. Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action. Within fourteen (14) working days of the filing of the Grievance Complaint the Hearing Officer will have a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.
  3. The hearings may not be tape recorded. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings. All grievances written are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of employment.
  4. If the Hearing Officer determines that there is not probable cause to support the Grievance Complaint, then the Hearing Officer will dismiss the grievance in writing stating the reasons for that finding. Such decisions may be appealed to the President who will have final authority on that issue. The appeal must be filed within seven (7) working days of the Hearing Officer's decision and state with specificity and clarity the reasons for the appeal.
  5. If the Hearing Officer finds there is probable cause to support the grievance, the Hearing Officer may resolve the grievance or pass the resolution to a Grievance Committee, which is ad hoc. The Senior Vice President for Enrollment Management and Student Services will appoint appropriate members to the Ad Hoc Grievance Committee. The Committee will consist of two Administrators (one of which must be a Student Services staff member), two Students, and two Faculty Members. The Hearing Officer will serve as the Chair and will not have a vote. Within fourteen (14) working days the Grievance Committee will convene a hearing to determine the resolution of the grievance.
  6. Formal Grievance Committee Procedure: The Formal Grievance Committee will hear the matter and resolve the dispute subject to the following:
    - a) The Complainant will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
    - b) The other parties will present all relevant evidence to the Committee, subject to examination by the complainant and/or the Committee.
    - c) Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
    - d) Transcripts of the hearings will be taken by a Committee member designated by the Chair.
    - e) The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Vice President for Student Services. The Vice President for Student Services will serve a copy on all appropriate parties, and the President.
    - f) All documents, transcripts, and decisions related to the Grievance Complaint will be held in a secure location within the Vice President for Student Services' office.
- F. **Academic Grievance Procedure:** To file an Academic Grievance, the complainant must follow all procedures as outlined in the Formal Grievance Procedures with the following exceptions:
1. The Academic Grievance Complaint would be submitted to the Provost and the Vice President for Academic Affairs who will in turn designate a Hearing Officer from the Faculty.
  2. The Committee will consist of two Faculty Members, one Department Chair, one Academic Dean and two Student Services staff members. The Hearing Officer will serve as the Chair and will not have a vote. Within fourteen (14) working days the Academic Grievance Committee will convene a hearing to determine the resolution of the grievance
  3. Grade appeals are not covered by this procedure. Students dissatisfied with their grades must follow the procedures outlined in the Student Catalog.

4. Academic Grievance Committee Procedure: The Academic Grievance Committee will hear the matter and resolve the dispute in accordance with the procedure outlined in the Formal Grievance Procedures with regard to changes in personnel involved as stated above.
- G. **Appeals:** The appeal process is available to complainants addressing decisions of the Hearing Officers or a Grievance Committee. Either party may appeal the decision, within seven (7) working days, to the President who will have the final authority over the matter. The President normally will only consider the written record of the evidence, including the Grievance Complaint, complainant file, responses, transcripts of the meetings, and written reason for the appeal, in order to render a decision in the matter.
- H. **Student Complaints to the State of Georgia:** Federal regulations require that each state designate a department or agency to be responsible for receiving and responding to complaints made by students against a post-secondary institution operating within that state. In the state of Georgia, the designated agency is the Georgia Nonpublic Postsecondary Education Commission (GNPEC). Students and other constituents who wish to make a complaint against Brenau University or any other private postsecondary institutions operating in Georgia may do so by following the complaint procedure on GNPEC's website. Contact information is as follows:

State of Georgia Website: <http://gnpec.org/>

Nonpublic Postsecondary Education Commission  
East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
Phone: 770-414-33002082  
Fax: 770-414-3309

### **Compliance (Title VI and IX)**

Within the stated Purpose of Brenau University, the institution is in compliance with Title VI of the Civil Rights Act and Title IX, and does not discriminate against otherwise qualified persons on the basis of race, color, religion, national origin, sex, age, disability, or veterans status in its recruitment, admissions, employment, facility and program accessibility, or services.

### **Computers**

- A. Computer abuse includes but is not limited to, plagiarism of programs; misuse of computer accounts; unauthorized destruction of files; creating illegal accounts; possession of unauthorized passwords; email that is harassing or threatening in nature, and disruptive or annoying behavior on the University's computer systems.
- B. Behavior that is harassing in nature via computers connected to the University's server or by email is prohibited.

### **Counseling Services**

The office of the University Counselor is located at 205 Boulevard on the Gainesville Campus. The University Counselor is happy to meet with any currently enrolled Brenau student during regular business hours. Appointments are strongly recommended.

- A. Brenau offers free counseling to Brenau students on a limited basis (usually no more than 3 visits per semester) who are experiencing problems that interfere with their lives, studies or relationships. The University Counselor screens students to determine whether the students are in need of specialized mental health treatment and makes appropriate referrals for such treatment. The Counselor's supervisors may be informed when referrals have been made without disclosing the substance of the conversations

with the student, unless the student is at risk to harming herself or others under which circumstances additional information will be required.

- B. Students at regional campuses, for whom travel to the Gainesville Campus during regular office hours is not an option, are encouraged to seek counseling services through the following resources:
  - 1. If you have insurance: Call your insurance company and ask about your “behavioral health coverage” to verify your benefits. If you have coverage, ask for a list of “behavioral health providers” in your area.
  - 2. If you do not have insurance or you have Medicaid or Medicare and live in Georgia: Call the Georgia Crisis and Access Line at 800.715.4225 to locate the nearest counseling center in your area. The Access Line professionals can connect you with services for addiction and mental health treatment along with child and adolescent services. You will have access to counselors and psychiatrists who can prescribe medications if needed. You may also call this 24/7 number if you are experiencing a crisis and need to talk with someone immediately.

### **Disciplinary Rights and Processes**

Brenau University seeks to provide a learning community free from distraction.

- A. Students shall have the right to a hearing when accused of any violation of Brenau regulations or rules of conduct. The right to a hearing shall include the following:
  - 1. right to notice of any charges;
  - 2. right to admit or deny the alleged violation, waive a hearing, and accept Brenau's action;
  - 3. right to admit the alleged violation but request a hearing;
  - 4. right to deny the alleged violation and request a hearing;
  - 5. right to a fair hearing;
  - 6. right to appear in person at a hearing or not to appear with assurance the failure to appear shall not be construed as an admission of guilt;
  - 7. right to select a university adviser, the adviser may counsel the student prior to the hearing and/or attend the hearing for support, but may not speak during the hearing
  - 8. right to call witnesses and present evidence in one's behalf;
  - 9. right to request a list of witnesses;
  - 10. right to confront and cross-examine witnesses and accusers with the exception of cases of sexual misconduct;
  - 11. right to request a record of the hearing if the offense involves possible suspension or expulsion;
- B. Students who have allegedly violated University policy will be notified and required to meet with a designated member of the University staff. The Allegations must be made in writing and submitted to the Dean of Students or the Regional campus director.
- C. Issues may be resolved administratively, through a hearing, or in cases of possible suspension or expulsion, heard by the Administrative Review Board. The Administrative Review Board is chaired by the Vice President of Student Services, or a designee, and consists of three faculty or administrators as appointed by the Vice President of Student Services. The hearing panel for the Women’s College is the Brenau University Honor Court.
- D. Members of the hearing board are expected to recuse themselves from the case if they feel there is any prejudice that would not allow them to make a fair or impartial decision
- E. Hearing Requests:
  - 1. Women’s College students should address their request for a hearing to the Dean of Students.
  - 2. University Undergraduate and Graduate students should address their request for a hearing to their Regional Campus Director.
- F. Hearing Procedure

1. The chair of the proceeding will summon all witnesses, the respondent, and the complainant (when appropriate) into the room
  2. The chair will explain the procedure, explain that all aspects of the proceedings are to be kept confidential and any violation of confidentiality may result in further disciplinary action, and remind all present that all information presented must be factual and of the ramifications of presenting false information
  3. The chair will read the alleged violation
  4. The chair will ask the respondent to plead either “responsible” or “not responsible”
  5. In the event the respondent pleads “responsible”, the regular procedure may be waived and the respondent may make a statement and the matter will be adjudicated in accordance with this procedure
  6. All witnesses will be dismissed from the room to wait until called
  7. The appropriate representative and/or the complainant will present their side of the allegation
  8. The respondent and the panel may ask questions of the complainant
  9. Witnesses for the complainant are called individually to the hearing and the same procedure follows. Witnesses may then be dismissed or asked to wait at the discretion of the Chair
  10. The respondent will present their side of the allegation. Should there be multiple respondents, each will present separately while the others wait outside the hearing
  11. The complainant and the panel may ask questions of the respondent.
  12. Witnesses for the respondent may be called individually and the same procedure follows. Witnesses may then be dismissed or asked to wait at the discretion of the Chair
  13. Witnesses may be recalled to the hearing at any point in the proceedings for further questioning or clarification
  14. The chair will adjourn the hearing
  15. The hearing board will discuss the case then vote to determine whether or not the respondent(s) are “responsible” or “not responsible” by majority rule
  16. Should a “responsible” decision be reached, the hearing board will recommend sanctions to the presiding judicial officer who will determine the final sanctions and communicate those to the respondent
  17. The respondent will be notified of the decision and, when appropriate, the sanctions within 48 hours of the hearing
- G. Appeals Process:
1. Women's College students have the right to appeal to the Vice President for Student Services, the Administrative Review Board and then to the University President.
  2. University undergraduate and graduate students have the right to appeal to the Associate Provost for AGS, then to the Vice President for Student Services who may convene the Administrative Review Board, then to the University President.

#### **Door use**

- A. It is the responsibility of the entire Brenau community to report propped, unlocked, or damaged doors to the Security Office.
- B. The propping or attempting to force open exterior building doors once locked, and entering a side door once it has been locked, is prohibited.

#### **E2Campus Emergency Alert System**

- A. All students, at all instructional sites, are strongly encouraged to register for the e2Campus Emergency Alert System. This service can be personalized so that students only receive alerts relevant to their location(s).
- B. To register, go to <http://e2campus.com/my/brenau>. Click on “I need to create an account” link.

- C. Students should select the campus group where they attend classes to receive messages created specifically for their geographic area.
- D. There is no charge for registration; however, standard text messaging fees may apply.

### **Entrances/Exits**

- A. Obstructing in anyway the safe and efficient entrance ways, narrow corridors, stairwells, exits, and windows is prohibited.
- B. No personal items or university property can be stored in areas needed for easy exit in the case of an emergency.

### **Electronic Mail**

- A. Email is an official means of communication for the University.
- B. All Brenau students are required to monitor their e-mail for the dissemination of information by the administration.
- C. Students are responsible for acknowledging all information distributed in this manner. Failure to read information will not be an accepted excuse for avoiding subsequent penalties.
- D. University email should not be used to harass, threaten, or solicit students, faculty, or staff.

### **Emergency Procedures**

- A. Fire
  - 1. If a fire should occur in a campus building, the first concern is the safety of the occupants. Unless the fire is very small (i.e. in a wastebasket), call 911 or 8.911 IMMEDIATELY. (Campus Security may be summoned for assistance with inconsequential fires by calling 770-534-6202, or 1234 from a campus telephone.)
  - 2. If there is any doubt about whether to call the fire department, better to be on the side of safety. Give your name, location of the fire (physical addresses of each building are located on the exterior of each building) and directions.
  - 3. Occupants should evacuate the building by the primary means of escape or an alternate escape route if the primary route is unsafe. Once you have evacuated, call Campus Security if they are not already on the scene.
- B. Tornado/Severe Weather
  - 1. If there is a notification of severe weather, proceed to the first floor interior hallway or basement in your area; walk rapidly, but do not run. Assist any student who has difficulty with ambulatory movement.
  - 2. Position yourself on the floor against interior wall away from windows; cover your head with arms. If a window is near your location, cover yourself with a mattress.
  - 3. If you are in an unprotected area, crawl under heavy furniture. Outside, get into a ditch or depression, or lie flat on the ground; protect your head.
- C. Medical Emergency
  - 1. For emergencies that are not life threatening, call the Center for Health & Wellbeing 770.534.6135 for assistance. After 5:00pm or on weekends, please call your RA on-call, or Security. Numbers are posted in the residence halls and sororities for a 24 hour on-call nursing service.
  - 2. IN CASE OF LIFE THREATENING EMERGENCIES, CALL 8-911 IF CALLING FROM A CAMPUSPHONE.

### **Facilities Use and Entrance Policy**

- A. The following guidelines must be followed when using a facility after office hours and in order to gain entrance:

1. All Brenau buildings will close at 11:00 p.m. Students with a valid student ID may stay until 12:00 a.m. Monday thru Friday. Saturday and Sunday building hours are 9:00 a.m. thru 6:00 p.m. Any violations will result in sanctions thru judicial process. The SUB will be accessible 24 hours a day seven days a week when the campus is open.
  2. All buildings will be cleared at 12:00 a.m. by a security officer.
  3. Students are encouraged to call the Security Office to request an escort when leaving the building.
  4. Students who are unable to produce a valid student ID will be asked to leave the building.
  5. In buildings that have monitors (i.e., Jacobs Building and Burd Center for the Performing Arts), students may be asked to sign in and out when they enter and exit the buildings. The role of the monitor is to check who enters and leaves the building. If there is a problem the monitor will immediately notify the security officer.
  6. Only certain doors will be used for entrance to buildings after hours. Students may lose the privilege of being in the building if other doors are propped open in violation of the security policy.
  7. Students should turn out lights and lock instructional spaces when leaving the building.
- B. Student organizations/groups wishing to reserve meeting/event space on campus should complete an Event Registration form in the office of Student Life and Leadership or appropriate designee.

### **Firearms/Weapons Policy**

- A. Firearms and other dangerous weapons are absolutely prohibited at all times on all University properties.
- B. Firearms cannot be stored in vehicles.
- C. Weapons include but are not limited to firearms, knives with a longer than 2 inch blade, dangerous weapons, slingshots, explosives, air guns, paintball guns, unapproved inflammable fluids and materials, kerosene heaters, dangerous chemical mixtures, fireworks or propelled missiles or any item which is used in a threatening manner.
- D. Any failure to comply with these rules shall be subject to penalty by local, state, and federal law and referred to the appropriate judicial system.

### **FERPA and Disclosure Policy**

Brenau University is in compliance with the Family Educational Rights and Privacy Act of 1974. This legislation governs use and distribution of students' records. Please refer to the current catalog for more information.

### **Fraud**

Violation of the below policy can be grounds for disciplinary action.

- A. Knowingly furnishing false information to the University is considered fraud. This includes any information asked for or provided to the University for admittance, student employment, or financial aid.
- B. Fraud also includes forgery, alteration or misuse of miscellaneous documents, misuse of equipment (including computers), records or identification.
- C. This action could also be referred to Law Enforcement for investigation and prosecution.

### **Fundraising**

- A. The University requires that any organization planning to do fundraising, whether it is for national or local causes, must consult with the External Relations Office so that fundraising conflicts do not occur.
- B. External Relations will also advise all organizations on proper fundraising techniques, and give advice on legal and ethical issues. For further information, please contact the External Relations office at 770-534-6160.

### **Harassment**

- A. Harassment is engaging in a behavior that is persistently annoying to an individual or individuals. The intended victim is affected negatively. Harassment can occur verbally or physically, and involve the use of a telephone, mail, email, or any means of intimidation.
- B. No student shall engage in any form of harassing behavior against any member of the University community.
- C. Reporting
  - 1. A student who feels they have been harassed can make a formal complaint in writing to the Vice President for Student Services, designee, or the Regional Campus Director or designee within five (5) calendar days of the alleged incident.
  - 2. The complaint should contain, but is not limited to, date and place of the alleged incident as well as the names, addresses, and telephone numbers of any and all witnesses. All specific facts of the complaint should be given.
- D. Student complaints against a faculty or staff member
  - 1. The Vice President for Student Services will appoint an investigator for the case and be the chair of a hearing committee.
  - 2. The hearing committee will be made up of two members of the President's Cabinet; two faculty members; and two professional staff members.
  - 3. Once the investigator has completed his/her task, the chair will convene a hearing insuring proper due process is followed.
- E. Faculty or staff member complaints against a student should be made in writing to the Vice President Student Services and the Vice President for Academic Affairs, who will consult with the complainant's vice president or direct supervisor. The incident may then be handled administratively.
- F. Student complaints against a student will follow the procedures outlined in the judiciary process (Women's College students) or by the Associate Vice President for Nonresidential Students (University undergraduate and graduate students).

### **Health Forms**

All students living on campus are required to complete the following forms prior to the first day of classes: physical examination, health history, tuberculosis questionnaire and if indicated by questionnaire the tuberculosis assessment, certificate of immunization, and meningitis/ vaccine information. All forms can be located by going to the link: <http://www.brenau.edu/admissions-3/nextsteps/>. All forms should be submitted prior to the first day of class.

All students will be required to complete necessary forms prior to being seen in clinic and may be done at the first visit to the health services clinic.



## **Health Insurance**

International students in F-1 status enrolled full or part-time at Brenau University are required to have health insurance coverage while taking classes through the university. Students will automatically be enrolled in Brenau's international student health coverage at the beginning of each term. Exceptions will be made in the following cases, as long as proof of coverage is provided to the Director of International students and programs by no later than the add/drop date at the beginning of each academic year or term: students sponsored by their home government or other funding agency who provide alternate coverage, or students whose parent or spouse is in the U.S. and has coverage that meets or exceeds that of Brenau coverage. For all students enrolled in Brenau's student health insurance policy, a charge for international student insurance will show on his or her student account, to be paid with his or her tuition and other fees. All students are encouraged to have health insurance though the University does not mandate coverage for domestic students.

## **Identification Cards**

- A. All persons who are enrolled in Brenau University are required to have an I.D. Everyone must adhere to the following guidelines:
  1. Upon request, the card must be shown to Brenau officials for identification; this includes all faculty, staff, and Residence Life para-professional staff.
  2. All privileges granted by the use of this card are provided solely for the person described thereon.
  3. If the card is lost or stolen, there is a charge for a replacement card.
- B. The I.D. must be carried at all times and must be presented when eating in the dining hall, using the library, or fitness center. ID's should be carried with the student attending any University function: class, convocations, sporting events, or student organization events.
- C. Repeated failure to present your Brenau ID upon request may result in disciplinary action.
- D. If you find an I.D. card, return it to: Brenau University, Safety and Security Office, 500 Washington St SE, Gainesville, Georgia 30501 or put it in campus mail to the Security Office which is located at 520 Washington St.

## **Inappropriate Behavior**

Activities which are, in the opinion of the University, offensive or disruptive to the community are not permitted at Brenau University.

- A. Disruptive or Dangerous Conduct
  1. Brenau University strives to balance the concerns for the health and safety of individual students with the educational health and safety needs of the larger campus community. When a student's conduct is disruptive or dangerous to campus life and/or the educational environment, or in the University's opinion a student's continued presence on campus or participation in an educational program/activity of the University presents a threat to the health/safety of the student and/or other students, the University will take appropriate action. When it is warranted the Vice President of Student Services or a designated vice president, with presidential approval, can dismiss, suspend or remove from campus a student until due process can be carried out.
  2. In some cases, the Vice President for Student Services or a designee may require that the student obtains psychological assessment/treatment from a licensed mental health professional. Recommendations regarding the assessment/treatment venue will be made on a case-by-case basis. A student engaging in assessment/treatment will be required to sign a release of information authorizing the University to access results and to discuss these results with the health care professional conducting the assessment/treatment.
  3. The University will use assessment/treatment information in consultation with the student to determine whether the student can be reasonably accommodated to permit him/her to participate in University educational programs and activities, including residing on campus.

4. If a student chooses not to obtain an assessment/treatment, the Vice President for Student Services or a designated administrator may withdraw the student from the University or restrict the student's access to educational programs and activities, University services, and/or to the University campuses.
5. The University may require additional stipulations for the student to remain on/return to campus. This will be determined on a case by case basis.

### **Inclement Weather**

- A. Gainesville & Atlanta campuses: Weather alerts will be issued via the e2Campus Emergency Alert System as soon as decisions are made regarding class cancellations. This is the most up to date, authoritative source of information. The university maintains a dedicated phone line which will be activated during questionable weather periods and will provide a taped message advising you whether or not classes are in session. The weather line is available 24 hours per day. Call 770.534.6772 for the weather line. This line cannot be updated if personnel do not report because of weather issues; therefore we strongly recommend that you utilize the e2Campus alert system. Brenau will continue to notify local media outlets in Gainesville as well as the major networks in Atlanta for weather-related bulletins.
- B. Campuses other than Gainesville & Atlanta: Weather alerts will be issued in means considered most effective for each campus. Please consult with the Regional Campus Director for detailed information.

### **Intellectual Property – Student Work**

- A. Work created by students remains the property of the creator. Students working as a member of a team are responsible for negotiating ownership. Faculty members may temporarily retain students' works or request additional copies provided by the students as needed for accreditation purposes.
- B. If the work is created as part of a research grant or other faculty and/or staff directed or externally funded project, students will receive credit for co-authorship or otherwise contributing to the project and may be compensated if project funds are available. Faculty and/or staff members retain ownership of all materials, unless other arrangements are agreed upon in writing and signed by all parties, prior to the start of the project and acceptance of the funding.
- C. Faculty may share student work for academic purposes. Student names will be removed to protect the student's identity. No additional consent from students is required; this policy serves as notification to students. A student may ask for an exemption from this policy, on a case-by-case basis; such request shall be submitted to the Provost who has the sole discretion in the matter. Faculty may share student work by posting it on a Brenau website, placing it on reserve in the library, making and distributing copies, etc.
- D. Brenau may commission works, whether as works-for-hire or otherwise; and Brenau may acquire such works from, or develop them in partnership with, individual authors on mutually agreeable terms.
- E. Disputes that arise among students or between students and faculty and/or staff members concerning intellectual property rights will be addressed by the University's grievance policy and the process outlined there.

### **Medical Assistance**

See "Emergency Procedures" section of the Handbook.

### **Mental Health**

- A. Mental Health Withdrawal Procedure - In order to ensure the safety of any student who demonstrates inappropriate behavior or who may represent danger to her/himself or others, a mental health withdrawal procedure is in place. For further information about this specific policy, please contact the Vice President for Student Services.
- B. Conditional Student Status

- C. A student otherwise permitted to continue at the University will be required to comply with all restrictions set by the University on the student's continued participation in University educational programs and activities, including living in the residence halls.
- D. The University retains the right to make the final determination of measures it needs to take to protect its educational environment and the safety of other members of the University and its property.
- E. The student will be responsible to pay the costs of treatment, including those associated with the initial assessment.
- F. Failure to comply with all restrictions may result in the student being withdrawn from the University.

### **Misuse of Brenau University Name or Graphics**

The use of the College's name, images, or graphics for soliciting funds or for any activity without prior approval of proper College authorities, or any unauthorized use of the College's name, is prohibited.

### **Parking Areas**

- A. Gainesville campus: Students, faculty and staff with valid permits may park in any Brenau parking lot and on city streets in approved parking spaces. Brenau parking lots include: the area behind Van Hoose, the parking lots on Academy Street, the tennis court parking area, the parking lot at the Jacobs Building, the lot on Prior Street in front of the sorority houses, the parking lot north of the Fitness Center, the parking lot on Washington Street next to Senior Hall, the Math Spa building parking lot, the parking lot north of the Tea Room, the Burd Center parking area, the Northeast Ga. History Center, the Student Center parking lot, the Library parking lot, and the Featherbone parking lot. Any cars parked illegally or in unauthorized areas may be booted and possibly towed and a fine imposed for improper parking. Booting and fine questions should be directed to Campus Security. All designated handicap parking slots are patrolled by the municipal police departments and violators are fined by those entities.
- B. Regional campuses: Please see your Regional Campus Director for information on designated parking areas.

### **Payment of Fees, Charges, and Fines**

- A. Students are required to pay fees, charges, and fines within a specified time.
- B. Failure to do so will result in the withholding of grades and/or transcripts until the bill is paid in full. The University reserves the right to charge a student's account for any unpaid fees, charges, or fines. More specific information can be obtained through the Accounting Office or in the catalog.

### **Removal from Leadership Positions**

Student leaders found responsible for inappropriate behavior; who demonstrate behavior that is not representative of the Brenau Ideal; or whose behavior is in direct conflict with the position they hold, may be removed from their leadership position by the Vice President for Student Services.

### **Repeated Violations**

Repeated violations of published rules and regulations, which cumulatively indicate an unwillingness or inability to conform to the student life standards of the College, may result in dismissal.

### **Sanctions**

Failure to comply with and, or complete sanctions issued by the University's judicial authority may result in suspension.

## **Sexual Misconduct**

**Brenau University is committed to maintaining an environment free from all forms of discrimination. As a recipient of Federal funds, the University complies with Title IX of the Higher Education Amendments (1972). Title IX prohibits discrimination from any educational program or activity on the basis of sex, gender identity, failure to conform to stereotypical notions masculinity or femininity or actual or perceived sexual orientation. Brenau University recognizes sexual misconduct and/or harassment may create an environment of discrimination and has created the following policy to define, educate and address issues relating to sexual discrimination.**

### **Scope of Policy**

- A. The sexual misconduct policy applies to all Brenau University faculty, staff, students, and campuses. Each member of the Brenau community is responsible for their actions and behaviors both on and off campus. As such, this policy is applicable to on campus conduct and, when applicable, off campus conduct.
- B. This policy applies to guests and individuals conducting business on all University property.

### **Prohibited Conduct and Definitions**

Sexual misconduct may be described as:

**sexual discrimination** — inequitable treatment of individuals on the basis of gender

**sexual harassment** — unwanted and unsolicited sexual advances, request for sexual favors, and other deliberate or repeated communication of a sexual nature. The communication may be, but is not limited to; spoken, written, physical or pictorial. These actions constitute sexual harassment when: submission to said conduct is made either explicitly or implicitly a term or condition of employment, education, or participation in a program. Rejection of said conduct is used explicitly or implicitly to negatively impact conditions of employment, education, or participation in a program. Said conduct creates an intimidating, hostile, or offensive environment

**sexual assault** — having or attempting to have sexual intercourse or sexual contact with another individual without consent or by means of force or coercion, as defined:

**coercion** — is the use of pressure to compel another individual to participate in or continue sexual activity against an individual's will. Coercion can include, but is not limited to intimidation, manipulation, threats, or blackmail

**consent** — agreement to participate in sexual activity must be actively agreed upon by all parties, and must be informed, knowing, and voluntary. Consent is demonstrated through mutually understood words or gestures and can never be given by an individual incapacitated by alcohol or drugs or other mental incapacitation

**force** — the use or threat of physical violence to require an individual to participate in an unwanted activity

**sexual intercourse** — having or attempting to have vaginal or anal penetration with a body part or object or oral copulation by mouth to genital contact without consent

**sexual contact** — having or attempting to have sexual contact with another individual without consent. Sexual contact may include, but is not limited to; kissing, disrobing, or touching in a sexual manner

**sexual communications** — unwanted communication of, but not limited to, words or images of a sexual nature

**sexual exploitation** — taking non-consensual or abusive sexual advantage of another separate from other listed misconduct offenses. Exploitation includes but is not limited to: prostituting another individual non-consensual recording in any capacity a sexual activity knowingly allowing others to observe a sexual activity without the consent of the partner

**distributing photos or recording of a sexual nature without the consent of all parties involved engaging in voyeurism (peeping tom) intimate partner violence** —commonly referred to as domestic or dating violence, a situation where one person in the relationship is being physically, emotionally, or sexually abused by the other person

**stalking** — a person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. This act or actions would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress.

### **Confidentiality and Anonymity**

Brenau University's ability to respond to a sexual misconduct complaint, to prevent its recurrence, or to address its effects may be severely limited if the complainant requests confidentiality, does not provide the name of the alleged perpetrator, or asks that the report not be pursued. The University is further limited when a report is made anonymously. In cases where the complainant requests confidentiality or requests Brenau University not pursue an investigation, the Title IX Officer or his/her designee will conduct a preliminary assessment of the alleged sexual misconduct and may weigh the complainant's request against the following factors, including, but not limited to: the severity of the alleged sexual misconduct, the complainant's age, or whether there have been other complaints or reports of sexual misconduct against the same accused individual. The Title IX Officer may determine that, in the interest of providing a safe and nondiscriminatory environment for students, it is necessary to act on information it has received.

In cases where the complainant files a formal complaint and seeks a formal resolution, or where the University is required to conduct a formal investigation, Brenau cannot keep the complainant's identity from the accused student. A charge of sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. However, the University may provide options during the hearing for questioning without confrontation, including using a room divider, using separate hearing rooms, or using technology such as Skype.

### **Reporting an Incident**

- A. Individuals are encouraged to call 911 if they feel they are in immediate danger.
- B. All victims of sexual assault have the right to a criminal investigation, and are encouraged to contact the local authorities.
- C. Seek medical treatment immediately at the local emergency room and ask for a Sexual Assault Nurse Exam (SANE). Preserve evidence by avoiding bathing or showering, brushing teeth, changing clothes, or washing hands. If you change clothes, you should place all clothing worn at the time of assault in a paper bag. Even if you are uncertain about taking the matter to the police, you may change your mind later on, and the evidence cannot be recreated.
- D. Any individual who feels they have been a victim of sexual misconduct should consider the following methods of University reporting and how those reports are handled: Ideally, all incidents should be reported directly to:

#### **Safety and Security**

520 Washington St.

770-534-6202

[security@brenau.edu](mailto:security@brenau.edu)

Students wishing to speak with a female may contact:

Paula Dampier Director of Security

520 Washington St.

770-297- 5896

[pland@brenau.edu](mailto:pland@brenau.edu)

The only Brenau University staff members who are able to keep the report completely confidential are:

**Gay Baldwin**

University Counselor  
The Center for Health and Well Being  
205 Boulevard  
770-534-6121  
[gbaldwin@brenau.edu](mailto:gbaldwin@brenau.edu)

The Title IX Coordinator is a staff member charged with overseeing the University response to allegations of sexual misconduct. Brenau University's Title IX Coordinator is:

**Amanda Lammers**

Vice President, Student Services  
Owens Student Center  
770-534-6108  
[alammers@brenau.edu](mailto:alammers@brenau.edu)

Once University officials learn of sexual misconduct complaints, written or unwritten, the University is required to investigate and to take action consistent with its policies and procedures. All faculty and staff are encouraged to report any incidents that are made aware of to the Title IX coordinator. There are other resources available to sexual assault victims.

In the Gainesville community victims are encouraged to contact:

**Rape Response**

Crisis Line: (770) 503-7273 Toll  
Free: (800) 721-1999

**National Sexual Assault Hotline**

(800) 656-HOPE

**After An Incident Is Reported (Rights of Complainant)**

- A. After reporting an incident, the individual will be referred to as the complainant.
- B. Complainants may receive accommodations after reporting an incident. These accommodations include but are not limited to: no contact orders, relocation of residence, rescheduling of class sections. Accommodations are administered by the Title IX coordinator.
- C. Complainants are not to be retaliated against. Retaliation is defined as a strike back against an accusation, a form of revenge or reaction, or an additional act of discrimination based on the complaint filed.
- D. Complainants may not be charged with other violations related to the sexual misconduct (i.e. if the alleged victim was drinking on campus at the time of the assault, an alcohol charge will not be filed).
- E. The investigation and hearing will be conducted in a timely manner.
- F. The respondent and the complainant are entitled to have one person present for support or to act as an adviser during a campus disciplinary proceeding. The advisers for the complainant nor the respondent may participate in the proceedings.
- G. In cases of sexual assault, the complainant will be notified in writing of the outcome of the investigation and hearing simultaneously with the respondent.
- H. The complainant has the right to request an appeal on the grounds of improper procedure, new or previously unavailable, compelling information related to the case, or the sanctions are significantly disproportionate with the violation. Appeals must be made in writing to the Title IX Coordinator.

### **After An Incident is Reported (Rights of Respondent)**

- A. When an accusation has been made against an individual, that person is referred to as the respondent.
- B. Respondents have the right to ask for accommodations once a complaint has been filed against them. These accommodations include about are not limited to: no contact orders, relocation of residence, rescheduling of class sections. Accommodations are administered by the Title IX coordinator.
- C. Respondents will be informed of the definition and repercussions of retaliation.
- D. The investigation and hearing will be conducted in a timely manner.
- E. The respondent and the complainant are entitled to the same opportunities to have one person present for support or to act as an adviser during a campus disciplinary proceeding. The advisers for the complainant nor the respondent may participate in the proceedings.
- F. The respondent will be notified in writing of the outcome of the investigation and hearing. In cases of sexual assault this notification will occur simultaneously with the notification of the complainant.
- G. The respondent has the right to request an appeal on the grounds of improper procedure, new or previously unavailable, compelling information related to the case, or the sanctions are significantly disproportionate with the violation. Appeals must be made in writing to the Title IX Coordinator.

### **Investigating a Complaint**

- A. All allegations of sexual misconduct will be investigated by the Title IX Coordinator or designee.
- B. Upon receipt of a written complaint an investigation will begin no later than fifteen (15) Brenau business days (barring any justifiable delay).
- C. From the time an investigation begins, the investigation report will be submitted to the Title IX coordinator in no later than fifteen (15) Brenau business days (barring any justifiable delay).

### **Adjudication of a Complaint**

Grievance procedures may include voluntary informal methods of resolution (e.g. mediation). However, the complainant has the right to discontinue the informal process at any time and begin formal proceedings.

#### **Allegations of sexual assault will never be mediated.**

- A. Upon receipt of a written investigation, the Title IX coordinator or designee will schedule a hearing in no later than fifteen (15) Brenau business days (barring any justifiable delay).
- B. A hearing board will be assembled by the Title IX coordinator or designee. Those on the hearing board will be trained to adjudicate matters of sexual misconduct.
- C. The chair of the hearing committee will be the Title IX coordinator or designee. The committee will consist of the chair and three (3) members of the faculty and staff.
- D. The chair of the hearing committee will read the investigation report aloud.
- E. The complainant and the respondent may read prepared statements if agreed upon with the chair prior to the hearing.
- F. Both parties have the right to exclude their unrelated past sexual histories from the hearing. The chair of the hearing board will determine whether proposed testimony regarding past sexual history between the parties is related to the case at issue and may be introduced during the hearing.
- G. The complainant may choose to be physically separated from the respondent during hearing proceedings or require the respondent to submit all questions in writing to the chair during the hearing. This request should be communicated to the chair at least two (2) Brenau business days prior to the hearing.
- H. The complainant, the respondent, nor any member of the hearing board may ask repetitive questions of any witness.
- I. In determining whether an alleged incident constitutes sexual misconduct, those entrusted with carrying out this policy will look at the record as a whole and at the totality of the circumstances. An adequate, reliable and impartial investigation will occur, and a decision rendered based on a preponderance of evidence.

- J. University sanctions for someone found responsible for sexual offenses (forcible and non-forcible) may include but are not limited to expulsion, forced withdrawal, disciplinary suspension, disciplinary probation, reprimand, and /or restrictions.

### **Sexual Assault Victim's Bill of Rights**

An Amendment to Section 485 of the Higher Education Act of 1965 (20 U.S.C. 1902(f)) entitled "Campus Sexual Assault Victims Bill of Rights Act" of 1991 relating to the treatment by campus officials of sexual assault victims, effective September 1, 1992, requires all institutions of higher education to publish the following information and policy statement. It is the intent of this policy to state that the campus-related sexual assault of an employee or student is a serious offense, and that the victim shall be accorded by Brenau University the rights that are contained in the policy. It is also the intent of the policy to empower the victim of campus-related sexual assaults with certain rights and to certify that Brenau University complies with the requirements of the Act.

### **Victim's Rights: The following rights shall be accorded, by all officers, administrators, and employees of Brenau University to victims of campus-related sexual assaults:**

- A. The right to have any and all assaults against them treated with seriousness; the right, as victims, to be treated with dignity.
- B. The right to have these assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the government entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of Brenau personnel in notifying the proper authorities. The foregoing shall be in addition to any Brenau Disciplinary proceedings. The Sexual Misconduct policy addresses Brenau's adjudication of sexual assault.
- C. The right to be free from any kind of pressure from Brenau personnel that victims not report crimes committed against them to civil and criminal authorities or to campus enforcement and disciplinary officials; or report crimes as lesser offenses than the victim perceives them to be.
- D. The right to be free from any kind of suggestions that campus assault victims not report, or under report, crimes because: a.) victims are somehow responsible for the commission of crimes against them; b.) by reporting crimes they would incur unwanted personal publicity.
- E. The right to choose a representative and to have that representative present at all proceedings and the right to be notified of the outcome of such proceedings.
- F. The right to have Brenau University personnel assist the victim in obtaining, securing, and maintaining evidence (including medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- G. The right to be made aware of, and assist in exercising any options, as provided by State and Federal Laws or regulations, with regard to mandatory testing of assault suspects for communicable diseases and with regard to notifications to victims of the results of such testing.
- H. The right to counseling from the university counselor.
- I. If a campus sexual assault is reported; Brenau University personnel will take necessary steps or actions to prevent any unnecessary or unwanted contact with alleged assailants, including but not limited to immediate relocation of the victim to safe and secure alternative housing. Sexual Misconduct Prevention Education

Brenau will make an effort to educate all faculty, staff, and students on the prevention of sexual misconduct and the resources available to victims of sexual violence.



### **Sexual Offenders**

- A. The federal government requires all universities and colleges to provide information on how to access information on sex offenders living on or near the campus. To obtain this information go to [www.ganet.org/gbi/siclainm.html](http://www.ganet.org/gbi/siclainm.html). You may obtain registered offenders in a number of ways. It can be done by zip code, city, country, or name. We have added a link to this website from Brenau's Security web page. The link is described as "Megan's Law" information.
- B. The Security Office will maintain a current list of registered sex offenders for Hall County. This list can also be accessed on the webpage under the link for Security.

### **Smoking/Tobacco Use**

Realizing the health implications associated with the use of tobacco products, Brenau University has implemented the following policy:

- A. In an effort to create a modified smoke-free environment on our campuses, not only for the benefit of those who work here, but for the benefit of students and visitors, the policy of the University is that the use of tobacco products is prohibited on campuses with the exception of designated areas.
- B. Cigarette refuse containers are provided at the designated smoking areas.
- C. Enforcement of the smoking/tobacco use policy on campus and in University buildings is the responsibility of all members of the University community. Please ask violators to use the nearest designated smoking area.
- D. The designated smoking areas at the Gainesville campus are as follows:
  - 1. Rear parking lot behind the 226 Prior St. and the Jewell Building by the trash bin.
  - 2. Parking lot area between the Science Building, Geiger Hall, and Simmons Visual Arts Center by the trash bin.
  - 3. Area outside the rear exit of Hopkins Dining Hall.
  - 4. Area in front of entrance to gymnasium and dance studios, adjacent to the parking lot.
  - 5. North side of Jacobs Building by post office, upper level.
  - 6. Fire lane adjacent to Brenau Trustee Library.
  - 7. Behind the Owens Student Center by trash bin.
- E. Regional campus students should consult with the Campus Director for locations of designated smoking areas at their campus.

### **Solicitation Policy**

- A. Solicitors are not allowed on the Brenau University Campus. If requests to distribute handouts, brochures and the selling of products are made, please direct those persons to the Director of Student Life and Leadership or the Regional Campus Director.
- B. Handouts, brochures, and fliers for distribution within the residence halls must be approved by the Director of Student Life and Leadership. For more details, see the advertising policy.

### **Stealing or Possession of Stolen Property**

- A. The unauthorized taking or keeping in one's possession items of University property (including those items belonging to the University Dining Hall) rented, leased, or placed on campus by the institution, or items belonging to the students, faculty, staff, or guest of the University is prohibited.
- B. The misappropriation or misuse of student organization funds or property, or the sale of textbooks by any student other than the book owner is strictly prohibited.
- C. The University assumes no responsibility for theft, damage, or loss of money, data, valuables or personal property.

### **Storage of Personal Property**

- A. Brenau University does not provide storage for personal belongings of students.
- B. Items left by students are presumed abandoned after 30 days and the items then are subject to disposal without notice.

### **Student Organizations**

- A. Student Organizations who seek to use the Brenau University name and/or petition the University for funds must complete the Student Organization Registration Form available from the Director of Student Life and Leadership.
- B. All student sponsored events must submit an approval request with the Director of Student Life and Leadership.
- C. The Brenau University Student Government Association will review all submissions and approve all funding for Women's College organizations.
- D. The Vice President for Student Services and the Associate Vice President for Nonresidential Programs will review organization requests, event requests and approve funding for all other organizations.

### **Suicide Attempt**

A member of the crisis team will intervene with a student who has attempted suicide on campus. By law, the student will be required to obtain treatment. The University may require additional stipulations for the student to remain on or return to campus. This will be determined on a case by case basis. The "Disruptive or Dangerous Conduct" section of the "Inappropriate Behavior" policy may also be used in conjunction.

### **Sunbathing**

- A. Sunbathing is only allowed at the Amphitheater and on Wallis Field.
- B. Sunbathing is not permitted on the roof of any building or on Front Campus.

### **Vandalism**

Destroying, defacing, damaging of University property or property belonging to students, faculty, staff, or guest of the University is prohibited.

### **Violations of University Policies and Procedure**

Failure to abide by any published University policy or procedure is prohibited.

### **Residence Life and Housing**

Residence Life seeks to provide a safe, comfortable environment for living and learning while encouraging individual and community development. While educating students about their rights and responsibilities as members of a community, we facilitate growth and empowerment through community and civic-minded programs, leadership opportunities, and staff interaction. Our intent is that all students feel a sense of belonging and community while fostering a supportive, nurturing atmosphere based on respect and cooperation. Additionally, the Residence Life Department supports the university mission statement by encouraging personal and professional development. Our primary goal in Residence Life is to foster a supportive, nurturing atmosphere based on respect and cooperation focusing on the Brenau Ideal and Honor Code. It is our goal to inspire artistic expression and community service through innovative programming.

The Residence Life Department is made up of professionals and paraprofessional staff members. The RA (Resident Assistant) is a highly trained upper-class student who is charged with the daily management of their assigned residential area. Daily tasks include responding to community crisis, maintaining a positive learning atmosphere, enforcement of University policy and upholding the Brenau Honor Code. The Dean of Students and the Housing Director oversee the departmental operation of Residence Life in accordance with national and regional guidelines. All Residence Life staff, when acting in accordance with their position, acts so as a University official.

### **Housing**

Brenau University's traditional residence life experience is designed for women aged 17 to 25. There are limited other housing options available for other students available on a first come first served basis. A variety of housing options are available. Each sorority has a University owned house or living space. Freshmen students are not allowed to move into the sorority houses; however upper-class women have found living with fellow members to be a very positive experience. The residence halls offer a wide range of designs with both community and suite style bathrooms. Parklane apartments offer more independent living for upper-class students.

Residence halls are open to all Women's College students. Freshmen students are housed together in order to provide adequate support for the transition to college life. Once rooms are assigned, they are considered to be jointly shared on an equal basis by each occupant.

Brenau has apartment-style housing available for students who are 22 years of age or older by the drop/add date for the semester with a CGPA of 3.0 or better. Students living here will be classified as commuters – this means that they will not be on the board plan. Residents will have a lease from August –May and are required to put down a security deposit with the University Business Office once the lease is signed.

Graduate students and male students will be housed in accordance with need and availability of appropriate facilities. There is limited housing available for graduate students and male students.

### **Students Rights and Responsibilities**

Your enjoyment of life in the residence halls and sorority houses will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. As a community member, you should expect the following rights and responsibilities:

#### A. Rights

1. To study and sleep free from undue interference
2. To expect that a roommate will respect one's personal belongings
3. To have a sanitary environment in which to live
4. To have free access to one's room and facilities without pressure
5. To have personal privacy
6. To have a safe and secure room
7. To assert one's self
8. To be free from fear of intimidation, physical and/or emotional harm
9. To redress of grievances

#### B. Responsibilities:

1. To abide by the Honor Code and University policies and procedures outlined within this publication, in the University Catalog, and on the Housing Contract.
2. To accept responsibility for guests and their actions during their stay on campus.

## **Residence Hall Policies**

### **Abandoned Property**

- A. The University has the right to take possession of any personal property left in a student's room after the final checkout dates.
- B. The University has the right to levy charges to the student's account for the removal of any personal property left in a student's room after the final checkout dates.
- C. The University has the right to remove and store the property at the owner's expense after the final checkout dates.
- D. The University will not store personal items left behind after the final checkout dates and any personal property remaining after said dates is subject to be given away, sold at public or private sale or disposed of accordingly.

### **Acts of Intolerance**

- A. Acts of intolerance are behaviors that, by intent and/or outcome, harm or threaten to harm a person or group. These behaviors are motivated by prejudice toward a person or group because of their race, religion, ethnicity, abilities, national origin, gender, body size, socioeconomic status or sexual orientation.
- B. An act of intolerance can include either overt or covert actions, including verbal attacks and/or physical assaults on students and/or their property (including residence hall doors), as well as jokes, posters, or comments.
- C. Acts of intolerance will be referred to Honor Court for judicial processing.

### **Advance Room Payment**

- A. A non-refundable \$300 advance room payment must be paid to the University Business Office prior to a returning student applying for a room for the coming academic year. Proof of payment will be required at time of housing sign-ups for all returning students. Room placements will not be secured until the advanced room payment is received.
- B. No advance room payment is required for Summer Session Term.
- C. The room cost for each semester shall be paid in full as outlined by the University Business Office.

### **Appliances**

- A. The capacity of the electrical system in the residence halls, sorority houses and apartment units is limited, and overloading these systems can present fire and safety hazards.
- B. Use of electrical "octopi" (multiple head plugs) and extension cords to obtain a greater number of outlets is prohibited. We highly recommend that students purchase a UL-approved multiple outlets that contain its own fuse and has surge protection. Relaying surge protectors (i.e., plugging one surge protector into another to reach a greater distance) is not allowed.
- C. Surge protectors cannot be placed on the floor or in or near a bed where they can be covered by bedding. Per directive of the local fire marshal, surge protectors need to be mounted approximately 18 inches from the floor on the wall or adhered to the side of the desk. Battery backup units (ups) are approved to remain on the floor.
- D. Placing cords under an item, such as a rug, or in walkways and doorways is prohibited. If a cord has to run near a walkway it cannot be taped down but must be protected in the rubber channel protective strips. All Fire Code regulations, which are in accordance with the Gainesville Fire Marshal, must be met at all times. Failure to do so could result in the closing of a house or halls, or a personal fine to those in violation.
- E. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
- F. The following items are not permitted in residence halls, sorority houses and apartment units:

1. Open element appliances (i.e., hot plates, broilers, space heaters, coffee cup warmers, coffee pots with open heat elements, ovens, toasters, immersion heaters, kerosene heaters, ceramic or forced air radiant heaters are not allowed)
  2. Power tools
  3. Halogen touchier lamps
  4. Sun lamps / Lava lamps
  5. Outside antennae
  6. Air conditioners
  7. Microwave ovens, between 600-700 watts, and small refrigerators, 2.5 cu. Ft. not to exceed 4 cu. Ft., are allowed only in the residence halls and Alpha Gamma Delta sorority house. Microwaves and refrigerators must be plugged directly into the dedicated wall outlets. Microwaves and refrigerators must maintain reasonable standards of sanitation and cannot be placed in a closet or other enclosure that restricts adequate ventilation.
- G. It is critical that users exercise precautionary measures when using appliances. Electrical stoves installed in sorority houses and Parklane apartments have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (please see “Damages” and “Fire Safety” for further information on the fire suppression system). Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings.
- H. Health and safety inspections of all living areas will occur to insure compliance with said procedures or on before the 15th of each month.

#### **Assignments/Room Selection**

- A. Brenau University encourages educational, social and cultural diversity within University housing. Therefore, room and roommate assignments are made without regard to handicap, race, orientation, creed or national origin. It is the philosophy of the department that living in a residence hall is an invaluable learning experience for the student. Every effort will be made to ensure the community is one of proper encouragement for ultimate developmental, social, and academic growth.
- B. The University’s acceptance of an application, contract and advance room payment does guarantee an assignment.
1. Assignments for new students are completed on a first-come, first-serve basis. Housing information will be mailed to the student shortly after Early Registration which commences in June. A deposit must be paid to the Admissions Office prior to receiving a room assignment.
  2. Assignments for returning students are based on seniority in accordance with the number of completed academic hours. Assignments for the coming year occur in April. At the time of room selection, students must have registered for the following semester’s classes; are required to fill out a housing contract; and must pay a \$300 advance room payment to secure a room. Failure to complete any of the aforementioned steps may impact housing placement.
- C. If the Student fails to occupy her room within twenty-four (24) hours after the first day of classes the room assignment may be cancelled unless proper notice of late arrival is given to the Dean of Students or the Housing Director.
- D. Students remain in their same room assignments from fall through spring semester.
- E. Refer to “Single Rooms” for information regarding private rooms.

#### **Breaks**

- A. The residence halls, sorority houses and Parklane apartments close and are not available for occupancy during breaks. Checkout times will be posted and properly enforced by Residence Life Staff. Daily fines will be levied for any student not compliant with the closing requirements during breaks.

- B. Break housing will only be offered in extreme cases where the student is obligated to remain on campus. Daily charges may be assessed for any student remaining on campus during a closing break. Every attempt to find alternate housing must be made by the student. Arrangements with the Residence Life Department must be made ten (10) business days prior to the break. If break housing is provided then the following guidelines must be followed or the privilege will be revoked:
  - C. There can be no visitation (male or female) during the break.
  - D. All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate dumpsters.
  - E. Students are responsible for their own meals.
  - F. Students may not go into any residence hall or house other than the one they are assigned.
  - G. All policies of the Student Handbook must be upheld at all times.

Regardless of circumstances, no break housing will be available in December between the fall and spring semesters.

When leaving for break, students should be sure to close and lock windows, unplug electrical appliances, shut off lights, remove all trash and perishable garbage, and lock the room door. Failure to leave the assigned room in the aforementioned condition will result in a fine to be determined by Residence Life.

### **Change in Status**

Students who wish to change their residential status (from residential to commuting or commuting to residential) must complete a "change of status" form online.

Changing ones' status can impact the amount and type of financial aid received. It is strongly recommended that any student considering changing their status first inquire how this change could impact their financial aid.

Failure to change ones' status could result in the student being billed incorrectly.

Approval of requests for housing will be based upon availability of housing and individual circumstances. Check-In

Each residential student is required to complete a Room Condition Report upon check-in to her assigned room. This report will be checked against the condition of the room at check out, and the student will be financially responsible for any damage not cited on the report.

The key registration information is listed at the bottom of the Room Condition Report. It is a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be levied. Every time a student changes rooms, the Room Condition Report must be completed for the new room.

### **Check-Out**

- A. When occupancy is terminated, the student must obtain a written room clearance from a Residence Life Staff member, who will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a minimum fine of \$50 and additional assessment charges for damages and/or missing furnishing, equipment and/or keys.
- B. All students should follow these steps below when checking out of the residence hall:
  1. Contact the RA to schedule a check-out time when the room can be checked for damages and cleanliness.
  2. Remove all personal belongings from the room.
  3. Clean the room, sweep or vacuum the floor, clean out desk and drawers, close and lock windows.
  4. Remove all garbage to the appropriate disposal.
  5. Be sure all university-owned furnishings are returned to their original condition and location.
  6. Turn in keys to the RA or Residence Life staff member.

7. Sign the check-out forms.
- C. Students will be assessed for all damages, improper check-out, improper disposal of garbage, and loss of keys. These charges may be appealed in writing to the Dean of Students within 10 business days of receiving notice of said charges. Improper check-out and key charges are non-negotiable. Patience is expected during busy check-out times. Because of the volume of students needing to check out, the process will be slower but will be handled as quickly as possible.

### **Consolidation of Rooms**

- A. Upper-class students who are residing alone in a double occupancy room may be granted the following options:
  1. To retain the double room rate by moving to another vacant space; or
  2. To accept a roommate in their current room; or
  3. To pay an additional fee of \$950.00 per semester and retain the double room as a single upon availability.
- B. Brenau reserves the right to change room assignments to best meet the needs of all students. Traditional aged freshmen are not permitted to have singles. If a student finds herself in a room without a roommate then she could be asked to move into another room with a roommate.
- C. Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half (½) the room clean and cleared of personal property. Failure to do so will result in a private room charge.

### **Damages**

- A. Any student who is found responsible will pay the cost of replacement, or repair for any breakage or damage to the student's room, its furnishings or equipment, fair wear and tear exempted.
- B. Residents of an individual room, apartment or residence hall or house may be required to share the expense of repairing or replacing property in common areas (such as hallways, living rooms, kitchens, bathrooms, study areas or lobby areas) when such repairs are determined to be above and beyond the normal wear and tear.
- C. Furnishings or equipment may not be moved from public areas or assigned room without authorization and cannot be taken from the living areas for any reason. Dismantling of University property is strictly prohibited.
- D. Damages in common areas which cannot be attributed to an individual student will be assessed to the student population of the house or floor.
- E. Electrical stoves installed in sorority houses and apartments have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking (Refer to "Fire Safety" policy for further information). Upon the system being activated, the system must be recharged, the stove cleaned and the power restored and checked by University maintenance prior to further use. There are costs associated with this process and charges will be assessed to the responsible party for cleaning and resetting the system. The cost to reset the system could range from \$425 to \$500. The average cost to recharge the system is \$350. Cleaning fees of \$75 will be incurred if the discharge occurs during business hours and \$150 for any cleaning required beyond traditional business hours or weekends. If it can't be determined who caused the discharge or the responsible party does not acknowledge accountability, then the total costs for cleaning and replacement will be divided among all occupants. Tampering with the fire suppression system is prohibited for the safety of all residents and general upkeep of the building.
- F. The intentional or reckless destruction or dismantling of any University property or equipment may result in judicial referrals, as well as financial charges.

- G. Charges for damages and cleaning will be determined by the Director of Residence Life, who oversees housing. Students who fail to pay assessed charges will have their records flagged, which may prevent registration for classes, obtaining transcripts or receiving grades.

### **Disruptive Behavior**

- A. Behavior that interferes with the normal functioning of a residence hall or unnecessarily impedes the rights of students and/or staff is prohibited. This includes but is not limited to: behavior where the safety of participants, other students or property is compromised, hall sports, water fights, pranks, student displays/demonstrations that create a disruptive environment, lewd or indecent behavior, or other actions of a person or group that require a response by a University staff member.
- B. Disruptive behavior will be referred to Honor Court for judicial processing.

### **Drugs and Alcohol**

- A. The manufacture, distribution, sale, use, offer for sale, or possession of drugs or narcotics, or drug paraphernalia is prohibited in accordance with State statutes and can constitute reason for removal from University Housing and possible University and criminal sanctions.
- B. Any drug prescribed to another person found in possession of a student is considered a violation of the drug policy, and is strictly prohibited.
- C. Refer to the "Alcohol and Drug Policy" in the General Policies and Procedures.

### **Emergency Residence Hall Procedures**

- A. Each room is provided with a flip chart containing Emergency Residence Hall Procedures in regards to various emergency situations. This flip chart must stay in each room and be readily accessible to the occupants of the room.
- B. The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in the endangerment to others which could result in disciplinary action.

### **Entering Rooms**

Refer to "Search and Seizure/Entering of a Room"

### **Evacuation of a Residence Hall, House, or Apartment**

- A. When a fire alarm sounds or it is necessary to evacuate a living facility, the following must be followed:
  - 1. Leave the room immediately, taking with you room keys, identification, and coat (if cold outside), if easily accessible.
  - 2. Close the room door.
  - 3. Knock hard on each room and check each bathroom and common space as you exit the building. DO not retrace your steps; only check those areas that are on your path out of the building. Move quickly but do not run.
  - 4. Head to the nearest exit and/or stairwell.
  - 5. Move away from the hall or house to the designate rendezvous area which will be provide by the RAs.



6. Report directly to your RA in rendezvous location.
- B. A Residence Life staff member or an official Brenau employee will inform the students when they may reenter the building.

### **Fire Drills**

- A. Drills will occur periodically throughout the semester and will be managed by the Residence Life Staff and Campus Security.
- B. When the alarm sounds, DO NOT assume it is a drill. Drills will not be announced.
- C. Follow the "Evacuation of a Residence Hall or House".
- D. Failure on the part of any student to follow fire safety and evacuation procedures will result in a minimum fine of \$50 and referral to Honor Court for judicial processing.

### **Fire Safety**

Due to fire regulations, the following are mandated by the Gainesville Fire Marshal and set forth by local, state, and federal law:

- A. Extension cords and multi octopi" (multiple head plugs) are prohibited;
  - B. UL-approved multiple outlets that contain their own fuse and have surge protection are approved but must be mounted approximately 18 inches from the floor;
  - C. Microwaves and refrigerators must be plugged directly into the dedicated electrical outlet marked in each room, not first into a surge protector;
  - D. Storage areas must have a ceiling clearance of 24 inches;
  - E. The use in individual rooms of open-coil or open-plate devices such as hot plates, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited;
  - F. Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug or within a walkway is prohibited; If a cord has to run near a walkway it cannot be taped down or under a rug but must be protected in the rubber channel protective strips
  - G. The use of open flame or ember devices such as candles, incense or oil lamps as well as plug in heated oil or pad air fresheners or flame heated oil desk top fresheners are prohibited.
  - H. Fire doors cannot be propped open or blocked with furnishings or other items;
  - I. The use of electric Christmas lights is prohibited;
  - J. No live Christmas trees are allowed;
  - K. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area;
  - L. The use of bug bombs and insect foggers is prohibited.
  - M. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance. Items cannot be stacked around, next to or over the sprinkler heads.
  - N. All pathways/stairwells leading to exits must be clear of all obstructions.
  - O. Mechanical rooms cannot have any storage items in them.
  - P. Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way.
  - Q. Students cannot alter or repair electrical equipment or fixtures which belong to the University. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
  - R. Any wall hangings must be hung at least 18" from the ceiling.
  - S. Motor powered vehicles are not permitted inside the residence halls, houses or apartments
  - T. Door coverings or openings cannot be totally covered with combustible material, such as cloth, paper, posters, crepe paper or tassels. Decoration is accepted if less than 20% of the surface opening is affected.
1. The sounding of false fire alarms and tampering with firefighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, doors and fire alarm systems is prohibited.

Electrical stoves installed in University housing have been equipped with a fire safety suppression system designed to extinguish any fire that may occur during cooking. The system isn't triggered by heat or steam that is expected during normal cooking conditions. The system is activated by direct flame contact or temperature that reaches a temperature of 500 degrees. These systems are UL listed and approved by the local fire department for use, as well as the National Fire Protection Association. If the system is activated, a gel type substance will be applied directly to the stove top, via the exposed nozzles visible above the stove. Simultaneously the fire alarm will be activated, thereby notifying the local fire department and Brenau Security, and the power to the stove will be turned off.

As with any fire alarm, everyone should evacuate the building immediately. Charges will be incurred to reset the system (Refer to the "Damages" policy for further information).

2. Failure on the part of any student to follow fire safety policy stated above will result in a fine of \$50 and possible referral to the judicial process.

The Residence Life staff will be conducting periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the judicial system and a possible fine.

- U. Every student and their guests are required to follow the procedure for evacuating the building and follow the staff's instructions.
- V. Failure to leave the facility or respond to staff's request will result in a referral to Honor Court and a possible fine.

### **General Assessment Charge**

Charges for damages or abuse to University property can result in a fine to all those living in the area when the responsible party cannot be identified.

Behavior that is not conducive to community living and is against the Brenau Honor Code can be given a General Assessment Charge. This will be done with approval from the Dean of Students and in consultation with Honor Court.

### **Guests/Visitation**

General Guidelines for Guests:

- A. A student must give her roommate adequate, sufficient, and reasonable notice (24 hours if possible) that she is having a guest in the room or apartment without full consent of the roommate.
- B. Students must accompany their guests at all time in the residence halls, sorority houses and apartments. This includes meeting the guest at the entrance door, remaining with the guest during the visit, and escorting the guest out of the hall/house/apartment.
- C. Students must register all guests in the hall or building guest log outside of the RA room or designated location for your house or apartment complex.
- D. Students should not allow unescorted guests into the hall, house or apartment. If this occurs, the guest will be asked to leave.
- E. Students are responsible for the conduct of their guests at all times; especially in assuring that they abide by Brenau policies.
- F. Any guests under the age of 16 may not stay overnight. An exception may be made for a students' sibling or child over the age of 13 may be considered to stay overnight by requesting permissions from the Director of Residence Life and their Resident Assistant. Parental consent must, in the form of a written letter, be given in order for the guest to be allowed to stay overnight.
- G. No overnight guest, female, or male, may spend the night in a Resident's room during times that the University deems as a 'break'. This includes, but is not limited to: Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Break. No exceptions will be made.
- H. No overnight guests, female or male, may spend the night in a Resident's room during the first two weeks of the semester and the last two week of the semester. No exceptions will be made.

- I. The host/hostess, must complete an electronic 'Overnight Guest' form and send it to Director of Residence Life and "CC" Security, Residence Assistant, and Roommate prior to the overnight guest spending the night.
- J. Overnight guest policy should not be abused. If it is determined by a member of the Residence Life staff that non-student guests are staying overnight, the student will be referred to the judicial system and guest privileges will be revoked.
- K. Guests may be asked to leave the premises at any time by any member of the residence life staff or university officials.
- L. Open visitation hours are 10:00am-12:00am. Any person who is a non-residential student that is seen in the residence halls before 10:00am or after 12:00pm are considered an overnight guests and should have proper paper work.

### **Cohabitation Policy:**

Residence Life will not knowingly pair individuals involved in an intimate relationship as roommates. If, at any time, Residence Life becomes aware of a pairing of roommates with an intimate relationship, action will be taken to reassign one or both of the roommates.

### **Health & Safety Inspections**

- A. The University reserves the right to periodically inventory University property and conduct maintenance, safety, and health inspections of rooms. Periodically throughout the semester, the Residence Life staff will be conducting health and safety inspections of all living areas. This is done to make sure all students are living in a safe and healthy environment.
- B. The staff will not be searching the living areas but making sure that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, and the living areas are being cleaned regularly. The presence of the occupants is optional.
- C. Inspections will occur on or before the 15th of each month. If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem or be subject to confiscation of violation item, fined and possible judicial referral.
- D. If an item is found that is against University Policies and is illegal in accordance with local, state, or federal law, the Residence Life staff is obligated to confiscate the item with support from Campus Safety and Security. Additionally, some type of judicial action may be taken.

### **Inappropriate Behavior**

- A. All residential students must abide by the Honor Code and University policies/procedures, including all emergency and security procedures. Failure to abide by policies and procedures is considered hazardous behavior and qualifies for Contract termination and removal from University housing.
- B. The University reserves the right to remove the Student from assigned housing while such behavior is being investigated through judiciary procedures.
- C. The student must abide by all requests of University officials, including but not limited to all Residence Life Staff, when acting within the scope of their job responsibilities.

### **Keys/Controlled Access**

- A. Room and front door keys are the property of Brenau University and may not be duplicated for any reason.
- B. If a key is lost or not returned to the Residence Life Office when the Student vacates a room/building, the University will re-key the lock and charge the Student for all costs involved.
- C. All entrance doors to campus residences are locked 24 hours a day.

- D. It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the university judicial system.
- E. Brenau is NOT responsible for loss or damage of student's personal property, but locking doors will minimize such occurrences of theft or damage.

**Residential KeyPolicy:**

- A. Students residing on campus are issued a key for their room/apartment and the front door entrance of their building.
- B. For security reasons, if a key is lost, students must notify a member of Residence Life Department immediately.
- C. There is a \$10 per room key replacement fee, as well as a \$40 charge for replacement of the room door lock, plus a \$75 replacement cost for each entrance lock.
- D. These charges will be billed to the student by the University Business Office when it is determined that the keys cannot be found.
- E. If a student finds themselves locked out after business hours or during weekends, they should notify the RA on duty to gain access to their room. RA on duty phone numbers are listed throughout the halls.
- F. During University business hours (Monday-Friday, 8:30 am – 5:00 pm) the student should come to Student Services in Owens to receive a loan key. Loan keys must be returned within 1-2 hours.

**Sorority House Front Door Key Policy**

- A. Active undergraduate chapter members not living in their sorority house may receive a front door key to their respective sorority, at the request of the chapter President and discretion of the Director of Residence Life.
- B. It is the chapter's President's responsibility to give the Residence Life Department a complete list of current members eligible to receive a front door key each semester. Without this list, keys will not be issued. Once the list is obtained, keys will be issued during specific and scheduled time frames, from the Housing Director or Dean of Students, who oversees Residence Life. Students should not attempt to obtain keys immediately following recruitment, but should wait for notice of approved times to retrieve their keys.
- C. Active undergraduate members approved for keys will be required to sign for their key and will adhere to policies and procedures related to keys. The privilege of having a key to the sorority house can be revoked if abused or misused.
- D. All house keys must be returned to Residence Life no later than the last day of the exams of the spring semester, unless the student is leaving after the fall semester (in which case the key is to be returned at that time).
- E. Failure to return the keys will result in the student being charged a \$75 replacement cost for each entrance lock and \$10 per key cut, and the student will lose the privilege of key possession.

**Maintenance**

Brenau University provides routine maintenance to the residence halls.

Residents who wish to request repairs in their room, bathroom or apartment unit should contact their RA and request submission of a work order.

When requesting a work order to be submitted, it is important that you provide your name, building name and room number, and a detailed description of the problem.

In the event of a maintenance emergency (flooding, total electrical outage, etc.), contact a member of Student Services, your RA or Brenau Security immediately.

While there is no charge for routine maintenance, repairs made for damages that go beyond normal wear and tear may be assessed a fee.

### **Noise**

- A. Courtesy hours are in effect 24 hours a day, and residents are expected to be aware that their actions and behavior do affect other community residents.
- B. Quiet hours are 12:00 a.m. to 10:00 a.m.
- C. During quiet hours all talking, and stereo/TV volume must be kept at a low level.
- D. Musical instruments may not be played in rooms unless headphones are used.
- E. Noise determined to be excessive and disturbing to the University housing environment will not be tolerated.

### **Personal Property Insurance**

The University strives to maintain adequate security and proper maintenance care, but does not assume responsibility for loss of or damage to students' possessions.

To ensure maximum security and coverage for unforeseen damage, the University encourages families to cover students' possessions on their current homeowner's policy or through renter's insurance.

### **Pets**

- A. For health and sanitation, pets or animals of any type, except fish, are not permitted in any area of the residence halls, sorority houses or apartments. Animals pose a health risk and are not conducive to community living.
- B. Animals such as frogs, turtles, snakes, and lizards, which can live in a fish tank, are not permitted.
- C. One (1) five (5) gallon fish tank per room is permitted.
- D. Guests or visitors who bring pets to campus are not permitted to bring the animals in any area of the residence halls, sorority houses or apartments.

### **Quiet Zones**

The areas around the front entrances and porches of the residence halls and sorority houses are quiet zones between the hours of 12:00 am and 10:00 am. Noise must be kept to a minimum.

Large groups of individuals' congregating on the porches must keep noise down, or they will be asked to disperse.

### **Residency Requirements**

- A. All women students are required to live on campus in approved residential housing with the following exceptions:
  - 1. Students who become 22 years of age by the drop/add date
  - 2. Students who have completed 90 academic credit hours or more and are in good academic standing for the semester may request to live off campus
  - 3. Students who live with their parents or legal guardian within commuting distance (50-mile radius) from campus may request exemption that is accompanied by a written request from the parent or guardian.
  - 4. Students who are married and/or have dependents are not required to live on campus.

- B. Students desiring to move off campus in accordance with exceptions a), b), and c) must petition for permission at least one month before the beginning of the semester the student desires to change residential status. This request must be submitted by the student to the Dean of Students. If an exception is granted, then the student must complete a "Change of Status" form which is obtained from the Dean's office or online. Please review Section III, C., 6.; "Change of Status".
- C. Family/married student housing is not available.
- D. Students who are 22 and have a CGPA of 3.0 or higher can apply to live in Brenau apartments. Doing so will require the student to change their status to commuter. Please review the "Change of Status" section of the handbook.
- E. Students classified as graduate students can reside in the residence halls provided there is space. Efforts will be made to place graduate students in a location separate from the undergraduate population. Location will be dictated by undergraduate residential enrollment and number of graduate students needing housing.
- F. Graduate students living in the residence halls will pay full room and board as a residential student. Occupational Therapy students who have previously been classified as residential students will retain a residential classification unless a change of status request is made to the Dean of students. All other graduate students will be classified as commuters and may request University housing.
- G. Graduate students wishing to live in the University apartments will be commuter students and given the same consideration as upper-class undergraduates for placement. Graduate students receiving institutional aid are subject to reevaluation of that aid when changing residential status.

### **Roofs, Ledges, and Windows**

Student must consider roofs and ledges of University Housing "off limits". Articles are not to be placed on exterior window ledges.

Window screens are not to be removed.

Windows cannot be used for general entrance or exit for a building, unless directed to do so by emergency personnel.

### **Room Care and Decorating**

- A. The University shall not be liable for damage to or loss of any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators, or otherwise while on the leased premises or in any storage space owned by the University. Therefore, these guidelines should be followed when occupying your room:
- B. University-supplied furniture, telephones, and Residence Hall Emergency Guidelines may not be removed from individual student rooms.
- C. Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings. Televisions are not to be mounted on the room walls.
- D. Contact paper, decals, and bumper stickers may not be affixed to University property.
- E. It is recommended that masking tape be utilized to hang posters and pictures. Additionally, many 3M products are designed for the purpose of causing little or no damage to the walls.
- F. Personal lofts, waterbeds or water filled furniture, and wood paneling are not permitted in student rooms.
- G. Students are not permitted to hang items from their ceiling or sprinkler pipes - this includes plants, netting, blankets, etc.
- H. Ceiling tiles serve as a smoke and heat barrier, and may not be removed or tampered with.
- I. Window screens are not to be removed or tampered with, nor may windows be utilized to enter or leave a building.

- J. The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials. The Residence Life
- K. Department also reserves the right to remove offensive items.
- L. Room care and cleanliness are the responsibility of residents. Rooms must be kept clean for health and safety reasons.
- M. Ironing must be done only on an ironing board, not on the floor. Carpet will burn from an iron even if a towel is used to protect the carpet. This is a fire hazard as well as a source of costly damage.
- N. Live Christmas trees are not permitted in student rooms or floor lounges due to fire safety concerns. Christmas lights are prohibited.
- O. A bedroom may not contain more than 6 people at a time.
- P. A student may not use her room for commercial purposes.
- Q. One (1) five (5) gallon fish tank per room is permitted.
- R. Exterior antennas are not permitted.
- S. Tampering with the cable TV system, electrical outlets or phone lines is against University policy.
- T. Students cannot sublet the assigned room to another party, allow non-resident students to live in the room or change rooms without advance approval of the Residence Life Department.
- U. Questions regarding the appropriateness of decorations should be directed to the Residence Life Department. Students will be assessed for any and all damages to University property for which they are found responsible.

#### **Room/Roommate Changes**

- A. All room changes must be approved by the Assistant Dean of Student Success & Retention or the Housing Director for the Department of Residence Life.
- B. Room change requests will be considered each semester after the first two full weeks of classes. To request a room change, one must do the following:
  - 1. Discuss with your roommate your wish to change and why. If you are having roommate differences, try mediation with your RA or another member of the Residence Life staff. Often what seems to be a major problem can be resolved with early intervention and a little help from staff members.
  - 2. If it is then felt that you must change rooms or roommates, you and your roommate must make an appointment with your RA and the Housing Director to discuss moving. Both roommates will have to decide on new roommates.
- C. Upper-class students will have the option to request a private room if space is available.
- D. Traditional age freshmen are not allowed to remain in a room by themselves and will be asked to move into a room with another roommate.
- E. Refer to "Check-out" for proper moving directions.
- F. When changing a room assignment, the student is required to move within 48 hours of the date of move approval by the Assistant Dean of Student Success & Retention or the Housing Director.
- G. It is the responsibility of the student to move her belongings in a room change.
- H. Failure to change rooms in accordance with these policies will subject the student to a \$50 fine.

#### **Search and Seizure/Entering into a Room**

Searches may be made with the permission of the occupant (s) of the room and in their presence, when applicable; or without her permission in cases of extreme emergency. The Associate Vice President for Student Services or the Assistant Dean of Student Success & Retention, who oversees Residence Life, (or their designee) may authorize a room search when there is probable cause and in cases of investigation for suspected violation of University policy, local, state, or federal laws.

Searches will include looking in and going through personal items within the entirety of the room and adjoining bathroom and closets.

University staff will seize a student's personal items that violate a University policy, local, state or federal law; or any item that is needed as evidence in a judicial case; or that could later cause personal harm.

The presence of the occupant(s) is optional. The following are permissible situations for the University staff to enter a room:

- A. In cases of extreme emergency; e.g., suspected suicide or an immediate problem involving the safety of the occupant or fellow occupants;
- B. In instances of concern for health and safety; e.g., unauthorized cooking appliances, pets, and pest control problems;
- C. In cases involving possible theft;
- D. In instances involving suspicion of alcohol or drugs being stored or consumed in the residence; and when requested assistance comes from local, state, or federal agencies.

If probable cause is not found, then the University staff has the authority to request cooperation from the students. This will include but will not be limited to asking the student to open doors, closet, drawers, etc.

The University reserves the right to request assistance from Campus Security when there is probable cause.

### **Single/Private Room**

An upper-class student residing in a room by herself agrees to pay an additional single room fee for the private room or will accept a new roommate. Single room fees are determined yearly by the University.

Freshmen students are not allowed to reside in rooms by themselves.

Upper-class students are allowed to occupy private rooms if there is available space. Students are required to sign a single room agreement and pay an additional fee per semester for the single room. The fee structure is available from the Director of Residence Life.

If a student has a medical condition requiring a private room, then it is the student's responsibility to provide the Director of Residence Life with verification of the condition and rationale for the private room. This information must come from the student's primary care physician for the condition.

### **Smoking**

Smoking of any materials is not permitted in the residence halls, sorority houses or apartment units.

Smoking is also prohibited in any outside areas adjacent to a facility whose configuration and/or physical circumstances allow smoke either to enter and affect the internal environment or to adversely affect the environment of those entering or exiting the facility.

Specific designated smoking areas have been established throughout the campus. Refer to the "smoking" section in the "General Policies and Procedures".

### **Staff Availability**

University and Student Services offices are open 8:30 a.m. – 5:00 p.m. Monday through Friday.

Resident Assistants for each of the four (4) campus zones are on duty to respond to emergencies and major facility issues beginning at 5:00 p.m. until 8:30 a.m. Sunday through Thursday evenings. Resident Assistants are also on duty 24-hours beginning at 5:00 p.m. on Friday and ending on Monday at 8:30 a.m.



Resident Assistants receive on call support from a member of the Student Services Administration team, or Coordinator-on- Call, seven (7) days per week, after business hours.

Brenau Security is available year round to respond to resident emergencies and major facility issues.

### **Trash**

- A. Students are responsible for disposing of their trash in the hall's designated trash bins or in the dumpsters or trash bins designated for their respective buildings
- B. All trash should be appropriately bagged and broken items such as glass or sharp objects should be carefully placed outside of the bag area so housekeeping staff is not at risk for injury. Loose trash items should be placed in an appropriate bag prior to disposal.
- C. Students who fail to properly dispose of trash and/or sit trash outside of the trash bins will be assessed a fine for trash removal.
- D. Unauthorized Entry or Use of University Facilities
- E. No student shall make or abet unauthorized entry into or use of any University facility, building, office, attic, or onto any roof or other University property.
- F. Students shall not enter resident rooms to which they have not been neither assigned nor invited.
- G. Failure to adhere to this policy may result in a referral to the University judicial process.