



Bulldog Values

Your commitment to being a student at Ferris State University begins with an understanding of and appreciation for the Core Values of the institution which are:

- Collaboration
- Diversity
- Ethical Community
- Excellence
- Learning
- Opportunity

Embodied in the University's Core Values are certain expectations of you as a member of our learning community, including, but not limited to, the following:

As a Ferris State University student, you will be an active learner.

- It is expected that you attend class. Appropriate class attendance includes being on time, coming prepared and being attentive.
- It is expected that you study. Studying is an intentional, deliberate act requiring hard work. This includes seeking out the various resources designed to help you be academically successful.
- It is expected that you will treat your professors and fellow classmates with courtesy and respect.
- It is expected that you will be ethical in your scholarship and will practice academic integrity. This includes properly crediting others for their ideas that you may find useful.

As a Ferris State University student, you will take responsibility for your health and wellness.

- It is expected that you recognize that eating properly, getting adequate sleep and exercise are all factors in maintaining your health and that good health is conducive to your success.
- It is expected that you recognize that the use/abuse of alcohol and other drugs is detrimental to your health and a potential barrier to your success.
- It is expected that you will be responsible for your wellness and make use of appropriate University resources to assist you as needed.

As a Ferris State University student, you will be an ethical member of the University community.

- It is expected that you respect the rights and property of others, recognizing that this includes the larger community of Big Rapids.
- It is expected that you will discourage bigotry and strive to learn from differences in people, opinions and ideas.
- It is expected that you abide by the Student Code of Community Standards and the laws of the State of Michigan.
- It is expected that you involve yourself in leadership, service and/or personal development opportunities outside of the classroom as part of your comprehensive educational experience.



Ferris State University

Code of Student Community Standards

Section I

Overview: Code of Student Community Standards

Section I: Overview: Code of Student Community Standards

Ferris State University exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the University community requires a system of order in which its members, including the faculty, students, administration, and staff, support the educational functions and objectives of the University. It is the responsibility of each member of the University to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As a member of the University community, students are expected to respect and value the rights of others, support the academic environment, and encourage the proper use of University facilities. Students are expected to observe national, state, and local laws as well as University rules, regulations, and policies. However, in developing this policy, the University wishes to reaffirm its traditional support of freedom of speech, freedom of inquiry, and freedom to dissent.

The Code of Student Community Standards, which is the official policy of the University, is comprised of principles and policies on Student Rights, Student Dignity, Misconduct, Victims' Rights, Alcohol and Other Drug Policies, Disciplinary Procedures, and other principles and procedures.

A. Definitions

For the purposes of this code, the following definitions shall apply.

1. The term "University" means Ferris State University.
2. The term "student" includes the following:
 - a. A person who has been notified of his/her acceptance for admission to Ferris State University, who is admitted and enrolled in any credit-bearing course or program in any school or division of Ferris State University, or who is a continuing student between academic periods.
 - b. A person who resides in Ferris State University housing, whether or not that person is enrolled in any school or division of Ferris State University.
 - c. A person who has withdrawn after allegedly violating the policies regarding misconduct, who is not officially enrolled in any credit-bearing course or program but who has a continuing relationship with Ferris State University.
3. The term "faculty member" means any person hired by the University to conduct classroom responsibilities.
4. The term "Director of Student Conduct" means the Director and all appropriate designees, including hearing committees.
5. The term "Vice President for Student Affairs" means the Vice President and all appropriate designees.
6. The terms "University official" or "staff member" includes any person employed by the University, performing assigned administrative, professional, or para-professional responsibilities.

7. The term "University property" includes all land, buildings, facilities, and other property that is owned, used, or controlled by the University, including adjacent streets and sidewalks.
8. The term "business days" is defined as all days, excluding those when the University officially is not in session. Non-session days are identified as those that occur between the last day of final examinations of one semester and the first day of classes of the following semester, including official closing days for Thanksgiving, Memorial Day, and the Fourth of July.

B. Investigations

The Department of Public Safety shall have the responsibility of the investigation of acts that involve potential violation of federal, state, and local laws or University policies. The Vice President for Student Affairs may designate another University official to conduct investigations as well. All cases shall be investigated and the results promptly submitted to the appropriate office for evaluation and/or action.

C. Time Limitations

1. Time limitations that are specified in the following sections of this code may be extended for a reasonable period of time if an extension is justified by good cause under the totality of circumstances.
 - a. An interested party to a proceeding may make a request for an extension of a specific time limitation.
 - b. A request for an extension must be submitted in writing to the person conducting the proceeding or the presiding officer of the commission hearing the matter.
2. If a time limitation is not specified for a particular action or proceeding under this code, the action or proceeding must be taken or conducted promptly or within a reasonable period of time as determined from a consideration of the totality of the circumstances.
 - a. An interested party to a proceeding may make an appropriate objection concerning the promptness or reasonableness of the time within which an action is taken or a proceeding is conducted.
 - b. An objection must be made to the person conducting the proceeding or the presiding officer of the committee hearing the matter.
3. Any interested party to a proceeding may appeal a decision concerning an objection or request concerning a time limitation.
 - a. The appeal must be taken to the person or body that is authorized under this code concerning the time limitation.
 - b. The decision concerning the appeal is a final decision and is not subject to a further appeal.

D. Student Rights & Responsibilities

Student Rights

Each Ferris State University student has the right to the following:

1. The freedom to exercise all his or her citizenship rights, without University interference or fear of University disciplinary action for such activity.
2. All the rights guaranteed by the Constitution and laws of the United States and the State of Michigan.
3. Freedom from discrimination or harassment on the basis of race, sex, age, religion, national origin, disability, sexual orientation, or gender identity under federal and state laws.
4. Information pertaining to his or her academic standing, graduation requirements, and course requirements.
5. Confidentiality of his or her records, consistent with federal and state laws, and University policies.
6. Join associations of their common interest(s).
7. Peacefully protest, demonstrate, or picket as long as it does not disturb the functions or operations of the University.
8. Initiate a complaint that may bring about an investigation and/or disciplinary action involving another member of the University academic community.
9. Be provided all pertinent information that may be considered part of his or her hearing.
10. Not to be falsely accused of violating policies of the *Code of Student Community Standards*.

Student Responsibilities

Ferris State University, like all academic institutions, exists for the advancement of knowledge, the pursuit of truth, the development of students, and the promotion of the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. Enjoyment of the freedoms described here depends in part on a student maintaining effective communication with the University.

Ferris State University expects all students to maintain a current local and permanent address. Addresses may be updated with the Timme Center for Student Services. It is the student's responsibility to regularly check his/her mail and respond to University notice appropriately. The University has developed general regulations concerning student conduct, which safeguard the right of every individual student to exercise fully the freedom to learn without undue interference.

E. Importance of Free and Open Discussion

Nothing in this Code shall be construed as limiting free and open discussion of all matters, including matters of morality and public safety.

F. Disclaimer

Ferris State University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. University officials will make every attempt to communicate changes to those affected in a timely manner.



Section II

Disciplinary Procedures

Section II: Disciplinary Procedures

Ferris State University's procedures for imposing disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all the circumstances in a particular case, including a student's prior record of misconduct, if any.

A. Jurisdiction

The Ferris State University Code of Student Community Standards shall apply to conduct that occurs on Ferris State University property, at Ferris State University sponsored activities, and to off campus conduct that adversely affects the Ferris State University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment, and even if the conduct is not discovered until after a degree is awarded. Additionally, the Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Director of Student Conduct shall decide whether the Code shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

Further information regarding policies and procedures applying to Registered Student Organizations (RSO) may be found in the *Registered Student Organization Handbook* published by the Office of Student Leadership and Activities. Any individual involved with an RSO is encouraged to read the RSO Handbook.

B. Disciplinary Procedures for Personal Misconduct¹

1. Applicability of Procedures

- a. Disciplinary proceedings for acts of personal misconduct are governed by the following procedures.
- b. Disciplinary proceedings for an act of personal misconduct that is committed simultaneously with an act of academic misconduct are governed by the following procedures unless the Vice President for Student Affairs and the Vice President for Academic Affairs agree otherwise.
- c. The disciplinary procedures in this section do not govern proceedings involving the alleged violation of campus motor vehicle and Housing Services contractual provisions, though violations of related policies may be referred for disciplinary action. The procedures likewise do not govern proceedings involving the university's use of "holds" to collect money from students.

2. Initiation of Proceedings²

- a. A report that a student has committed an act of personal misconduct may be filed by any person.

¹For more information about the differences between the Ferris State University student disciplinary system and the court system, please see Section VI, Appendix A.

²For a visual flowchart of the Disciplinary Process, please see Section VI, Appendix B: Disciplinary Process.

- b. A report that a student has committed an act of personal misconduct must be submitted in writing to the Director of Student Conduct or appropriate designees.
- c. After reviewing a complaint, the Director of Student Conduct has the discretion to decide whether disciplinary proceedings should be instituted. If the Director of Student Conduct decides to initiate proceedings, the case will be assigned to a hearing officer or committee. A student may request that the case be or not be assigned to a specific hearing officer or committee, with the understanding that the Director of Student Conduct has complete discretion over the eventual assignment.
- d. Due process³ will be afforded to all Ferris State University students when charged with violating University regulations or policies.

3. **Notice**

- a. The Director of Student Conduct shall make arrangements for Disciplinary Hearings; thereafter, with notice to the student, the Director may dismiss the case. The Director of Student Conduct shall send notice of the hearing to the student's address as it then appears in the official records of the University to be delivered by U.S. postal service or campus mail, personally to the student, to the student's Ferris email account, or in a manner most likely to inform the student that a hearing date has been set and charges are pending. ***The University considers it a student's responsibility to check their mail and Ferris email regularly and respond to disciplinary notification appropriately.***
- b. The notice shall inform the student of the following:
 - i. The opportunity to read all written reports regarding the circumstances and allegations of the case.
 - ii. The opportunity to attend a hearing. A student's hearing shall be scheduled minimally three business days after the date of the notice. For hearings scheduled with a University Committee on Discipline, the hearing shall be scheduled minimally five business days after the date of notice.
 - iii. The opportunity to give a reaction to the reports and to offer any additional information which might help in the resolution of the case.
 - iv. The student is not required to answer any questions asked during the hearing; the choice to remain silent will not be taken as an admission of responsibility.
 - v. The opportunity to review all information related to the case that may adversely affect the student and to ask questions related to this information.
 - vi. The opportunity to present witnesses who may substantiate information related to the incident. A list of witnesses must be submitted no later than one business day before the hearing. The hearing officer reserves the right to limit the number of witnesses based on the relevancy to the facts of the case. Character witnesses are generally considered irrelevant.

³For more information, please see Section VI, Appendix C: What is Proper Due Process?

- vii. The opportunity to have a support person present during the hearing; the support person may not participate in presenting the case, question witnesses, or make statements during the hearing.
- c. The student will receive written notification of the decision of the disciplinary meeting within ten (10) business days, barring unforeseen circumstances.
- d. The opportunity to submit an appeal, subject to the conditions of the appeal process, by the deadline date stated in the written outcome of the hearing. Conditions for an appeal are enumerated on pages 15-16 of this Code.

4. Disciplinary Hearing

A hearing shall be conducted before a hearing officer or a hearing committee at the discretion of the Director of Student Conduct.

- a. A hearing officer is generally an employee of the University who has received training to act in such capacity. A hearing committee may include employees and/or students of the University. *Please note that the majority of hearings are conducted by an individual hearing officer rather than a hearing committee. A hearing officer will follow the same hearing procedures as a hearing committee in a condensed and non-scripted format as described below.*
- b. A University Committee on Discipline (UCD) hearing committee shall consist of three members, including one student, one faculty member, and one staff member, with the committee selecting either the faculty or staff member to preside as the committee chair.
 - i. The UCD shall be selected by the Director of Student Conduct from a hearing committee list containing names of at least five students, five faculty, and five staff members.
 - ii. No UCD hearing shall be held unless all three members of the hearing committee are present. If any member of a hearing committee is unable to be present or should request to be excused from serving for any good cause, another committee member shall be selected from the hearing committee list and/or the hearing postponed.
 - iii. The decision of the UCD will serve as a recommendation to be approved by the Director of Student Conduct and/or the Dean of Student Life.
- c. The hearing officer or committee's presiding chair, in consultation with any other members, shall maintain necessary order and shall make all rulings necessary for the fair, orderly, and expeditious conduct of the hearing. The hearing officer or committee may question all witnesses. When it appears necessary to avoid undue hardship, the hearing officer may, at his/her discretion, grant a reasonable continuance of the hearing.
- d. At the hearing, the Director of Student Conduct and the charged student may present and question witnesses, present other evidence, and question other witnesses. The student accused with a violation may respond to the charges but shall not be ordered to respond by the hearing officer or committee, nor shall failure to respond be considered an admission of responsibility. The burden of proving that the student has committed the violation(s) as charged shall be upon the University.

- e. The decision of the hearing officer or committee shall be based solely upon matters presented and introduced at the hearing and must be based upon a preponderance of the evidence. A committee decision shall be made by majority vote.
- f. The hearing officer or committee shall make a finding as to whether the student has committed only the violation(s) as charged. If the hearing officer or committee finds that the student has committed the violation(s), the hearing officer or committee shall, after review of any disciplinary record the student may have, require one or a combination of the disciplinary sanctions enumerated under this code.
- g. Within ten University business days after the conclusion of the hearing, the Office of Student Conduct shall render a written decision of the hearing and outline any sanctions imposed.
- h. If the student fails to attend the hearing after proper notification by the Office of Student Conduct, the hearing will proceed and a decision may be made in his or her absence. Or if the accused student withdraws from the institution prior to the adjudication of his/her case and the former student chooses not to appear, the hearing will proceed and a decision may be made in his or her absence. A representative may not appear in lieu of the charged student.
- i. When an extension of time appears necessary to avoid undue hardship, the hearing officer or committee may extend the time to enable a student to respond to an accusation or prepare a response.

5. Victim's Rights

Ferris State University has policies set up to preserve the rights of victims of violent crimes, including victims of sexual misconduct, involved in disciplinary process. The University has established the following victim's rights:

- a. The right of the victim to have a support person accompany him/her throughout disciplinary proceedings. A support person will not represent the victim nor will he/she speak during a hearing. A support person may not act as legal counsel.
- b. The right of the victim to choose to be visually screened from the accused during the hearing process.
- c. The right of the victim to determine his/her level of involvement in the hearing process. The victim may be present during the hearing process. The victim may choose to be only involved as any other witness; in which case the victim may submit a list of questions prior to the hearing. If they are deemed relevant by the hearing officer or committee chair, the questions will be asked during the hearing.
- d. The right not to have irrelevant past conduct discussed during the hearing.
- e. The right to make a "victim impact statement" to be submitted in writing at the time of the hearing. The impact statement will be considered by the hearing body only if the student is determined to be "in violation" of University policy.

- f. The right to be informed of the ultimate outcome of the hearing within constraints established under applicable confidentiality statutes. The accused student and the victim will be notified in writing concurrently. The victim will also be apprised that the accused may appeal the initial decision, and if applicable, the appeal decision.
- g. The right to review all case evidence that is to be admitted during the hearing process. Evidence will be available consistently to both the victim and the accused.
- h. The right not to be discouraged from proceeding with appropriate adjudication channels.
- i. The right to be treated with dignity.

6. Sanctions

The Director of Student Conduct or his/her designee is authorized to impose any one or a combination of the following sanctions for acts of misconduct. The University may impose other sanctions singularly or in combination with any of those listed below. The University recognizes two kinds of sanctions: administrative (inactive) and educational, and they are often combined in an effort to hold students accountable while also providing resources to aid in a student's success.

A. Administrative Sanctions

1. Administrative Warning

An Administrative Warning is an official written warning informing a student he/she has been found in violation of the University policy and that he/she should understand that future violations could result in further sanctions. With an Administrative Warning, a student should have a clear understanding of the University's expectations for his/her future behavior.

2. Disciplinary Probation Level I

Disciplinary Probation Level I is a period of observation and review. Probation is intended to convey to the student that his/her conduct is unacceptable by University standards. Disciplinary Probation Level I will result in the student being on Probation for the remainder of the semester up to an additional academic year. Probation may involve the loss of specified privileges.

3. Disciplinary Probation Level II

Disciplinary Probation Level II is the highest administrative sanction a student may be issued and still actively attend the University. Disciplinary Probation Level II will result in a minimum of one academic year on Probation up to the duration of the student's academic career. Further violation of University policies at any point during the probationary period will be viewed not only as a violation based upon the act itself, but also as a violation of the Probation. This shall result in further action up to, and including, suspension or dismissal from the University.

Section II: Disciplinary Procedures – continued

4. Suspension

A student may be prohibited from participating in all aspects of University life for a specified period of time, usually a semester or a full academic year. When a student is suspended from the University, the suspension applies to all campuses of the University and prohibits that student from entering the grounds of all University campuses. When the term of the suspension has ended, the student may apply for readmission. Should a student choose to reapply and be readmitted to the University, the student would be placed on Disciplinary Probation for the remainder of his/her academic career at Ferris.

5. Dismissal

A student may be dismissed from the University permanently. When a student is dismissed from the University, the dismissal applies to all campuses and prohibits that student from entering the grounds of all University campuses. Furthermore, the student may not petition the University for readmission.

Please Note: For those individuals who are either suspended or dismissed from Ferris, an AW (Administrative Withdraw) will be placed on the student's transcript if the suspension or dismissal is effective prior to the deadline for withdrawal from classes published by the University. This means that no grades A through F will be issued for that semester in which the student was suspended or dismissed. If the suspension or dismissal is effective after the deadline for withdrawal an AWF (Administrative Withdraw Fail) will be assigned in the same manner as other students who withdraw after the deadline. That is, after the Withdrawal deadline, a suspended or dismissed student would receive a grade of F for the semester in which they were suspended or dismissed.

Disciplinary sanctions do not become final until the opportunity to appeal has passed. Students who choose to appeal suspension or dismissal decisions may continue to go to class and engage in customary University activities (unless otherwise stipulated) until an appeal decision is made.

B. Educational Sanctions

1. Alcohol Education

AlcoholEdu is an alcohol education program that encourages students to look at their everyday choices regarding alcohol use. This program is typically for first time offenders who have violated residence hall or University alcohol policy or for students that have made poor choices while intoxicated. The goal of this experience is to share with students the risks involved in misuse of alcohol and assist students in gathering information to make more informed choices about their habits. There is a \$100 programming fee for this on-line program.

2. Community Service

The student may have the opportunity to choose the type of service he/she would like to perform and have the opportunity to work with staff at the Volunteer Center to find service opportunities that are meaningful to them, or he/she may perform service through in-hall service.

3. Educational and Career Counseling Referral

A student may be in the disciplinary process as a result of academic and personal challenges. Through a discussion with his/her hearing officer, it may be determined that the student may benefit from participating in a two-part strategies program with an Educational Counselor.

Section II: Disciplinary Procedures – continued

4. Choices
This program is for students who have run into recurrent and/or serious difficulty relating to alcohol and other drugs on or off campus. The Choices program's goal is for students to learn a set of practical strategies that reduce negative consequences of alcohol, tobacco, and other drug use. All students are required to attend one (50 minute) individual appointment with a counselor and then four (50 minute) group sessions. The small group format allows for discussion and facilitation by a trained professional. There is a \$200 programming fee for the class.
5. Individual Assessment/Counseling
A student may be sanctioned to visit with Ferris State University's Counseling Center for an individual assessment and/or counseling. Sometimes conduct issues arise because students are experiencing difficulty in their lives. The Counseling Center can assist students in addressing these issues to help minimize the chances of future behavioral issues. These situations are handled confidentially.
6. Marijuana 101
Marijuana 101 is an online drug education course. This program discusses marijuana's effects on the brain, health issues, school and job performance, and the consequences and realities of using marijuana. This intervention course includes a self-assessment and acts as a first response for a marijuana violation. There is a \$100 programming fee for this experience.
7. Mediation
Mediation is an opportunity to appropriately resolve differences with another individual or individuals through the assistance of a trained, unbiased, third-party facilitator. A student or student organization(s) may be encouraged or required to attend mediation in lieu of formal adjudication or as a result of formal adjudication.
8. Parental Notification
A letter may be sent home to the parents or guardians of any student found in violation of an alcohol or drug violation. The intent of this letter is to ensure that the student, parent, and institution are able to work in partnership regarding individual student success. The parental notification letter informs the parent or guardian that a student's relationship with the University is tenuous and may be severed if the student's behavior is not altered.
9. Restitution
A student may be required to pay the costs for the replacement or repair of any property damaged by the student.
10. Transfer to a Different Housing Unit
An on-campus student may be required to transfer to a different residence hall or apartment when there exists a need to ensure the safety or the security of a specific person(s) or location where it does not warrant expulsion from Housing.
11. Expulsion from University Housing
An on-campus student may be expelled from University Housing, rescinding the student's contract with Housing. A student expelled from University Housing will be banned from entering any University Housing facilities.

7. **Appeal**

The student may appeal the outcome of the hearing by submitting a notice of appeal. **Only the student may submit an appeal on their behalf. Appeals submitted by any other party will not be considered.** Appeals for outcomes of less than suspension are reviewed by the Dean of Student Life. Appeals for outcomes of suspension or dismissal are reviewed by Associate Vice President for Student Affairs. All appeals should be directed to the Office of Student Conduct for administration.

- a. The appeal must be filed in writing by the appeal deadline date stated in the written outcome of the hearing. **Appeals must meet one of the following criteria:**
 - i. Failure by the hearing officer or committee to afford the student due process, or a procedural error in the hearing which may have been substantial enough to change the case outcome; and/or
 - ii. The discovery of substantive new evidence which was unknown to the accused student (or the victim of sexual misconduct) at the time of the hearing that could have a significant effect on the case outcome.
 - iii. The severity of the sanction (ONLY in cases that result in suspension or dismissal from the University).

NOTE: Simply not wanting to be sanctioned or disagreeing with the sanction is not grounds for an appeal.

- b. An appellate officer or board shall hear appeals as designated by the Vice President for Student Affairs or designee.
- c. Upon review of the written appeal material, the appellate officer or board may recommend one of the following options for approval by the Vice President for Student Affairs or his/her designee:
 - i. If the grounds for appeal have been sufficiently satisfied and the appeal is accepted, one of the following will occur:
 - a. The case shall be remanded back to the original hearing officer or committee with specific instructions to correct a procedural error and reconsider the case; or
 - b. The case shall be remanded back to the Office of Student Conduct for a new hearing before a different hearing officer or committee.
 - ii. If the grounds for appeal have not been sufficiently satisfied, the original decision shall remain.
- d. In unique circumstances, there may be times in which an appellate officer and/or board, in conjunction with Vice President of Student Affairs or his/her designee, may adjust or amend a sanction outcome.
- e. Each student shall be limited to one appeal and shall not be entitled to appeal her/his case from one appellate officer to another. The decision of the appellate officer shall be final.

Section II: Disciplinary Procedures – continued

- f. If a student has submitted an appeal, he/she may continue to go to class and engage in customary University activities (unless otherwise stipulated) until an appeal decision is made.

8. Interim Suspension

- a. The Vice President or his/her designee may act immediately without following the hearing procedures established by the University and impose an interim suspension if it is determined that the student's or organization's continued presence on the campus constitutes a serious threat to self, other people, or property.
- b. A student who is issued an interim suspension and excluded from the University shall be required to leave the property of the University immediately and shall be notified that he or she will thereafter be treated as a trespasser if he or she returns to university property without proper authorization. Within twenty-four hours after the student is excluded, a written notice must be sent to the student informing the student of the following:
 - i. That the student has been issued an interim suspension from the University;
 - ii. That the student has been excluded from being on University property;
 - iii. That the student will be considered a trespasser if he or she returns to University property without proper authorization;
 - iv. The reasons for the interim suspension from the University and the exclusion from University property; and
 - v. That the Director of Student Conduct will be initiating disciplinary action against the student.
- c. The Director of Student Conduct shall initiate disciplinary proceedings against a student who has been issued an interim suspension and excluded from the University.
 - i. The student shall thereafter be permitted to enter the University campus only for the limited purpose of participating in the disciplinary proceedings conducted under this section.
 - ii. The Director of Student Conduct may require that the student be escorted to and from the disciplinary proceedings by members of the University police department.
 - iii. Every attempt will be made to act expeditiously with the disciplinary proceedings.

- d. Within fourteen (14) business days after a student has been notified of the interim suspension and exclusion from University property, the student may request an interim suspension review hearing to determine whether the interim suspension should continue or whether the student should be reinstated and allowed to return to University property.
 - i. The request must be submitted in writing to the Vice President for Student Affairs or his/her designee.
 - ii. The Vice President for Student Affairs or his/her designee shall select a hearing officer or committee as provided by University policy.
 - iii. The hearing officer or committee shall hold a review hearing within seven (7) business days after being selected by the Vice President for Student Affairs or his/her designee.
 - iv. The hearing officer or committee will review the information upon which the summary action was based and recommend any further action.
 - v. The student is entitled to a support person of his or her choice at his or her own expense, but such support person may not act as legal counsel.
 - vi. The student shall be permitted to enter the University campus for the limited purpose of this hearing in accordance with the provisions in this code.
 - vii. The hearing officer or committee will make a decision by the end of the hearing and notify the student and the Vice President for Student Affairs or his/her designee concerning the recommendation.
 - viii. The hearing officer or committee may affirm the original decision and advise the student that the interim suspension and temporary exclusion will continue until the student is notified otherwise in the course of subsequent disciplinary proceedings, or the hearing officer or committee may recommend that the student be reinstated pending the conduct proceedings.
 - ix. The Vice President for Student Affairs or his/her designee will consider the recommendation of the hearing committee but is not bound by the recommendation. The Vice President for Student Affairs or his/her designee shall thereafter notify the student that the student is reinstated or that the interim suspension and temporary exclusion are to be continued pending the outcome of the disciplinary proceedings.

9. Responses to Mental Health Crisis

The University must respond to challenges created by mental health crises promptly and with compassion. The University may respond in a variety of ways, as necessary, when a student exhibits behaviors resembling or indicating a psychological emergency and/or an inability to appropriately manage their own behaviors effectively. University staff will assess the student's overall safety and ability to reasonably manage his/her community experience and academic progress. This assessment will include consideration of any negative impact created for the community in which the student lives.

It is important to note that the residence halls are not managed by mental health professionals. Students should be reasonably healthy in terms of mental and emotional health in order to successfully live in a residence hall environment. The University has professional counseling services on campus, but unless a student is in crisis or acting out, it cannot identify a student who is having serious problems.

The student may be referred to the Office of Student Conduct or Dean of Student Life to participate in the standard administrative hearing process where deemed appropriate. There may be instances where the student and the University will be best served by employing alternative mechanisms. These include any combination of the following:

- The student may be required to adhere to a behavioral contract.
- The student may be referred for counseling with criteria for future behavior stipulated in a behavioral contract.
- In some circumstances, it may be necessary for the student to move to a new environment either in another residential area or off-campus.
- A parent or guardian may be contacted regarding the identified behaviors and participate in the development of a plan of assistance for resolving these issues.
- An Interim Suspension may be imposed until the student's health circumstances and/or behavioral issues can be properly addressed and resolved.

An Interim Suspension may be implemented if the Vice President for Student Affairs or designee determines that a student may be suffering from a mental health crisis, and the student's behavior poses a current or imminent danger in any of the following ways:

- a. Potential physical harm to the student or others;
- b. Causing significant property damage;
- c. Directly and substantially impeding the lawful activities of others; and/or
- d. Creating an environment that severely compromises an individual's ability to be an appropriate student and/or campus community member.

A student who is subject to an Interim Suspension shall be notified in writing of the reasons for his/her Interim Suspension. The notification shall include the procedures related to future due process. It may also contain the terms and conditions for consideration for readmission to the University, if appropriate. Students who have received an Interim Suspension for mental health crisis or other health and safety reasons may be required to participate in the normal adjudication process depending on the circumstances of his/her case.

In all circumstances involving imminent danger or the possibility thereof, the University reserves the right to attempt to contact the student's parents(s) and/or other individuals who have been identified as potentially able to respond to and/or assist in resolving an emergency or crisis involving the student.



Ferris State University

Code of Student Community Standards

Section III

**General University and Housing
Policies Regarding Misconduct**

Section III: General University and Housing Policies Regarding Misconduct

A. Academic Misconduct

The university may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

1. Cheating

A student may not use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

2. Fabrication

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

3. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

4. Interference

a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Plagiarism

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she quotes or paraphrases another person's words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

6. Violation of Course Rules

A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

B. Personal Misconduct On or Off University Property

The University may discipline a student for the following acts of reported personal misconduct which occur on University property or at a University-sponsored function. Additionally, the University may discipline a student for the following acts of reported personal misconduct that are *not* committed on University property or acts that arise from University activities that are being conducted *off* the University campus or if the misconduct a) undermines the security of the University community, b) adversely affects the Ferris State University community and/or the pursuit of its objectives, or c) compromises the integrity of the educational process. Such acts include, but are not limited to, the following:

1. Acting as an Accessory

Acting as an accessory to any unlawful act or the violation of any University policy. Threatening or attempting to engage in any unlawful act or violation of any University policy or being present when a violation of policy occurs.

2. Advertising/Solicitation

a. Any posting of advertising materials must be done by authorized University staff only. For any posting of advertising materials within Ferris' Housing facilities approval must be given by the Office of Student Leadership and Activities, with the final approval authority resting with the Housing Services Office. See the Office of Student Leadership and Activities for posting policy procedures. The stuffing of mailboxes is not permitted.

b. Solicitation is not permitted in University buildings and/or grounds, excluding any approved University sponsored charity fundraiser programs. University Housing reserves the right to individually approve or deny activities. University housing may not be used for business purposes.

3. Actions That Endanger

Actions that endanger the student, the University community, or the academic process.

4. Computer and Information System Misuse

Unauthorized and/or inappropriate use of computers is prohibited. Such use includes, but is not limited to: damaging or altering records or programs, furnishing false information or invading the privacy of another user by using files, programs, or data without permission, engaging in disruptive and annoying behavior, or engaging in any unauthorized use of or access to computer hardware, software, accounts, or passwords. Additionally, any and all actions in violation of the Digital Millennium Copyright Act are prohibited.

5. Damage To or Destruction Of Property

Damage to, destruction, or misuse of property belonging to the University or others.

6. Dishonest Conduct

Including, but not limited to, false accusation of misconduct; intentionally misrepresenting the truth; forgery, alteration, or misuse of any University document, record, or identification; abuse of the disciplinary system; and giving to a University official information known to be false.

7. Disorderly Conduct

Behavior that interferes with teaching, research, administration, or other University or University-authorized activity or that disrupts the University environment either during an event or incident or as a result of an event or incident.

8. Failure to Comply

a. Failure to comply with the directions of authorized University officials in the performance of their duties

b. **Failure to identify oneself when requested to do so**

c. Failure to comply with reasonable requests of other students

d. Failure to comply with the terms of the disciplinary sanction

9. Game Processing (Hunting)

Students are not permitted to process (butcher/clean/hang) game (deer, rabbits, fish, etc.) or hides anywhere in or near the residence halls, University apartments/suites, or elsewhere on campus.

10. Guests

Students are responsible for the actions of their guests and are responsible for ensuring their guests adhere to all University policies.

11. Harassment

Behavior that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, feelings of personal safety, or adversely affect a person's living conditions.

12. Hazing

Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent.

13. Initiating or Circulating a Report

Initiating or circulating a report or warning concerning an impending bombing, fire, or other emergency or catastrophe, knowing that the report is false; making a false report or threat concerning a fire or that a bomb or other explosive has been or may be placed in any University building or elsewhere on University property; or transmitting such a report to an official agency, students, or others.

14. Intoxication

Intoxication is defined as being under the influence of alcohol or other drugs, regardless of age, where such behavior causes a disturbance or other concern to the University.

15. Lewd, indecent, or obscene conduct

16. Parking

Parking on driveways, roadways, sidewalks, lawns and within yellow zones, posted or not, is prohibited. All motor vehicles shall park only in the lot(s) assigned by the parking permit the vehicle was issued by the Department of Public Safety. Any violation of the University Parking Policy and Procedures may result in a ticket issued by the Department of Public Safety and/or disciplinary action.

17. Personal Identification and Key Security

- a. Ferris students are required to carry their student ID at all times. All students (and their guests) are required to provide identification upon request of a University official, including student staff members.
- b. Additionally a student may not duplicate and/or disseminate his/her student ID or University housing key. It is expected that students will take proper precautions to ensure the safety of their student ID, University housing key, and residence hall room, suite or apartment.
- c. A student may not use or possess another student's ID or key.

18. Physical Harm/Abuse of any Person, Including the Following:

- a. Physical behavior that endangers the health or safety of another person
- b. The use of physical force or violence to restrict the freedom of action or movement of another person
- c. Physical behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur
- d. Physical behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in University sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

19. Possession of Firearms or Other Weapons

Answers to questions or issues related to firearms or other weapons may be located in the University's Campus Violence and Weapons Prohibition policy, which you will find at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0319.pdf>.

20. Release of Access Codes

Release of access codes for University computer and duplicating systems and other University equipment to unauthorized persons; use of an access code for a purpose other than that for which the code was originally authorized and/or intended.

21. Rioting

Rioting is defined as acting with violence and/or aiding, encouraging, and/or participating in a riot.

22. Sexual Misconduct

Sexual misconduct, as defined by the University Sexual Assault policy in Section IV of this handbook, including unwelcome or unwanted touching.

23. Unauthorized Entry

Unauthorized entry, use, or occupancy of University facilities including, but not limited to, residence hall space, suite, or apartment; refusal to vacate a University facility when directed to do so by an authorized official of the University.

24. Unauthorized Fireworks

Unauthorized possession, use, manufacture, distribution, or sale of fireworks, incendiary devices, flammable or combustible materials, or other dangerous explosives on University Property is prohibited.

25. Unauthorized Possession or Use of Alcoholic Beverages

The use or possession of alcoholic beverages is prohibited by Ferris State University in the following areas:

- a. On or off University property, or in the course of a University activity or student organization activity, when the possession or use is contrary to law and/or University policy.
- b. On or off University property, when possession or use creates a danger to self or others, including, but not limited to, the sale, gift, or transfer of alcohol to minors.
- c. In or on any property of the University frequented by the public, except in areas specifically designated by the President of the University.

26. Unauthorized Possession or Use of Illegal Drugs or Controlled Substances (real or implied)

The term "controlled substance" is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The following actions are prohibited by Ferris State University:

- a. Use or possession of any drug, controlled substance, or drug paraphernalia on or off University property or in the course of a University activity or student organization activity, contrary to law or without a valid and legal prescription for such drugs or controlled substances.
- b. Use of University facilities to manufacture, process, or distribute any drugs or controlled substance contrary to law.
- c. Sale, attempted sale, gift, transfer, or attempted transfer of drugs, controlled substances, or drug paraphernalia, whether or not such sale, gift, or transfer occurs on or off University property or in the course of a University activity or student organization activity.
- d. Production, manufacture or use of any substance that is used as a drug on or off University property.
- e. Abuse or misuse of any prescription drug, the unauthorized possession of prescription medication or the sale or attempted sale of a prescription drug.
- f. Students may not be present where illegal drugs or controlled substances are present or being used.
- g. The use, possession, or cultivation of marijuana for medical purposes is not allowed in any University housing or on any University property.

27. Unauthorized Taking or Possession

Unauthorized taking or possession of University property or services; unauthorized taking or possession of the property or services of others.

28. Verbal Abuse of Another Person, Including the Following:

- a. An expressed or implied threat to:
 - i. Interfere with an individual's personal safety, academic efforts, employment or participation in University sponsored activities; or
 - ii. Injure that person or damage his or her property and, under the circumstances, causes the person to have reasonable apprehension that such harm is about to occur; or,

- b. Inflammatory speech, spoken or written inflammatory communication as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke a violent reaction by the listener or listeners toward the speaker.

29. **Violation of other published University regulations, policies, or rules.**

30. **Any violation of any local, state, or federal law is against University Policy.**

C. General Residence Hall and East Campus Suites Policies

The following is a list of Housing policies. Knowing these policies and following them are the responsibility of each person from the time he or she becomes a resident of University Housing.

Housing/Campus Policies

Individuals/groups who fail to comply with and/or violate these policies may find themselves subject to university discipline. Students are responsible for their room and suite and any activities that occur therein, including the behavior of their guests. The assigned resident does not need to be present, actively involved, or even aware that an incident involving his/her guests has taken place to be held accountable for that incident.

Taking Responsibility for Confronting Noise and Disruptive Behaviors

Living in the residence halls and university suites helps solidify the educational experience and contributes to the growth of an individual. Thus, students are asked to assume initial responsibility in addressing complaints on their own.

If you have a problem with the noise/behavior of another student, you are expected to ask that student to reasonably change his/her behavior. If that student is uncooperative, you should then request assistance from a Housing staff member.

Disclaimer

Ferris State University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. University officials will make every attempt to communicate changes in a timely manner to those affected.

Community Standards

In order to meet the educational and social needs of students, the University has established a set of community standards for each residence community. These standards are based upon four (4) fundamental rights of all University Housing students:

- Sleep and study in one's own living space
- Live in a clean and sanitary environment
- Have a means of addressing concerns
- Be free of fear from intimidation and physical or emotional harm

It is important to note that living on campus is a privilege, not a right. The information in this section is intended to communicate clear expectations regarding personal conduct, contractual obligations, and community responsibilities. Students may be charged with violations of these policies through the University's student disciplinary process.

Housing staff members may convene community meetings periodically throughout the semester. These meetings provide important information, help students perform essential administrative tasks, and help residents learn to balance their rights, responsibilities, and privileges. Students are responsible for all information discussed at their community meetings and should contact a staff member if they are unable to attend.

1. **Access Panels**

Students may not open, tamper with, or otherwise manipulate pipe chase access doors and panels, or open or gain access to similar spaces of any kind. Improper access to such spaces may result in a \$300 fine.

2. **Activities Resulting in Disturbance, Distress, or Damage**

Individual or group activities that may result in a disturbance or distress to others or that cause or may reasonably cause damage or destruction to self or property are prohibited. When individual responsibility cannot be determined, the residents of a unit, floor, or wing may become collectively responsible for restoration costs. Examples of behavior covered by this policy include, but are not limited to, damage to building, graffiti, etc.

3. **Air Conditioners**

Air conditioners (INCLUDING WINDOW AND FLOOR UNITS) are generally not permitted. Such units may be permitted in residence halls if a medical necessity is verified by the Birkam Health Center and approval is granted by Housing Services. Air conditioner units must be provided by the student and may be installed only by the University staff. A fee is charged for such services.

4. **Alcohol Policy**

In order to support legal and responsible drinking habits, the use or possession of alcoholic beverages is defined in the following areas:

- a. Consumption of alcohol may only occur in a residence hall room where ALL assigned residents are 21 years of age or older and ALL guests present are also 21 years of age or older.
- b. Students under the age of 21 may not be present in a residence hall room where alcohol is present or being consumed.
- c. Residents under the age of 21 may not possess or display empty alcohol containers. Empty containers may be considered evidence of possession, consumption, or both.
- d. Under no circumstances are kegs or other types of "common sources" of alcohol allowed in University housing.
- e. Drinking games are prohibited.

5. **Child/Day Care**

It is not permissible for any resident to provide child/day care in the residence halls or suites.

6. **Escorts**

Students and visitors may not enter or roam a hall or living unit where they do not live without an escort who is a resident of that hall or living unit. Allowing unescorted non-residents access to a building or living area, including walking through the residence halls or suites unescorted, is a violation of this policy.

7. **Gambling**

Gambling of any kind in any form with monetary consequences is prohibited.

8. Guests

A guest is defined as anyone not assigned to the room, apartment, or suite. Residents are responsible for the actions of their guests, and are responsible for making sure their guests adhere to all University policies. Guests must be escorted by a resident of the building at all times.

9. Hallway or Lobby Area Decorations

Any mode of decoration that contains obscene, profane, pornographic, or otherwise offensive elements, as determined by the housing staff, will not be permitted. This includes the posting of symbols and/or materials identifying any organization that has been "banned" or "suspended" by the University. Postings and decorations are not permitted in common areas or hallways of suites except in designated locations.

10. Hallway or Lobby Area Usage

Hall Directors must approve any usage of residence hall or suite facilities by residents, students, recognized student organizations, and/or any other person or group. Generally, residence hall and suites common area spaces are reserved for the exclusive use of the staff and residents of that building.

11. Health Hazards

Situations or items such as piled, soiled clothing, open food containers, exposed food items, vomit or bodily fluids, unkempt bathroom or kitchen facilities (dirt, mold, pools of algae water), and the noxious odors emanating from such pose serious health hazards in the community and are prohibited.

12. Keys

Residents are expected to carry their student ID and key at all times. It is expected that students will take proper precautions to ensure the safe keeping of their student ID, University housing key, and residence hall room, suite or apartment. The Housing Staff should not be expected to key residents into their room. For safety and security issues, a resident should report a lost or missing key or ID immediately.

13. Laundry Facilities Abuse

Abuse of another's possessions or damage to equipment in the laundry room is not permitted. Any use of the equipment by or for a non-resident of that building is not permitted.

14. Lobby Furniture

Public area (lobby, study room, lounge) furniture is not permitted to leave the building or designated space. Such furniture is not permitted in suites or in student rooms.

15. Painting

The painting of residence hall rooms or suites is not permitted. The University paints on a regular rotating schedule. Similarly, students are not permitted to decorate walls, ceilings or furniture with paint, highlighter, pencils, pens, washable paints, acrylics, laundry detergent, or any other substances.

16. Pets

Pets are not permitted with the exception of fish. Fish tanks may be no larger than 30-gallon total capacity per room. It is not the responsibility of housing staff to feed fish in a student's absence. University staff may confiscate any other pets found in a residence hall or suite. *For further information, please see Confiscation in Section V: Housing Regulations and Standards.*

Section III: General University and Housing Policies Regarding Misconduct – continued

17. Public Property

Possession or use as decoration or possession of stolen property including city, county, or state government property, such as road signs, is not permitted. Possession of stolen property is a violation of state law and University policy. Stolen or unauthorized property is subject to confiscation.

18. Quiet Hours/Courtesy Hours and Noise

Residents have the right to sleep and study in their rooms at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. This policy applies to noise that can be heard from both inside and outside a residence hall.

- a. Courtesy hours are in effect 24 hours a day, 7 days a week. As a general rule, at no time should noise be heard from a resident's room more than 2 doors away, from another floor, or outside the building.
- b. Quiet hours are in effect from 11:00 PM until 8:00 AM weekdays, 1:00 AM until 10:00 AM weekends (Saturday and Sunday). Quiet hours means that sound must not be audible beyond the limits of any individual room, suite, hallway, or lounge.
- c. During finals week, 24-hour quiet hours will be in effect. Any student removing a loft at the end of a semester or academic year must do so before 24-hour quiet hours begin or wait until the final examination period is completed.

19. Radios/Stereos/Scanners

Ham radios and CBs are not permitted. Police or other scanner like devices may not be used to monitor or "listen in" on telephone calls. Stereos and radios are acceptable as a privilege and as long as they are used in compliance with Quiet/Courtesy hours. Violations of Quiet/Courtesy hours or other policies may result in the confiscation of the stereo/radio or device creating the disturbance.

20. Rights and Freedoms

Actions that infringe upon the rights and freedoms of others are prohibited, regardless of the intentions behind the act.

21. Satellite Dishes and Antennas

Satellite dishes, antennas, or similar devices are not permitted in the residence halls, suites, or apartments.

22. Smoking

Smoking is not permitted in residence halls or East Campus Suites. Students must stand well away (minimum of 25 feet) from all buildings while smoking outside and ensure that smoke is not bothering building residents. The use of any smoking device or any simulated smoking device is prohibited.

23. Sports in the Halls and Suites

Running, hackey sack, Frisbee throwing, hockey, in-line skating, skate boarding, bouncing balls, riding bikes, and other similar activities are prohibited in the residence halls and suites. No remote control toys are to be operated in the hallways. Staff members reserve the right to confiscate equipment used in violation of this policy.

24. Trash Removal

Students are responsible for taking out their own trash. Trash must be taken to and deposited in the nearest available industrial dumpster outside the building. Students found to have disposed of any waste inappropriately will receive a fine, face disciplinary action, or both. All trash must be removed from all rooms regularly and before all break periods. Trash bags are available at the residence hall desks for residents' use. *NOTE: Medical waste must be disposed of strictly in accordance with the Health and Safety Policy concerning Medical Waste outlined in Section V: Housing Regulations and Standards.*

25. Waterbeds

Waterbeds are not permitted.

26. Weapons

Firearms and other weapons or explosives are prohibited on campus. Firearms are not permitted, regardless of permit. Weapons include rifles, shotguns, hand guns, paint guns, laser lights, BB and pellet pistols, rifles which are spring, gas, or air propulsion, sling shots, whips, hunting knives, knives with blades longer than 2.5 inches, bows and/or arrows, ammunition, ammunition loading devices, etc. This includes any other item that is used as a weapon. Weapons will be confiscated and may not be returned to the owner. Ammunition of any kind may not be stored in the buildings.

Answers to questions or issues related to firearms or other weapons may be located in the University's Campus Violence and Weapons Prohibition policy, which you may find at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0319.pdf>.

27. Windows and Screens

For safety purposes, window screens may not be opened or removed at any time. Removing or opening a window screen for other than emergency purposes may result in a fine. Throwing any object from a window or using a window as an entry or non-emergency exit is a serious safety concern.

28. Visitation Policy

- a. Overnight visitation Program: roommates and suitemates must prearrange rules concerning guests and overnight visitors. The overnight visitation program permits not more than two overnight guests per room per night. Guests include anyone not assigned to the room or suite. All guests must adhere to the escort policy and all rules and regulations of Ferris State University. Residents are responsible for guests and guest behavior and may receive a student conduct referral for policy violations. Unruly guest behavior may result in the guest's immediate removal and ban from campus housing. The University reserves the right to limit frequency of visits when the rights of the roommates or suitemates are compromised. Guests may not stay more than 2 consecutive nights and/or more than 10 nights per semester without prior approval from the Office of Housing and Residence Life.
- b. Child Visitation: All guests under the age of 18 must have a letter signed by a parent granting permission to visit and stay on campus. Children under the age of six (6) are not permitted as overnight guests. Visitation for children under the age of six is from 8:00 a.m. to 9:00 p.m. daily. A parent or guardian must accompany children under the age of six at all times.

Section III: General University and Housing Policies Regarding Misconduct - continued

D. General University Apartment Policies

1. Activities Resulting in Disturbance, Distress or Damage

Individual or group activities that may result in a disturbance or distress to others, or that cause or may reasonably cause damage or destruction to self or property, are prohibited.

2. Advertising/Solicitation

a. Any posting of advertising materials must be done by authorized Housing Staff only. For any posting of advertising materials in or around Ferris State's Housing facilities, approval must be given by the Office of Student Leadership and Activities, with the final approval authority resting with the Office of Housing and Residence Life. See the Office of Student Leadership and Activities for posting policy procedures. The stuffing of mailboxes is not permitted.

b. Solicitation is not permitted in the University Apartments nor is it permissible for any student to operate a business from any University apartment. Individuals or student organizations found in non-compliance with this policy are subject to disciplinary action.

3. Air Conditioners

Air conditioners may be permitted if a medical necessity is verified by the Birkam Health Center and approval granted by the Office of Housing and Residence Life. Air conditioner units must be provided by the student and may only be installed by University staff. There is a limit of one air conditioner per apartment. There is a fee charged for the installation and removal of air conditioners from the University apartments.

4. Alcohol

Do not possess, consume, furnish, or aid in the consumption or furnishing of, alcoholic beverages on University property except as permitted by University policy. Drinking games and common sources of alcohol are prohibited.

5. Daycare

The Office of Housing and Residence Life recognizes the challenge to find quality day care while attending college. To help relieve this burden the "No Business" policy excludes Licensed Day Care, with the following stipulations:

- Daycare must be licensed through the State of Michigan and providers must comply with all state licensing regulations
- Daycare is only allowed in the townhouse apartments
- Daycare providers may only care for the children of students living in the University Apartments
- Number of children being cared for shall not exceed 4 (including their own children)

6. Disposal of Garbage

All garbage must be properly bagged and placed directly into University dumpsters. Storing garbage in the apartment or stairwell is not permitted. In the townhouse apartments, garbage is only allowed on the back patio if it is maintained in a trashcan with a tight fitting lid.

Section III: General University and Housing Policies Regarding Misconduct – continued

7. Fire Hazards

The University prohibits candles, incense, space heaters, and any items that generate a flame in any University apartment. "Tocheire" Halogen Lamps are also not permitted in the apartments because of intense heat. Fireworks, of any type, are not permitted on campus.

8. Gambling

Gambling is prohibited.

9. Guest Visitation Policy

Guests visiting for more than 7 consecutive days must be registered with the Office of Housing and Residence Life at least one (1) week prior to such visit and such requests may be denied at the sole discretion of the Office of Housing and Residence Life. Persons not identified as residents or tenant's guests may be considered trespassers at the University's discretion.

Residents who permit guests to reside in their apartment for more than 7 consecutive days or more than 10 days out of any month constitutes a violation of the housing contract. Residents found violating this policy may be subject to eviction. Residents are responsible for their guest's behavior. A guest is defined as anyone not assigned to the room/apartment. Any guest causing a disturbance may be asked to leave the apartment. Full cooperation is expected from the resident if a guest is asked to leave. Guests must obtain a parking permit from DPS and may only park in the area designated on the parking permit.

10. Hallway/Courtyard Maintenance

- Belongings may not be stored in hallways, stairwells, or in such a way that the area becomes unsightly, or so the entry/exit to the apartment is blocked.
- All residents are responsible for keeping their area clean and picked up, including laundry rooms. Residents are strongly encouraged to work together to maintain a clean community living area.
- Concerns with neighbors should be addressed directly. If inappropriate behaviors continue after such an attempt, the community advisor may then be contacted for assistance.
- Toys, including swimming pools, must be emptied and removed from the grass areas nightly. Pools should be kept on the patio areas. All outdoor toys shall be marked with name and apartment number.

11. Health and Safety Checks

Health and Safety checks are performed one or more times per semester. These are done to help assure healthy and safe living environments for all residents. Violations of Health and Safety standards include, but are not limited to, overloaded electrical circuits, grease buildup in and around stoves, unsanitary conditions, pets, etc. Residents are expected to test smoke and CO detectors monthly and immediately report any that are not working properly. Removing the battery of a smoke or CO detector, for any purpose other than to immediately replace it with a new one, is a serious violation.

12. Lockout Policy

Residents may obtain a temporary spare key from the West Campus Community Center office during regular hours of operation. Community advisors may unlock an apartment door for a family member that is listed on the Occupant Form. After 8:00 PM, residents should contact the community advisor on duty for such assistance. Community advisors are not permitted to allow lockout re-entry to anyone not named on the Occupant Form.

13. Medical Waste

This policy applies to residents who self-administer medication including, but not limited to, insulin shots or clotting factors. Students are required to dispose of all needles and syringes in a medical waste container, provided at no charge by the Birkam Health Center. Medical waste containers must be returned to the Health Center by the student when it becomes full, and/or at the end of each term (whichever come first).

14. Motor Vehicle Repair

No type of major automotive repair is permitted in any University housing parking lot. This includes changing oil. Public Safety may be contacted to identify a lot that is appropriate for such use.

15. Occupancy

The single-student one-bedroom apartment may house a single student. The family housing apartment's two-bedroom unit may house no more than three (3) children and a three-bedroom unit may house no more than four (4) children. In the single student two- or three-bedroom apartment, the maximum occupancy is one tenant per bedroom. Only those people listed on the contract may occupy apartments.

16. Painting

The painting of University Apartments is not permitted. The University paints the apartments on a regular, rotating schedule. Similarly, students are not permitted to decorate walls, ceilings or furniture with paints, highlighter, pencils, pens, acrylics, washable paints, laundry detergent, or any other substances.

17. Parental Responsibility for Behavior of Children

Parents are responsible for the behavior and actions of their children. Residents are required to supervise the behavior of their children closely, and shall not leave young children unsupervised in or about the apartment complex, community center, or playground.

Children may not be left for any period of time without supervision. All cases of suspected child neglect or abuse are turned over to the local state agency. Suspicion of neglect or abuse should be promptly reported to the community advisor or the Department of Public Safety. The curfew for children under the age of 14 is 9:00 PM (10:00 PM in the summer). Children 14 years and younger must be in their apartment by 9:00 PM (10:00 PM in the summer) unless in the company of their parent(s).

18. Parking

- a. Off Street Parking. Driving on or parking on the sidewalk or grass for any reason is prohibited. Any violation may result in a ticket issued by the Department of Public Safety and/or disciplinary action. Residents may only park in their assigned lot. Motorized vehicles may not be parked on sidewalks, in courtyards, patios, or stairwells, or any campus building or facility. Parking in fire lanes is prohibited.
- b. Registration Limits. Residents living in the Townhouses on West Campus and who have two vehicles registered with Public Safety may only park one car next to the building; the second vehicle may only be parked on the island or in an overflow lot.
- c. Recreational Vehicles. Trailers/campers/etc. must be registered with Public Safety and may only be parked in a space designated by Public Safety. No motorized vehicles may be parked in stairwells, hallways, or on patios. Residents may only register one car per legal age driver, with a limit of two cars per household.

19. Pets

Pets are not permitted in University apartments or surrounding areas with the exception of fish in tanks or aquariums, which may be no larger than 30-gallon total capacity per apartment.

20. Playground Policies

The Apartment Resident Council, through resident surveys, has developed the following playground policies:

- Play area hours are from 8:00 AM until 9:00 PM (10:00 PM in the summer). This includes the playground, basketball courts, and volleyball courts.
- Young children must have adult supervision at all times.
- No fighting, pushing, punching, shoving, kicking, or other forms of violence.
- No swearing, use of racial or ethnic slurs, or any other form of harassment.
- No littering.
- Personal belongings must be taken home when leaving the play area.
- Residents are ultimately responsible for their guests' and children's behavior. The playground is intended for the exclusive use of the apartment residents and their children.

21. Quiet Hours/Courtesy Hours

Residents have the right to sleep and study in their apartments at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. Courtesy hours are in effect 24 hours a day, 7 days a week. As a general rule, at no time should noise be heard outside a resident's apartment. *Quiet hours are from 9:00 PM until 8:00 AM seven days a week.*

22. Rights and Freedoms

Actions that infringe upon the rights and freedoms of others are prohibited, regardless of the intentions behind the act.

23. Satellite Dishes and Antennas

Satellite dishes, antennas, or similar devices are not permitted.

24. Screens and Doors

Screens must remain closed at all times. Blankets, sheets, and similar items may not be shut in doors as a means of hanging curtains. Doors must remain properly functional, closing completely at all times.

25. Smoking

Smoking is not permitted in the apartments. Students must stand well away (minimum of 25 feet) from all buildings while smoking outside.

26. Waterbeds

Waterbeds are not permitted.

27. Weapons

Answers to questions or issues related to firearms or other weapons may be located in the University's Campus Violence and Weapons Prohibition policy, which you may find at <http://www.ferris.edu/htmls/administration/buspolletter/bpl0319.pdf>.

28. Unregistered Gatherings

All apartment residents are required to register any gatherings of more than eight individuals (with or without student status) on University property, specifically at or in the University Apartments.

29. Violation of Lease

Apartment residents are subject to disciplinary action as well as administrative action for violating the terms and conditions of the apartment contract.

E. Fire Safety & Security

The University is committed to maintaining a healthy and safe environment in our residential communities while respecting and preserving individual rights. In order to manage this delicate balance, the University has developed policies and procedures to which all residents should comply.

Included below are the expectations regarding the use of personal and University facilities as they relate to fire safety issues. The University recognizes that these policies may cause individual inconvenience. The policies are intended to protect the health and welfare of the larger community. Any activity that could potentially compromise fire safety is a violation of policy. Withholding information/evidence concerning a fire is a serious offense.

1. Appliances

- a. Prohibited Items: Those appliances with exposed elements such as medusa lamps, toasters, toaster ovens, pizza ovens, etc. or heated oil such as deep fryers, etc. pose a safety hazard and are not permitted in residence halls. Candle warmers are also prohibited. Toasters and toaster ovens are permitted in East Campus Suites.
- b. Microwaves: The University restricts the size to a maximum of 750 watts per residence hall room or suite.
- c. Refrigerators: The University restricts the size to a maximum of 4.6 cubic feet per room. The East Campus Suites and apartments are provided with the acceptable refrigerator.

2. Electrical/Lighting

- a. Extension Cords/Surge Protectors: To help protect equipment and prevent electrical fires, all electrical cords must be kept visible and out of walkways. Electrical cords may not be run under rugs or over doorways, and wires may not be hung from the ceiling or pipes.
- b. Halogen Lamps: Halogen lamps are not permitted due to fire risk.
- c. Overhead Lighting: Students are prohibited from installing a black light into the overhead light fixture or otherwise tampering with, altering or covering the light fixtures in any way.

3. Flammable Materials and Incendiary Devices

- a. Candles, incense, or open flames: Candles, decorative or otherwise are not permitted in any campus housing unit. Incense and other items that generate open flame are prohibited. Melted wax, burned wicks, etc., may be considered a violation of this policy. Behaviors that create or present the possibility of creating a fire such as burning candles, incense, igniting door decorations, posters or other materials regardless of intention, is considered a serious offense that could result in suspension or dismissal from the University.
- b. Fireworks: All fireworks are prohibited on campus.
- c. Flammable Materials: Possession of materials or containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers. Possession or storage of motorcycles, motor bikes, or other motorized vehicles is strictly prohibited in University Housing.

4. Room/Building Safety

- a. Hanging Objects: Objects hung from any ceiling, ceiling light fixture, smoke detector, or any exposed pipe are prohibited.
- b. Obstruction of Egress: Students are prohibited from blocking or otherwise obstructing internal or external access to room doors or windows for safety reasons and emergency evacuation needs.
- c. Obstruction of Heating/Ventilation Systems: Students are prohibited from blocking or otherwise obstructing access to heating or ventilation systems. Furniture must be at least 12 inches away from all heaters or vents and must not block access to either heater or vents.
- d. Pipes: Students are not permitted to tamper with or hang any items from pipes in their rooms. Stress on pipes may cause structural damage resulting in severe water leakage.
- e. Propping Doors: Residents may not prop any residence hall or suite door intended to remain closed and/or locked for safety and security reasons. Propped doors compromise the safety and security measures they are designed to meet, including fire safety.
- f. Room Door Decorations: Students are not permitted to decorate their doors in any way (inside or out). Materials hung on the door constitute a fire hazard. Artwork on doors, such as painting, drawing, or etching will be considered destruction/damage of property.
 - Residence Hall decorations that can be affixed by masking tape will be permitted only on the concrete area surrounding the doorframe.
 - Weather stripping is not permitted.
 - Residents are responsible for any damage that may result from putting tape or other adhesives on walls or doorframes.
 - Excessive decorations, as determined by Housing staff, are not permitted, as this may constitute a fire hazard.

5. Fire Safety

- a. Fire Safety and Fire Safety Equipment
 - Fire Safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of University policies.
 - Students will be billed a minimum of \$200 for any damages found through annual inspections of the smoke detectors.
 - Covering or otherwise obstructing a smoke detector is prohibited.
 - Any activity that could potentially compromise fire safety is a violation of policy.
 - Withholding information/evidence concerning a fire is a serious offense.

Section III: General University and Housing Policies Regarding Misconduct - continued

- b. Fire Evacuation: When fire alarms are activated, including during scheduled fire drills, all occupants must evacuate the building. Residents must wait outside the building until a member of the staff indicates they may return. Failure to evacuate during a fire alarm is a serious violation of University policy.
- c. Smoke Detectors: To enhance the safety and well being of all students, the University has installed smoke detectors in each room, suite, and apartment.
- d. Smoking: Smoking is not permitted in University Housing. Students must stand well away (minimum of 25 feet) from all buildings while smoking outside.



Ferris State University

Code of Student Community Standards

Section IV

Administrative Policies

Section IV: Administrative Policies

A. *Student Dignity and Harassment Policy*

Statement of Principles

The University expects all students and employees to conduct themselves with dignity and respect for students, employees, and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves. Harassment of any kind is not acceptable at the University. The University does not condone or allow harassment of others, whether engaged in by students, employees, supervisors or administrators, or by vendors or others doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

To assist with the understanding of what harassment is, this Code of Community Standards contains specific definitions of two of the more prevalent types of harassment — racial harassment and sexual harassment.

Definition of Racial Harassment

Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve any of the following:

- The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
- Physical or verbal conduct, intentional or otherwise, that has the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities; or
- The conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, learning or living environment.

Definition of Sexual Harassment

Based on the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
- Submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Other Types of Harassment

The attributes of racial harassment described above are also the attributes of most other types of harassment. Harassment may be based upon a person's status that is protected by law (e.g., religion, veteran status, handicap, etc.) or may be based on some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at the University.

Harassment Concerns

Any person who believes that he/she has been subjected to harassment of any kind (sexual, racial, or otherwise) should approach the individual whom he/she believes responsible. He/she should identify the specific behavior, explain that he/she considers the behavior to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed to approach the individual, an Academic Dean, the Dean of Student Life, the Director of Multicultural Student Services, or the Equal Opportunity Director should be contacted.

If approaching the individual is not possible (e.g., the person who believes that he/she has been subjected to harassment is uncomfortable or uncertain as to how the situation should be handled or is concerned that the situation may become volatile) or if approaching the individual does not resolve the matter, it should then be reported immediately to an Academic Dean, the Director of Multicultural Student Services, the Director of Student Conduct, or the Equal Opportunity Director. If, for some reason, the person who believes that he/she has been subjected to harassment is uncomfortable discussing the situation with any of these individuals, the situation should be reported to any member of the University Administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to and including suspension or dismissal. Discipline may include, but is not limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy will be subject to discipline, up to and including suspension or dismissal.

B. Consensual Relationships Between University Employees and Students

Consensual relationships of an amorous or sexual nature, that might be appropriate in other circumstances, are deemed inappropriate when they occur between an employee of the University and a student for whom he or she has a professional responsibility. For example, such a relationship would be inappropriate between a faculty member, administrator, supervisor, advisor, coach, or residential staff member and a student for whom he or she has professional responsibility. Even when both parties have consented to the development of such a relationship, the relationship can raise serious concerns about the validity of consent, conflicts of interest, and unfair treatment for others and may result in serious consequences. Employees and students of the University are expected to make responsible choices.

It is the policy of the University that any University employee, who has professional responsibility for students, shall not assume or maintain professional responsibility for any student with whom the University employee has engaged in an amorous or sexual relationship. Whether the relationship predated the assumption of professional responsibility or arose out of the professional association, the University employee shall immediately disclose the relationship to the relevant unit administrator. The unit administrator shall immediately arrange a meeting of the parties to the relationship to discuss alternative oversight of the student, and to attempt to reach cooperatively, agreement on changes that will move professional responsibility for the student to another University employee. If no agreement is reached, the unit administrator shall determine and direct the best method to deal with the situation.

C. Sexual Assault Policy

Ferris State University does not tolerate sexual assault in any form, including what is often labeled “acquaintance rape” or “date rape”. Student and Employee Dignity Policies demand all University community members to act with dignity and treat each other with respect. Sexual assault is a violation of the dignity and respect policies, as well as other policies and criminal law, and the University will strongly pursue disciplinary action and sanctions against all employee and student perpetrators, up to and including termination of employment or dismissal from the University. Mediation is not an appropriate method of resolution for sexual assault complaints.

Definition of Sexual Assault

If physical sexual contact occurs and there is a lack of consent (or a person is not able to consent) or force is involved, a sexual assault most likely has occurred. Lack of consent is a crucial factor. Where force, threat of force, or coercion is involved, the victim has not consented. Furthermore, persons under the influence of drugs or alcohol may lose their ability to consent, and persons of insufficient age and mental capacity also may not legally consent. While use of alcohol or drugs may render the victim of sexual assault legally unable to consent, use of alcohol or drugs by the perpetrator does not diminish the perpetrator’s personal responsibility or exposure to disciplinary sanctions.

The Law

Sexual assault is a violation of Michigan criminal law and may result in criminal charges and sanctions being pursued against the perpetrator, in addition to University disciplinary procedures and sanctions.

The Crime Awareness and Campus Security Act (renamed the Jeanne Clery Act in 1998), among other things, requires Universities to disclose campus related crime statistics and to draft, publish, and enforce a policy regarding the institution's campus sexual assault programs, including procedures to follow when a sex offense occurs. The University annually publishes a Campus Crime Awareness brochure, as required by the law, which is widely distributed among the University community and is available on request.

Reporting

When a sexual assault has occurred, it is essential for the safety and well being of the University community that the incident be reported immediately to the proper authorities.

The following, in addition to the University Department of Public Safety, have been designated as "Reporting Officials" for sexual assaults at the University: Student Conduct, Director of Housing and Residential Life, Vice President of Student Affairs, Director of Student Leadership and Activities, Athletic Director, Academic Affairs Administrators and Deans, and the Vice-President of Administration and Finance (see the following list of contact telephone numbers for Reporting Officials). All coaches, advisors of student organizations, student center or extra-curricular activities' advisors or directors, all residence hall staff, and all employee supervisors are also Reporting Officials.

Reporting Officials are designated to receive sexual assault reports and are required to relate all such reports to the Department of Public Safety. Reporting Officials will inform victims of the importance of reporting the incident to the police and will assist victims who elect to report with contacting the proper authorities. Reporting Officials will also take steps to provide support services to the victim and preserve evidence of the assault.

In the event the victim is reluctant to report, Reporting Officials shall report the matter to the Department of Public Safety. Local law enforcement officials should also be contacted when the assault occurs off campus.

The University Department of Public Safety (DPS) takes every report of sexual assault seriously. DPS will actively investigate the assault and make available to the victim a variety of services located both at Ferris State University and in the community. It is the goal of DPS and other reporting officials to treat victims with courtesy, sensitivity, understanding, and professionalism.

Victims who wish to speak to someone who is not required to report are encouraged to find confidential counseling available on campus through the Counseling Center. Upon the victim's request, the Counseling Center may report the sexual assault as a crime statistic without identifying the victim.

DPS shall report all student perpetrators to the Office of Student Conduct. DPS shall make arrangements, to the best of their ability, to receive reports from all local law enforcement agencies regarding campus related sexual assaults.

Medical and Counseling Assistance

Assault victims may be in immediate need of crisis intervention or medical treatment. Medical help is readily available on campus through the Birkam Health Center or near campus through the Mecosta County General Hospital, in the City of Big Rapids. Mental health treatment, crisis intervention, or counseling is available through the Counseling Center on campus weekdays, and crisis intervention is available through the Women's Information Service (WISE) on a 24-hour basis. Mental health treatment and counseling are also available in the community through Mental Health Services and private agencies, clinics and counselors. Generally, professionals providing medical treatment, mental health treatment, crisis intervention, or counseling take all statements in confidence and are not required to report under this policy. Check with the professional you contact to verify confidentiality requirements.

Accommodations

Accommodations regarding alternate living, working, and class schedules will be made, as are available and appropriate, through the Office of Academic Affairs, the Office of Human Resources, the Office of Student Employment and the Office of Housing and Residence Life.

Victim's Rights

Ferris State University has policies set up to preserve the rights of victims of sexual assaults involved in disciplinary process. The University has established the following victim's rights:

1. The right of the victim to have a support person accompany him/her throughout disciplinary proceedings. A support person will not represent the victim nor will he/she speak during a hearing. A support person may not act as legal counsel.
2. The right of the victim to choose to be visually screened from the accused during the hearing process.
3. The right of the victim to determine his/her level of involvement in the hearing process. The victim may be present during the hearing process. The victim may choose to be only involved as any other witness; in which case the victim may submit a list of questions prior to the hearing. If they are deemed relevant by the hearing officer or committee chair, the questions will be asked during the hearing.
4. The right not to have irrelevant past conduct, including sexual history, discussed during the hearing.
5. The right to make a "victim impact statement" to be submitted in writing at the time of the hearing. The impact statement will be considered by the hearing body only if the student is determined to be "in violation" of University policy.
6. The right to be informed of the ultimate outcome of the hearing within constraints established under applicable confidentiality statutes. The accused student and the victim will be notified in writing concurrently. The victim will also be apprised that the accused may appeal the initial decision, and if applicable, the appeal decision.

7. The right to review all case evidence that is to be admitted during the hearing process. Evidence will be available consistently to both the victim and the accused.
8. The right not to be discouraged from proceeding with appropriate adjudication channels including a criminal complaint.
9. The right to be treated with dignity.
10. The right to present relevant witnesses and other evidence.
11. The right to have the case adjudicated promptly and equitably.
12. The right to appeal the outcome of the original hearing. The appeal process is available consistently to the victim and the accused student.

Informational Resources

Each Reporting Official will have access to useful information for sexual assault victims, including a description of options, services, and rights to which student victims are entitled. See the following lists for the telephone numbers of important contacts.

Sexual Harassment

Under Title IX, sexual assault is considered to be a form of sexual harassment. The University Board of Trustees' Employee and Student Dignity Policies addresses the proper procedures for dealing with sexual harassment of, or by an employee or a student, which harassment does not rise to the level of sexual assault. Sexual harassment that does rise to the level of sexual assault should be dealt with as required in this policy.

Sexual assault and sexual harassment are not tolerated by the University, and violators of the Student and Employee Dignity Policies and this Policy are subject to discipline up to and including dismissal.

Important Contacts

Department of Public Safety	591-5000
Mecosta County Sheriff's Department	592-0150
Big Rapids Public Safety	796-4811
Birkam Health Center	591-2614
Counseling Center	591-5968
Housing and Residence Life	591-3745
Mecosta County General Hospital	796-8691
W.I.S.E. Women's Information Service	796-6600
Student Conduct	591-3619
Community Mental Health Services	592-3161

Reporting Officials

Department of Public Safety	591-5000
Student Conduct	591-3619
Vice President of Student Affairs	591-3578
Director of Housing	591-3745
Athletic Director	591-2863
Academic Affairs	591-2300
Dean of Student Life	591-2088
Vice President of Administration & Finance	591-2150
Director of Student Leadership & Activities	591-2606

D. Ferris State University Policy on Alcohol and Drugs & Statement Supporting Drug-Free Schools and Communities

Statement of Purpose

This policy is designed to communicate a comprehensive approach to dealing with issues related to alcohol and other drugs. The policy will assist all members of the Ferris State University community, as it provides an educational context for these issues, identifies resources available, and enunciates specific policies that relate directly to faculty, staff, and students. The foundations for this policy reflect the University's core values:

- **Collaboration:** Ferris contributes to the advancement of society by building partnerships with students, alumni, business and industry, government bodies, accrediting agencies, and the communities the University serves.
- **Diversity:** By providing a campus which is supportive safe, and welcoming, Ferris embraces a diversity of ideas, beliefs, and cultures.
- **Ethical Community:** Ferris recognizes the inherent dignity of each member of the University community and treats everyone with respect. Our actions are guided by fairness, honesty, and integrity.
- **Excellence:** Committed to innovation and creativity, Ferris strives to produce the highest quality outcomes in all its endeavors.
- **Learning:** Ferris State University values education that is career-oriented, balances theory and practice, develops critical thinking, emphasizes active learning, and fosters responsibility and the desire for the lifelong pursuit of knowledge.
- **Opportunity:** Ferris, with a focus on developing career skills and knowledge, provides opportunities for civic engagement, leadership development, advancement, and success.

Commitments and Values

By fulfilling these commitments, Ferris is teaching these values. However, values cannot be taught in the abstract; they must be lived in the concrete world of the everyday tasks at the University. Therefore, every member of the Ferris community must be committed to:

- Behave ethically - to be honest, forthright, loyal, trustworthy, and compassionate
- Act civilly - to treat everyone with respect and courtesy; to resolve disputes openly and without rancor
- Be productive - to fully engage each person's intelligence, talents, and energy in fulfilling the mission and achieving the goals of the University
- Be responsible - to be accountable for individual performance and behavior

Applicability of this Policy on Alcohol and Other Drugs

This policy on Alcohol and Other Drugs pertains to all activities on University property. This policy also pertains to off-campus, University-sponsored activities and to off-campus activities (social or otherwise) sponsored by students, organizations or individuals associated with the University.

Ferris State University, like all other institutes of higher education, supports the Drug Free Schools and Community Act Amendments of 1989. This legislation promotes the adoption and implementation of a program to prevent the abuse of alcohol and illicit use of alcohol and other drugs by employees and students. This program has given us direction to compile and distribute annually this educational material to each employee and student affiliated with our University.

One purpose of this material is to make all of us more aware of the health risks involved with alcohol abuse and illicit alcohol and other drug use, as well as to be aware of the resources available should we determine that we would like or need assistance. In addition, it is important for each of us to be aware of legal consequences and University sanctions indicated by violations of local, state and federal laws and University policies and procedures.

Health Concerns and Health Risks

Any individual choosing to abuse alcohol or illicitly use alcohol and other drugs needs to be more aware that there may be a wide variety of health risks associated with this behavior. Chemical dependency, or addiction to alcohol and other drugs, is a chronic progressive illness that, if untreated, can be fatal.

Long term effects of alcohol abuse or alcoholism may include liver damage, especially cirrhosis (scarring of the liver); heart disease, including congestive heart failure; ulcers and gastritis; malnutrition; cancer of the mouth, esophagus or stomach; brain damage and possible psychosis; and fetal alcohol effect and fetal alcohol syndrome in infants of drinking mothers.

Use of other illicit drugs may pose some of the following hazards:

- Cocaine results in changes in blood pressure, heart and breathing rates, severe weight loss and liver damage, and it may cause seizures, coma and possibly death.
- Marijuana can affect coordination, short-term memory, visual tracking and heart rate. Regular use can produce reproductive system changes, damage to the respiratory system (lungs) and the immune system.
- Depressants in large doses can cause altered perception, blurred speech and a staggering gait. Very large doses can cause respiratory depression, coma and possibly death. In combination with alcohol, another depressant, these effects can be intensified and this multiplies the risk.
- Hallucinogens, like phenylcyclidine (PCP), can produce a range of effects that include slowed time and body movement, worsened muscular coordination and dulled senses. Speech can be blocked and often incoherent. Violent PCP episodes may result in self-inflicted injury. Increasing use may produce persistent memory problems and speech difficulties, depression, anxiety and violent behavior. Large doses may result in convulsions, coma, heart and lung failure and possible stroke.
- Narcotics (codeine, heroin, and a variety of prescription medications) will produce an initial feeling of euphoria followed by drowsiness, nausea and vomiting, constricted (shrinking) pupils, watery eyes and itching. Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Due to frequent use of needles with this class of drugs, infectious diseases, including AIDS are a major concern.
- Inhalants, volatile breathable substances, which are abused by sniffing or inhaling, may interfere diversely with breathing or produce irregular heartbeats that can lead to heart failure and death. Long-term use has resulted in bone marrow damage, drastic weight loss, impairment of vision and memory, and the ability to think clearly.

It is not necessary to become addicted to or dependent upon any of these drugs to experience a wide variety of personal and/or family problems. "Harmful involvement" with any of the drugs mentioned here may show up in a number of different ways. Use of alcohol and/or the other drugs may result in poor judgment; poor coordination; lessened concentration; slower reaction times; impaired eyesight; slips and falls; self-induced burns due to fire; injuries from improper use of hazardous materials, tools or shop machinery on the job or in class; and motor vehicle crashes. In addition, personal motivation and productivity may decline. Quality of work and cooperation with others may also be jeopardized.

The impact of alcohol abuse and illicit alcohol and other drug use is also seen in both family and social circles. Continued use and abuse often times may increase problems in existing dysfunctional family/social systems or may give rise to the development of dysfunctional family/social systems impacting on significant others, spouses, children, parents, and friends. Friendships and work relationships may suffer and personal relationships, including marriages, very often become strained to the point of separation or divorce. The incidence of alcohol and other drug use involved in car crashes, violent and petty crime, and domestic violence and sexual assault is well documented and very high.

It is important to note that while we as individuals may not be personally affected by the behaviors and consequences noted above, each of us at one time during our lives will probably have to deal with a friend, family member, or co-worker who is struggling with his or her use/abuse of alcohol and/or other drugs. It is therefore important for all of us to know how we can access available resources in our community.

As a community, we encourage individual members to reach their full potential as persons and citizens, unencumbered by destructive or counterproductive patterns of behavior.

Alcohol and Other Drug Helping Resources

Campus and/or community resources are available to employees and students seeking assistance when alcohol and other drug use/abuse becomes a personal concern or problem. University students can take advantage of the assistance and referral services of the Counseling Center's counseling staff, including the services of an alcohol and other drug counselor. The Counseling Center is located in the Birkam Health Center, Room 210. This office is open from 8:00 AM to 5:00 PM, Monday through Friday. The telephone number is (231) 591-5968. Employees can get referral assistance, including a list of alcohol and other drug counseling service providers available in the Big Rapids area, from the Counseling Center or the Office of Human Resources, Prakken Building, Room 150. In addition, the Counseling Center maintains a statewide directory of alcohol and other drug service providers for those seeking assistance outside of the Big Rapids area.

Counseling services, individual and/or group, provided to students at the Counseling Center are completely confidential and are provided at no charge. Off-campus service provider fees can vary and payment arrangements, many times, can be flexible from a sliding fee scale for those with little or no ability to pay, to fees for those with health insurance coverage. Employees and students with insurance should be advised that all health insurance policies written in Michigan are required by state law to provide at least some coverage for alcohol and other drug services.

In addition to providing or directing individuals to counseling services, the Counseling Center maintains a list of campus-based and Big Rapids area self-help, support groups (e.g. Alcoholics Anonymous or Al Anon). These programs have often provided a good first step for those struggling with alcohol and other drug problems, concern about a loved one or as an additional support for those involved with a counseling program. Finally, the University offers students an alcohol-free living option, presently located in Miller Hall.

Standards for Conduct at Ferris State University

The possession, use or distribution of illicit drugs and the unlawful use of alcohol (e.g. underage use, distribution to minors, or operating a University vehicle while under the influence) by employees or students on University property, or as part of University activity is specifically prohibited by Ferris State University regulations, and/or by state or federal law. Those University regulations governing the use of alcohol and other drugs are so noted below for your information:

Consistent with state and federal law, Ferris State University will maintain a workplace and an educational environment free from the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance, (as defined under the Controlled Substances Act, 21 U.S.C. 812 and the Drug Free Schools and Communities Act, as may be amended from time to time). The unlawful manufacture, distribution, dispensation, possession or use of alcohol and other drugs, including narcotics by employees and students, is prohibited on any property under the control of and governed by the Board of Trustees of Ferris State University, or on any site where work or student activity is performed by individuals on behalf of the University.

The Ferris State University Student Community Standards Administrative Policies and Procedures include specific sections related to alcohol and other drug use or abuse.

Summary of Certain Applicable Laws and Legal Sanctions

Limited Scope and Purpose of Summary

This summary is not intended to be an exhaustive review of all alcohol-related laws and legal sanctions. Not all laws which may apply to a particular situation are included here. This summary is intended only to inform and educate and should not be construed as legal advice.

- ***Big Rapids Ordinances***

- Consumption on Street or Parking Lot [Section 131.04 (as amended)]**

- It shall be unlawful to consume any alcoholic beverage on any street, sidewalk, parkway, alley or parking lot open to the public.

- Possessing Open Alcoholic Beverage [Section 131.05 (as amended)]**

- No person shall transport or possess any alcoholic beverage in a container which is open or uncapped, or upon which the seal is broken, on any street, sidewalk, parkway, alley or parking lot open to the public.

- Sale to Minors Prohibited [Section 131.07]**

- Alcoholic liquor shall not be sold or furnished to a person unless the person has attained 21 years of age. A person who knowingly sells or furnishes alcoholic liquor to a person who is less than 21 years of age, or who fails to make diligent inquiry as to whether the person is less than 21 years of age, is guilty of a misdemeanor.

Purchase, Consumption, and Possession by Minors Prohibited [Section 131.08] Except as otherwise permitted in the ordinance, a person less than 21 years of age shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, or possess or attempt to possess alcoholic liquor.

Furnishing or Using Fraudulent Identification [Section 131.09]

A person who furnishes fraudulent identification to a person less than 21 years of age is guilty of a misdemeanor. A person, who uses fraudulent identification to purchase alcoholic liquor, or to enter a business where alcoholic liquor is sold, is guilty of a misdemeanor.

▪ **Michigan State Laws**

Reasonable Cause to Administer Breathalyzer

A peace officer who has reasonable cause to believe a minor has consumed alcoholic liquor may require the person to submit to a preliminary chemical breath analysis. Refusal to undergo a preliminary chemical breath analysis may result in a fine and/or costs assessed by the court.

Driving Under the Influence

A person shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles, nor shall the owner of a vehicle authorize the operation of a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles if either . . . (a) the person is under the influence of intoxicating liquor or controlled substance . . . (b) the person has an alcohol content of 0.08 grams or more per 100 milliliters of blood, per 210 liters of breath, or per 67 milliliters of urine.

Driving While Impaired

A person shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles, when, due to the consumption of an intoxicating liquor or a controlled substance, the person's ability to operate the vehicle is visibly impaired.

Minor Driving With Any Bodily Alcohol Content

A person who is less than 21 years of age shall not operate a vehicle upon a highway or other place open to the general public or generally accessible to motor vehicles, including an area designated for the parking of vehicles if the person has any bodily alcohol content. A person found in violation shall be guilty of a misdemeanor punishable by community service for not more than 45 days and/or a fine of not more than \$250.

Legal Sanctions

There are legal sanctions under the state and federal law, for the unlawful possession, use or distribution of alcohol and other drugs. Sanctions for violations of state and federal law may result in punishment for a misdemeanor or felony, depending on the nature of the crime. In the State of Michigan, the Michigan Controlled Substances Act #368 of 1978 lists a range of sanctions from up to six months in jail and up to \$500 in fines or both for misdemeanor convictions, to up to mandatory life in prison and up to \$75,000 in fines for felony convictions. Under the Federal Narcotics, Penalties and Enforcement's Act of 1986 Federal trafficking penalties range from not more than one year in jail or \$100,000 in fines for first offense violations, and up to life imprisonment with fines of not more than \$4,000,000 for repeat offenders or more serious violations.

Summaries detailing both Michigan law and Federal trafficking penalties will be available for employee or student review in the Office of Human Resource Development, the Counseling Center, the Office of Public Safety, the Office of Student Conduct, and FLITE.

▪ ***Student Policies and University Sanctions***

Individual Students

Consistent with State and Federal Law, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol and other drugs. The University also places limitations on the use and possession of alcohol on campus, above and beyond legal standards. Individual students who are found in violation of University policies, guidelines, or expectations with regard to alcohol and other drugs are subject to discipline, pursuant to established University procedures.

Student Groups

Student organizations are expected to follow all guidelines outlined in the Registered Student Organization Handbook. A violation of University policies, guidelines or expectations can result in both individual and group discipline, pursuant to established University procedures.

University Sanctions

Ferris State University will impose sanctions on employees and students (consistent with local, state and federal law, and within applicable collective bargaining agreements) for violations of the standards of conduct, as expressed in any University regulations. Sanctions resulting from employee or student violations of these standards of conduct will result in disciplinary action up to and including termination for employees and dismissal for students. In addition, for both employees and students, the sanctions may include referral to appropriate authorities for prosecution of violations of stated policies.

Student sanctions in the Ferris State University Code of Community Standards Administrative Policies and Procedures specifically include official reprimands, behavioral contracts, disciplinary probation, suspension from the University, or dismissal from the University without opportunity to enroll in the future. In addition, these include the opportunity for other sanctions to be imposed, such as the requirement of reimbursement for damages, loss of special privileges, or participation in campus provided educational programs.

The University considers involvement in the student disciplinary process to be part of a student's learning experience. Through a system of progressive discipline, it is anticipated that a student will realize the importance of functioning within the University's policies, procedures, and regulations. Though every case involving the violation of University policies or procedures is considered on the basis of the merits in that case, there are some categories of violations for which the anticipated sanction would be suspension or dismissal from the University. Such serious infractions include, but are not limited to, the distribution of alcohol to minors, distribution of illegal drugs or the use, possession, or distribution of alcohol or illegal drugs that result in a serious safety or health matter for any member of the campus or local community.

Policy Distribution

This Policy on Alcohol and Other Drugs shall be distributed to students through the Code of Community Standards (Student Handbook) and through the Ferris State University home page [www.ferris.edu] on the World Wide Web.

Campus Crime Hotline

The Ferris State Department of Public Safety has a Campus Crime Hotline to make it easier to report crime or suspicious activity on our campus. Callers may remain anonymous and have a simple code number for their own reference. This gives the community of law-abiding citizens the opportunity to anonymously report any information they have about criminal or suspicious activity.

For more information or to report an alcohol or other drug related crime or suspicious activity, call the Campus Crime Hotline at (231) 591-5900.

E. Freedom On the Campus and Uniform Regulations of Campus Activity/Facility Use

Statement of Principles

The University recognizes, endorses, and abides by the principles of free speech that flow from the First Amendment to the United States Constitution. Protected speech cannot be completely suppressed solely because of the audiences' approval or disapproval of its content. Yet, there is no absolute right to assemble or to make or hear a speech, at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. In addition, the First Amendment will not protect expression where reasonable content-neutral University rules and regulations have not been followed.

Rights Reserved to the University

The University reserves the right to deny permission to University organizations or units and/or community groups that may wish to sponsor lecturers, entertainers, groups, or exhibitions that may be in conflict with the University's policies or local ordinances. The University's Division of Student Affairs shall be responsible for administering policies and procedures to regulate campus activities and to control the use of University facilities in order to, amongst other legitimate purposes, maintain order on campus, avoid disruption of the educational mission, promote an educational atmosphere, and promote safety and security. Such policy shall be issued by the Vice President for Student Affairs and approved by the President.

All events and activities that may be sponsored on the University campus must be pre-registered with the Office of Student Leadership and Activities; and the Administration will determine if the activity or event is appropriate and in the best interests of the University. The sponsoring organization, unit, or community group is responsible to provide adequate provision for the health, safety and welfare of the general public. If the sponsoring agency fails to insure the proper behavior and conduct of its audiences, the sponsoring agency may be subject to penalty or discipline where applicable, if damages or mishap occur during the course of its sponsored activity. The University must insist on proper conduct and proper use of its facilities in accordance with University policy.

Uniform Regulation of Campus Activity and Facility Use

The University regulates and controls the use of its facilities in order to, amongst other legitimate purposes, maintain order on campus, avoid disruption of the educational mission, promote an educational atmosphere, and promote safety and security. Consistent with these purposes and the requirements of the First Amendment, campus activity and facility use are subject to the following requirements and limitations:

1. The University may place reasonable time, place, and manner restrictions on campus activity/facility use to the extent the restrictions are not based on the content of the presentation, are narrowly tailored to serve a significant institutional interest, and leave open ample alternative channels of communication. Such restrictions may relate to advance notice, security, parking, advertising, indemnification, insurance, health and safety, as well as other areas.
2. A request for a campus activity/facility use may be denied by the University, after proper inquiry, where the activity/event will constitute a clear and present danger to the University's orderly operation because of the speaker's advocacy of such actions as:
 - a. The violent overthrow of the government of the United States, the State of Michigan, or any political subdivision thereof;
 - b. The willful damage to, destruction of, or seizure and subversion of the University's buildings or other property;
 - c. The forcible disruption of, impairment of, or interference with, the University's regularly-scheduled classes or other educational functions;
 - d. The physical harm, coercion, intimidation, or other invasion of lawful rights of the University's officials, faculty members, or students; or
 - e. Other campus disorders of a violent nature.

For purposes of this subpart, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action by resort to force; and there must be not only advocacy to action but also a reasonable apprehension of imminent danger to the essential functions and purpose of the University.

3. Expression that does not constitute protected speech is not protected by the First Amendment and may be regulated or suppressed. Where it is patently clear, after investigation, that the activity/event will result in such unprotected expression, the University may restrict or exclude the event. Such unprotected expression includes the following (these are terms of art that must be applied according to the definitions established by the United States Supreme Court):
 - a. Defamation: Oral or written falsehoods communicated to third parties that would harm the reputation of another.
 - b. Fighting Words: Insulting or fighting words – those which by their very utterance inflict injury or tend to incite an immediate breach of the peace.
 - c. Obscenity: The material in question is patently offensive, appeals to prurient interests, and taken as a whole, lacks serious literary, artistic, political or scientific value.
4. Where a request for a campus activity or facility use is denied by the University, the sponsoring organization will be given notification of the reason(s) for the denial. Any aggrieved sponsoring organization may appeal the denial in writing within five (5) working days to the Vice President for Student Affairs. If requested, the Vice President for Student Affairs, or his or her designee, will provide an informal hearing within three (3) working days of the filing of the appeal. No later than five (5) working days after the filing or after the hearing, whichever is later, the Vice President for Student Affairs will decide the appeal and notify the sponsoring organization of his or her decision and the reason(s) for that decision. The decision of the Vice President for Student Affairs is final.

Prohibition of Certain Conduct by Campus Speakers

A speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal or Michigan law. Advocating or urging the modification of the government of the United States or of the State of Michigan by violence or sabotage is specifically prohibited. It is the responsibility of the sponsoring student organization to inform speakers of these prohibitions.

Sponsorship of Campus Speakers

Sponsorship of a campus speaker must be by a student organization which has been recognized under the general regulations approved by the appropriate University authorities.

Responsibilities of the Sponsoring Organization

For purposes of preserving a record of all such public meetings and of coordinating them with the business of other activities taking place on University property, the sponsoring organization must (a) make all arrangements for reservation of space with the appropriate University officials, and (b) complete a form to be furnished by the appropriate University office indicating, among other things, the subject to be discussed, the names of all speakers and the time and place of the meeting, and the form is to be certified by the signature of a faculty advisor. All rules for administration of requests from recognized student organizations must conform to the requirements of this subpart. It shall be the responsibility of the institutional officer under whom the program is administered to certify that all appropriate steps have been taken before the event is officially scheduled.

Violation of this Policy

Any student organization violating this policy is subject only to the procedures and penalties applicable to students and student organizations that violate other University rules.

F. Football Tailgate Policy

This policy was amended and the modifications to this policy became effective June 15, 2006. (Reference the Business Policy Letter at <http://www.ferris.edu/htmls/administration/buspolletter/BPL0607.pdf>)

1. Tailgating (with and without alcohol) is permitted three hours prior to the game and at half time only. Game attendees are expected to behave in a responsible and civil manner at all times.
2. Tailgating (with alcohol) is permitted in the following parking lots only: Lots 35, 36 and 37 (lots immediately west of the stadium).
3. Glass containers, kegs and common alcohol containers are prohibited.
4. Consumption of alcohol is prohibited when use or possession creates a danger to self or others.
5. Drinking games and devices that promote binge drinking are prohibited. All such items will be confiscated and destroyed.
6. Underage drinking is not permitted; all local and state laws must be obeyed.
7. Parking Lots 3, 35, 36 and 37 will be utilized for game parking; a fee for parking will be charged. Lots 27, 41, and 33 will be utilized for overflow traffic and a fee for parking will be charged, for those attending the football game. Lot 17 is reserved for individuals utilizing the Student Recreation Center.
8. Entrance to parking lots will be allowed three hours prior to the game start time.
9. Parking spaces will not be allowed to be reserved; vehicles will be parked as they arrive on a first-come, first serve basis. Vehicles may not be parked in a fashion that obstructs the free flow of vehicular and pedestrian traffic.
10. A vehicle must occupy a parking space; grills, tables, furniture and other items are permitted as long as they are of size to occupy the same space.
11. Oversized vehicles that require more then one space will be charged accordingly.
12. Only tents authorized by the Athletic Director will be allowed.
13. **REMINDER: It is risky to serve alcoholic beverages to anyone other than yourself and your immediate party. Michigan law requires a license before a person can sell, trade or give away alcoholic beverages. A violation of this law is a felony. A social host does not need a license to serve his/her invited guests who fall within the usual understanding of friends and personal visitors. A social host may be legally and civilly liable to guests and others for injuries resulting from serving alcohol, especially to a minor.**

G. Parking Policies and Procedures

1. Motor vehicles shall be parked only in lot(s) assigned by the parking permit they were issued by the Department of Public Safety. A complete set of parking rules and regulations are printed on the back of the campus map.
2. Students with a valid permit may park in faculty/staff lots and meter parking spaces Monday through Friday between 5:00 PM and midnight and on Saturday, Sunday, and holidays between 7:00 AM and midnight. Overnight parking in a faculty/staff parking lot or meter parking space is prohibited.
3. Students with a valid permit may park in residence hall lots Monday through Sunday between 5:00 PM and midnight.
4. There is no parking allowed in commuter parking lots between midnight and 6:00 AM.
5. No person shall park a vehicle on any campus street or in any faculty/staff lot from midnight to 6:00 AM.
6. Parking on driveways, roadways, sidewalks, lawns and within yellow zones, posted or not, is prohibited.
7. Improperly parked vehicles will be towed away and the owner held responsible for all tow charges and fines.
8. Every vehicle shall be parked within marked parking spaces.
9. Motorcycles and motor driven cycles shall be parked only in designated parking lots. These vehicles may not be driven on sidewalks or parked at bike racks.
10. Vehicles parked in university apartment lots must be registered for that lot.
11. Students who drive their vehicle to FLITE and remain there after midnight must obtain a parking pass from staff in FLITE and display that permit in their vehicle, which must be parked in lot 27.

Snow Removal Regulations

At certain intervals during the winter, it is necessary to remove snow from designated parking areas. When this is necessary, notices will be posted 24 hours in advance designating which lots are scheduled for clearing. Cars shall be moved for snow removal by the time so designated.

In other areas, when snow removal crews are at work, parking which obstructs operations is prohibited.

Violations

Vehicles with three or more outstanding parking citations may be immobilized with a wheel lock or may be towed at the owner's expense. All fines and fees must be paid before the vehicle is released. Additionally, any student with three or more outstanding parking citations may face disciplinary action up to and including suspension or dismissal from the University.

H. Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. The right to provide written consent before the University disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, contract employee, or a clinical/internship facility); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

⁴To view the FERPA waiver used by Student Conduct, please see Section VI, Appendix D: FERPA Waiver

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ferris State University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

As outlined by the Act, at the discretion of the University, "directory information," as defined as academic college or program/major, addresses, admission status, athletic participation, class level, dates of attendance, degrees/honors/awards received, enrollment status, name, previous schools attended and telephone, may be released without your consent. However, you may request that all of the items identified as directory or public information be withheld and considered restricted information. To exercise this option you must file a written request at the Timme Center for Student Services. The request for non-disclosure must be filed by the end of the first week of fall term to assure information will not be published in the student directory. A request for non-disclosure will be honored by the institution and remain active until you notify the Record's Office in writing to remove the restriction.

Ferris State University regards all student records as protected by FERPA. Parents requesting access to their child's records (grades, billing, etc.), including minors (children under the age of 18), are encouraged to ask their son(s) and/or daughter(s) to fill out an Authorization to Disclose Information form at the first floor service counter in the Timme Center for Student Services.

I. Assumption of Risk, Consent, & Release

All residents acknowledge opportunities throughout the school year to participate in a variety of extracurricular activities and events not required as part of the student academic curriculum, including, but not limited to: using fitness rooms, housing facilities, equipment and saunas, athletic events; educational, recreational, and social activities and programs that occur in housing facilities, and on or off campus property; consumption and/or participating in the distribution or selling of food and beverages by students, student organizations, and/or non-University individuals; and travel to and from and participation in events, conferences, and other activities on and off campus.

As a student, you recognize that your participation in such extracurricular activities may involve physical exertion and/or actions or omissions which could cause or result in injuries and/or health problems; contact with a variety of individuals, including non-University persons; risk of loss or damage to property; inconvenience and discomfort; exposure to circumstances and presence in locations with no supervision or protection; and other risks inherent in the particular activity or event in which you may be participating.

In consideration of being permitted to utilize these facilities and equipment, and to participate in the activities and events available to our students, signing the housing contract means that: You understand the above risks may occur; you assume all risks inherent in and which from your participation in travel, activity, and connected activities and other consequences or events that occur in conjunction with such extracurricular activities or events.

Section IV: Administrative Policies

To the fullest extent permitted on behalf of you and your heirs, assigns and all other, by law, you knowingly and intentionally release and waive any and all claims of whatsoever kind of nature against Ferris State University, its Board of Trustees, President, officers, employees, advisors, agents, and representatives which may arise out of your participation in these activities and events, including, but not limited to acts, omissions, or negligence of other students, advisors, and other individuals or organization except for the University's gross negligence or willful and wanton misconduct.

You further agree to be responsible for your own safety, well-being, and conduct, and that neither Ferris State University, its Board, President, officers, employees, agents, or representatives will be liable or responsible if you suffer bodily injury, property damage, personal injury, death, and/or other damages or losses, except if caused by their gross negligence or willful misconduct.

You also understand and agree you are solely responsible and assume all risk for damage, loss or theft of personal belongings (equipment, cameras, keys, jewelry, clothes, etc.) brought with you when participating in and traveling to and from such activities or events. Ferris State University is not responsible for these personal items and they are not covered by Ferris State University's insurance coverage.

You also authorize being taken to a medical facility for treatment in the event of an emergency, and consent to emergency medical treatment being administered to you in the event you are unable (or your parent or guardian, if applicable, cannot be reached) to authorize treatment.

You recognize that you may appear in photographs, video tapes, recordings, motion pictures, and other records of the extracurricular activities or events in which you participate, and you consent to Ferris State University using, at its discretion, such photographs, video tapes, motion pictures, recordings, and other recordings in which you may appear, unless you inform the photographer that you do not wish to be filmed. You also understand that FSU cannot control filming between students.

NOTE: Please identify a person or persons on your signature card to be contacted in case of any emergency. By signing your signature card, you are acknowledging that, notwithstanding the confidential relationship existing between you and the University, you understand and agree that the University may contact the person(s) you have identified, and/or your parent(s) or legal guardian(s), in the event that the University determines that your health, safety and/or welfare may be at risk, including but not limited to situations involving self-destructive plans or activities.



Section V

Housing Regulations and Standards

Section V: Housing Regulations and Standards

What follows is a list of Housing Services regulations and standards. Knowing and following them are the responsibilities of each person from the time he or she becomes a resident of University Housing.

A. Room, Suite, and Apartment Entry

The University is committed to maintaining a healthy and safe environment, as well as respecting and preserving students' rights to privacy. The University, however, reserves the right to make periodic administrative inspections of residence hall rooms, suites, and apartments (whether or not the residents are present). Housing staff may enter a room/apartment/suite whenever:

- There is a threat to the safety or well being of the occupants or other residents.
- There is an issue with the physical plant requiring maintenance or repair.
- There is reasonable suspicion to believe that the occupants are violating a University rule or regulation. This includes when a resident refuses to answer the phone or door in response to a University staff member attempting to carry out their responsibilities.
- There is reason to believe that there is imminent hazard to the property.
- Disruptive noise from sound equipment is violating an individual's right to sleep, study, etc.

Rooms/apartments/suites may be entered (during the absence of the occupant) to turn off a loud stereo, alarm clock, or similar item; shut a window; or correct any problem that interferes with the rights of other students.

The University reserves the right to inspect any room, suite or apartment, at any time, for reasons of health, safety, and welfare.

Every room and suite will be entered at the beginning of each vacation period when the halls are closed. This is to ensure that all windows are closed and locked, the curtains are closed, and general safety and security is maintained.

Room/Apartment/Suite Checks

Housing Staff are required to do checks on a periodic basis for the purpose of making sure no fire hazards, health and safety, or violations of University rules exist. Please cooperate with the Staff in their efforts to maintain a secure housing environment.

Room Entry – Student Locked Out Of Room

Housing Staff are not required to key residents into their living space. It is the students' responsibility to carry their room key with them at all times.

B. Emergencies, Health, Safety, & Security

The University is committed to maintaining a healthy and safe environment in our residential communities, while respecting and preserving individual rights to privacy. In order to manage this delicate balance, the University has developed policies and procedures with which all residents should be familiar.

The following are expectations regarding the use of personal and University facilities, as they relate to health and safety issues. The University recognizes that these policies may cause individual inconvenience. The policies are intended to protect the health and welfare of the larger community.

Confiscation

University staff reserves the right to confiscate property/equipment that potentially constitutes a threat to health and safety, and/or has contributed unnecessarily to an environmental disturbance or a violation of policy. Examples include, but are not limited to: alcohol containers, candles, incense, paraphernalia, pets, weapons/ammunition, stereos, sports equipment, etc. If it is necessary for property to be confiscated, it may or may not be returned at the time a student is able to take it home.

Extension Cords/Surge Protectors

Multiple plug bar outlets with a circuit breaker, or “surge protector” power strips are recommended for computers and other sensitive electronic equipment. The University is not responsible for electrical surges, interruptions or damage that occurs as a result.

Medical Waste

This policy applies to students who self-administer medication including, but not limited to, insulin, shots for clotting factors, etc. Students are required to dispose of all needles and syringes in a medical waste container, provided at no charge by the Birkam Health Center. The medical waste container must be returned to the Health Center by the student when it becomes full, and/or at the end of each term (whichever comes first). Students needing assistance obtaining or returning containers are encouraged to contact the Birkam Health Center.

Windows and Screens/Freezing Pipes

Pipes may freeze and break if a window is left open and/or the heat is turned off during cold weather. Residents will be held responsible for any loss or damages that result from such negligence.

Smoke Detectors

To enhance the safety and well being of all students, the University has installed smoke detectors in each room, suite, and apartment.

Fire

When fire alarms are activated, all occupants must evacuate the building. When evacuating, occupants should take the following action:

- Turn lights on
- Close windows and doors
- Open curtains
- Wear shoes, a long coat and carry a large towel
- Lock the room door
- Walk quickly out of the building
- Remain more than 100 feet from the building

Residents must wait outside the building until a member of the staff indicates they may return. Failure to evacuate during a fire alarm is a serious violation of University policy.

Severe Weather Understanding the terminology used in cases of inclement weather is important. Please take note of the procedures used for safety.

1. Tornado Watch - Used to alert the public to the possibility that a tornado may develop. The size of a watch area is approximately 100 miles wide and 300 miles long, over a certain area.
2. Tornado Warning – A tornado has been sighted in the area or its presence has been detected by radar.
3. Tornado Siren - The alarm for a tornado warning is a siren, which sounds intermittently for three minutes. When the all clear is announced, the same siren will be given continuously for three minutes.
4. Tornado Safety Tips:
 - If you are in a residence hall, move into the bathroom of your suite or well away from the windows to an interior hallway. Hall Staff will keep you apprised of developments as they occur.
 - If you are in a suite, move to the lowest level utilizing the center stairway and away from windows.
 - If you are in West Campus Apartments, move to the basement. If you are in East or South Campus Apartments, move to the bathroom.
 - Seek inside shelter, preferably in a tornado cellar, underground excavation, or a steel framed or reinforced concrete building of substantial construction.
 - Stay away from windows.
 - If a building is not of reinforced construction, go quickly to a nearby reinforced building or to a ravine or open ditch and lie flat.
 - Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.
 - If you are in open country, move away from the tornado's path at a right angle, and lie flat in the nearest depression, such as a ditch or ravine.
 - Keep listening. Your radio and television stations will broadcast the latest tornado advisory information.

C. Loft Construction & Use

The purpose of the Loft Policy is to promote the safety of the residents who utilize lofts in the residence halls. While lofts are not necessary to arrange a comfortable room, residents may elect to use approved lofts as a means of personalizing their living environment. Refer to the Housing Services website for specific loft specifications. Lofts are not permitted in Cramer Hall, University apartments, or East Campus Suites.

D. Services & Amenities

Computer Labs

Residence Hall computer labs are intended for building residents only. Any unauthorized use of computer labs will result in disciplinary action. Keys for residence hall computer labs can be obtained from the front desk by providing an official Bulldog ID card. Halls have policies pertaining to the utilization of their labs. Please make yourself aware of these policies. If you experience problems in the labs, refer to the policies and procedures posted in that lab. Students must abide by the microcomputer lab policies and procedures established for the residence hall labs if they choose to use these facilities.

Deliveries (Food, Flowers, Packages, etc.)

Local food establishments may only deliver orders to the lobby. Room deliveries are not permitted. Flowers and packages are delivered to the front desks of the individual halls and students are notified via their mailboxes. Apartment and Suites delivery are made to the West Campus Community Center.

Dining Centers

Dining center access is generally available from 7:00 AM until 11:00 PM or later, in various locations on campus. Exact hours of operation are posted in each dining unit or food court. Menus and hours of operation are available by dialing F-O-O-D (x3663), and on the Dining Services web home page. Students must present their Bulldog ID Card to gain entry into the dining centers and at food court cash registers.

Meal Plan changes may be made during the first two weeks of classes of every semester at the Dining Services Office. A fee is assessed for all meal plan changes. The new meal plan will be prorated from the day of the change.

Take-out meals are available for students who are ill. A friend may obtain a take-out meal for the ill student by presenting their ID and the meal pass, obtained from the hall directors, to the dining center checker.

Dining Services offers nutrition and dietary counseling with a registered dietitian. Special diets can be accommodated, by making an appointment with the dietitian at x2209.

Furniture

University furniture assigned to the room or suite (such as desks, chairs, beds, and dressers) is the student's responsibility. All items present at the time of check-in must be present and in original University order at checkout. The University will not store student room furniture.

Guest/Visitors

Non-residents of a building are not permitted to walk freely without an escort. Any guest or visitor of a resident must be escorted by their resident host. Courtesy telephones are available to guests or visitors at the front door of each building.

Laundry Facilities

Laundry facilities are available on a first-come, first-serve basis except where a sign up sheet system is utilized. To ensure the safety of possessions, it is recommended that residents remain with their laundry throughout the laundering process. The University is not liable for any damaged or stolen property.

Mail and Mailing Address

Tampering with mail is a crime and should be reported to the Hall Director, Student Conduct, and/or FSU Department of Public Safety. Each semester, during registration, students are required to report their correct home address. Any changes in residence must be reported to the Housing Services Office within three days. All USPS packages too big for your mailbox must be picked up at the post office, West Campus Community Center or residence hall front desk accordingly.

E. Housing Administration

Closing Procedures

Aside from the usual room and/or board charges, a student who signs a Housing Services contract may incur additional costs as well. These charges include, but are not limited to the following:

1. Proper Checkout

Proper checkout procedures involve contacting a staff member 24 hours in advance for the purpose of scheduling a checkout appointment for returning the key, checking room/apartment/suite for damages and cleanliness, and signing all necessary paperwork. At that time, the student must be fully prepared to complete the checkout (space is empty, cleaned, loft is removed, key ready to turn in, etc). Failure to follow these procedures may result in a fee being assessed for improper checkout and a key core change.

2. Cleaning

As a general rule, residents are responsible for returning their living space to its original condition. The following guidelines have been established to ensure a smooth and efficient checkout, and to help residents avoid unnecessary charges:

- Make a checkout appointment with a staff member 24 hours in advance.
- Remove all personal belongings.
- Thoroughly clean, sweep and mop the space(s). Do not sweep anything out into the hallway.
- Assemble all furniture in original, University Order, with 2"-3" space between the walls and furniture so that the sides may be checked for damage.
- Clean walls.
- Thoroughly clean, sweep and mop the bathroom floor, and clean the sink, shower, mirror and toilet.
- Clean and fold the mattress cover, and place it on the end of the bed.
- Take all trash to the appropriate receptacle, and empty and wash the garbage cans.
- Return keys to the staff member while conducting the checkout appointment.

NOTE: Failure to comply with these guidelines may result in \$100 or more cleaning fee.

3. Room Damage and Repair

Residents will be provided with a Room/Apartment/Suite Inventory Sheet upon initial move in. This inventory sheet will include information about the apartment or room/rooms, furnishings and their condition prior to arrival. It is important that residents review this sheet in detail and report any discrepancies and unlisted damages to the staff. Otherwise, at the time of checkout, the resident may be held responsible for something that may not necessarily be their fault. Additionally, after annual inspections of fire detectors in each room is performed, a resident may be charged for the repair, which will be applied after a resident has checked out. Any questions should be directed to Housing staff.

When the residents check out of the apartment or room, this Inventory Sheet will be reviewed again and residents will be held responsible for any damages found.

Housing Administration

Billing

Upon checkout, students who are responsible for damages to equipment or property, liable for replacement of lost items, or assessed a cleaning fee or fine, will be issued a charge slip that will serve as a bill. Charges are payable at the Timme Center for Students. Staff will not collect money. Roommates/suitemates are responsible for resolving discrepancies regarding damages and other billable items. Failure to reach agreement will result in hall staff issuing split charges to all parties involved.

Consolidation

Rates are based on full normal occupancy for each individual space. Students periodically find themselves in an under-assigned room or suite with one or more empty bed(s). In order to be fair to all students, these students must choose between 1) paying for a private room or buying out the suite, 2) finding a new roommate themselves, 3) consolidating with someone in similar circumstances, or 4) accepting a new roommate with the direction of the University. Consolidation starts near the beginning of each academic period and continues throughout each semester. The rooms that become vacant through the consolidation process are available for persons preferring a single room.

If a student does not want a private room, and a roommate is not found, the student may experience the benefit of a private room temporarily without payment. Such students must leave their room arranged in such a way as to allow for a roommate to move in at any time and with little or no prior notice. If, however, a potential roommate is identified and the resident is given the option to decline to accept him/her, the resident will be charged for a private room on a pro-rated basis from the original date of single occupancy.

The lottery process is required when consolidation efforts by the individual residents are not successful. The Hall Director will conduct a lottery involving all “under-assigned” students. Males and females will be separated. The first person drawn will move into the room of the second person drawn. The third person drawn will be required to move into the room of the fourth, and so on. With mutual consent, the students may choose to consolidate into either room. If the students have not consolidated by 5:00 PM on the third day after the lottery, each roommate will be billed at the private room rate. The consolidation and lottery processes do not require a student to move to a different hall.

Contracts

Housing contracts are a legally binding document. The contract is for the entire term noted within.

Termination

Students that reside in campus housing must have signed a contract on file with Housing Services. For the resident/student, this contract is a signed agreement to abide by, and follow, established University policies and procedures. Therefore, the University reserves the right to terminate a student’s housing contract without refund should this agreement be violated.

Abandoned Property

If a resident vacates/abandons a Housing unit and leaves personal property in the unit, such property shall be deemed abandoned. Abandoned property may be removed and disposed of by the University. The University may, at its sole discretion, elect to remove and/or store such property at the resident’s expense for up to 30 days. Handling fees will be charged at an hourly labor rate and storage fees assessed. Resident consents to the sale/disposal of such property at the University’s discretion w/out legal liability.

Housing Transfer

Students may be required to move to another housing facility on campus. This may happen when circumstances do not warrant a student's removal from campus, but suggest a new assignment may be important to promote the safety and welfare of the individual and the community. Assignment authority rests with the University.

Housing Expulsion

The University may expel a student from campus housing for violations of University rules and regulations, health and safety violations, or if the resident is no longer enrolled. Aside from established disciplinary procedures, the Director of Housing Services may remove a student if his/her presence or behavior jeopardizes the rights and freedoms of others, or causes undue stress for the surrounding community. Students will generally be given no longer than 48 hours to properly complete a move. Less time may be afforded in the case of a Summary Suspension. A student has the right to a hearing following the removal. The University will take possession of the resident's room if the contract is terminated.

Withdrawal from the University

Students who withdraw from the University are not entitled to campus housing. Students who withdraw before the completion of an academic term will have their housing contract cancelled as well. Students wishing to withdraw from the University begin the process in the office of their academic Dean. Once verified by that office, proper withdrawal from housing will be permitted.

Occupancy Standards

Two (2) students are generally assigned to each residence hall room, with the exception of Cramer Hall. Students may not put three or four beds in one room in order to use the other room in the suite as a "living room." This is a violation of health and safety standards. Cramer Hall is the only hall designed to accommodate this living arrangement. One student is assigned to each room within an apartment or East Campus Suite. Moving beds or other furniture to create a study room is a violation of health and safety standards.

Hall and Room Assignments/Occupancy

In the spring of each academic year, returning students may have the opportunity to select a room of choice for the following year. Assignments are made on a "first come, first served" basis. It is not possible to honor all roommate requests; however, every attempt is made to do so. It is important to note that Ferris State University does not discriminate based on race, color, creed, national origin, or sexual orientation, amongst others. The University does not guarantee a choice of buildings, and assignments are ultimately determined by the University.

Students may only reside in the room to which he/she has been assigned. Occupying a room improperly is likely to result in a room change, improper checkout, and/or damage charges being assessed. No more than two (2) students may occupy any residence hall room as sleeping quarters. Disciplinary action may also be taken.

Hall and Room Changes

It is possible to request a room change within the current building after the second week of classes. With the approval of the Hall Director, and space permitting, some room changes may be permitted. A \$25 fee may be charged for each assignment change. The fee does not apply when the student is transferred for disciplinary or administrative reasons.

Students may change rooms only when authorized by the Hall Director PRIOR to the move taking place. Students who change rooms improperly are subject to disciplinary action and may be required to return to their original room.

Roommate Conflicts

When conflicts occur between roommates or suitemates, students are encouraged to resolve their disagreements themselves. If unable to reach an agreement, students are encouraged to contact their Resident Advisor to obtain assistance in resolving their differences. Hall Staff are trained in mediation techniques. The mediator may work with the roommates to draft a contract that addresses the concerns of each person. Roommate contracts require the residents to sign an agreement and abide by terms of the contract.

A mandatory follow-up meeting may be scheduled between the mediator and the roommates to ensure that the terms of the contract are followed by all involved. When roommates are unwilling to abide by the terms of their contract or when they are unwilling to enter into the mediation process, Housing Services reserves the right to make new room assignments, and/or institute disciplinary procedures.

F. Housing Security Programs

A primary responsibility of living in campus housing is to work toward a sense of community and responsibility for safety within on-campus housing. The Ferris community encourages its members to be alert and to personally help deter crime. The goal is to discourage potential crimes and encourage a more caring and responsible community environment.

Secure Materials

All students are given access to several items that should be kept secure at all times: Bulldog ID, room key, mailbox key or combination, laundry vending card and telephone authorization code. It is expected that the student take proper precautions to ensure the security of these items.

1. Bulldog ID Cards

- When coming to FSU for the first time, each student is issued a picture ID card (Bulldog ID card). This ID serves as a key to access many campus services: meal plans, Dining Dollars, housing door access, library account, and much more.
- *Students are required to carry their ID card and display this card upon request by any University official. Allowing another person to use their ID, for any reason, is a violation of University policy.*
- Fraudulent use of a FSU Bulldog ID will result in the immediate confiscation of the ID card by a University staff member. The cardholder is assessed a fee for any lost, stolen, or misused ID cards. Misuse of a Bulldog ID Card will result in disciplinary action for all parties involved.
- A lost Bulldog ID card should be reported to the Timme Student Services Carding Office immediately, 24 hours a day, at 591-5241. Students accept full liability for any debit transactions posted to their account prior to notifying Timme Student Services Carding Office. There is a charge for misuse, replacement and any lost or stolen Bulldog ID Card.

2. **Keys**

Students are fully responsible for their room and mail keys. Replacement of a lost key is a minimum of \$45. Students may possess only one room key at a time, and may not duplicate or disseminate that key. Students should carry their keys at all times. Staff are not required to key students into their rooms. Students may not loan or give their key to another person for any reason.

3. **Telephone Authorization Codes**

Telephone Authorization Codes are distributed by Telecommunications for long-distance service. **DO NOT SHARE YOUR AUTHORIZATION CODE WITH OTHERS.** You may terminate your authorization code by notifying Telephone Operations. Any student placing fraudulent telephone calls will be assessed for the calls, collection fees and/or may be subject to disciplinary action and/or criminal prosecution. No student is permitted to accept collect calls.

Programs and Resources

1. **Bicycle Registration**

Department of Public Safety offers free bicycle registration. Contact DPS for more information.

2. **Card Access Readers**

Card Access Readers are provided in buildings. This is a security measure designed to permit resident access to perimeter doors while restricting access to non-residents. Residents are prohibited from allowing others to use their card to gain entry into a building or permitting non-residents access to the building.

3. **Campus Crime Hotline**

If you have any information regarding crimes on campus, please call x5900. Anonymous tips are welcome.

4. **Emergency Phones**

Emergency phones have been placed at various locations on campus and are marked by a blue light. These phones put you in immediate contact with the Department of Public Safety and automatically register your location. Calls will be answered 24 hours a day, seven days a week.

5. **Foot Patrol**

The Department of Public Safety (DPS) usually provides Foot Patrol services nearly every night for the safety of the students on campus. Foot Patrol reports suspicious or disruptive activity to DPS Officers. One unit continuously patrols the grounds on campus, while the other patrols the living units.

6. **Insurance & Liability**

Ferris State University does not provide health insurance for students, and is not liable for the loss of, or damage to, students' personal possessions. **Students are strongly encouraged to carry private insurance on personal possessions. Such insurance is available through most homeowner's policies or individual renter's insurance policies.** Students without medical insurance coverage through their family or employment may purchase health and accident insurance through the University's Birkam Health Center. This insurance is underwritten and administered by private companies. Information on rates and coverage is available by writing the Birkam Health Center, 1019 Campus Drive, Big Rapids, MI 49307-2280, or calling (231) 591-2614.

7. **Operation ID**

To help identify items that may be stolen (i.e., TVs, VCRs, stereos, etc.), students are encouraged to engrave them with their driver's license number. Engravers are available at the Department of Public Safety.

8. **Peep Holes**

Most residence doors are provided with a peephole to enable residents to identify who is at their door prior to unlocking or opening the door.

9. **Safety Sticks**

Ground floor windows in residence hall rooms are secured with an additional safety stick to prevent opening from the outside.



Ferris State University

Code of Student Community Standards

Section VI

Appendices

Section VI: Appendices

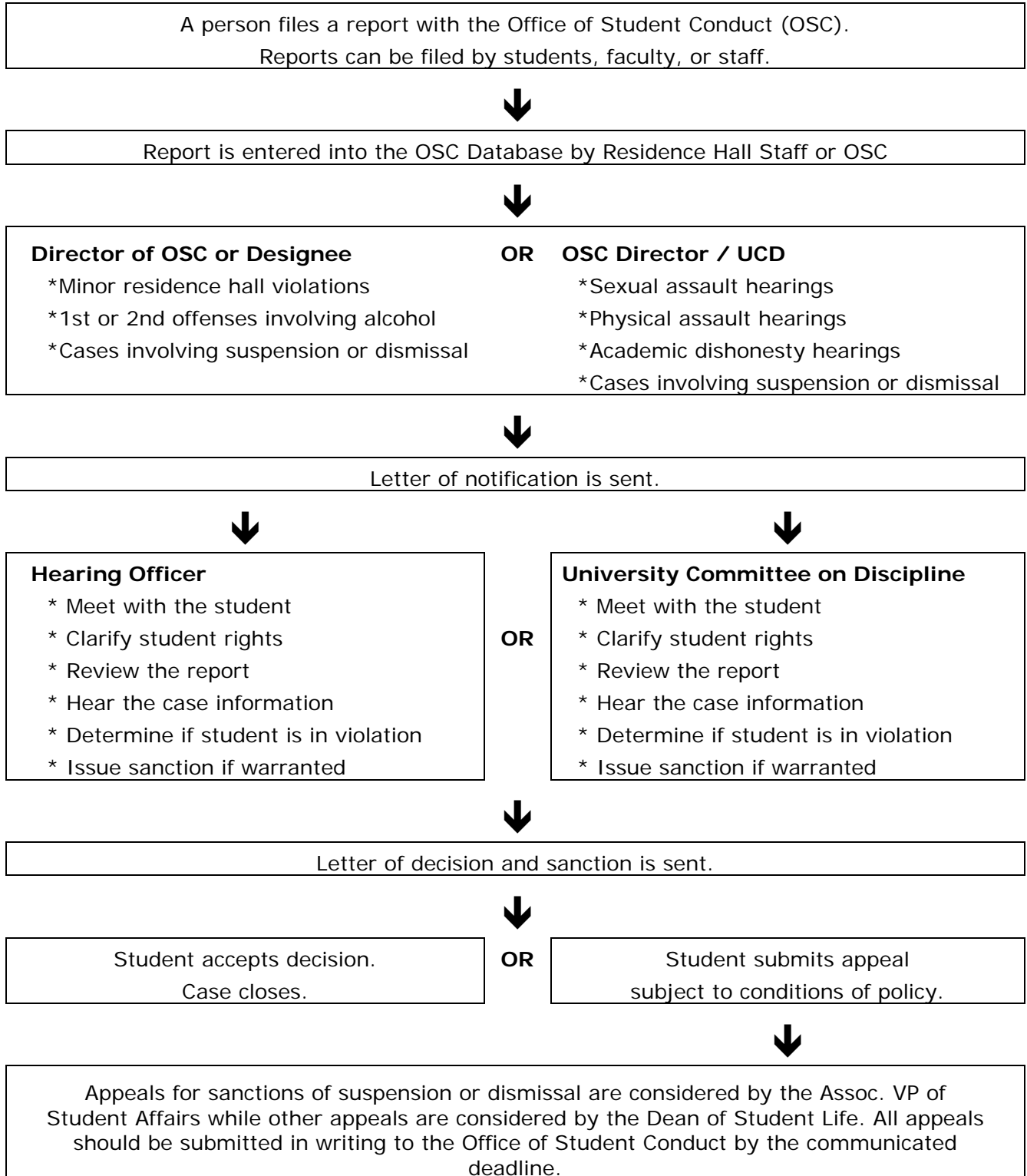
A. What are the Differences Between the Ferris State University's Student Disciplinary System and the Court System?

The purpose of the following is to clarify the basic differences between the Ferris State University student disciplinary system and the court system. The FSU student disciplinary system (like *all* college disciplinary systems) uses a different "standard of evidence" than is required by the criminal court systems. Additionally, the purposes of the systems are very different. For example:

- In the criminal court systems the standard of evidence is generally "**beyond a reasonable doubt.**"
- In college disciplinary systems the standard of evidence is "**preponderance of the evidence.**" In other words, is it "more likely than not" that a student violated the student code of conduct?
- Both systems must ensure that proper "due process" is followed.
- The two systems run independently of each other.
- The student disciplinary system cannot put students in jail and has no relation to the criminal court system.
- Colleges *do* have the legal right and responsibility to determine if their students are responsible for violating their student code of conduct, *regardless of* what the court system does or does not do.
- The student disciplinary system is intended to be an educational and remedial process, while the criminal court systems are often punitive.

B. Disciplinary Process Flowchart

DISCIPLINARY PROCESS



C. What is Proper Due Process?

Proper due process requires that ...

1. Students accused of violating the Student Code of Conduct must be notified in writing that they have been accused of a specific charge or charges.
2. Students must be given adequate notice of their Disciplinary Hearing date.
3. At the Disciplinary Hearing an explanation of the charges must be provided to students. (Note: The University provides students with the opportunity to participate in the disciplinary process. If students choose to not attend their own Disciplinary Hearing, it will proceed in their absence.)
4. At the Disciplinary Hearing, students must be given an opportunity to respond to the charges brought against them. (Again, if students choose to not attend their own Disciplinary Hearing, it will proceed in their absence.)

Note: *If* the grounds for appeal have been met, then the next step in due process is to provide students with an opportunity to appeal the outcome of their case.

Note: Simply not wanting to be sanctioned or disagreeing with the sanction is *not* adequate grounds for an appeal.

D. Interim Suspension vs. Suspension

An Interim Suspension is a *temporary* removal of a student from campus *pending the outcome of a conduct hearing*. Every attempt will be made to act expeditiously with the disciplinary proceedings.

A student who has been issued an interim suspension is denied access to University housing, to the campus (including classes) and to all other University activities or privileges for which the student might otherwise be eligible.

An interim suspension may be imposed by the Vice President of Student Affairs or his designee:

- a. To ensure the safety and well-being of members of the University community
- b. To ensure the student's own physical or emotional safety and well-being; or
- c. If the student poses as a definite threat of disruption or interference with the normal operations of the University

Suspension is one outcome of the student conduct process. Any student who has been suspended from the University has been afforded due process including the opportunity to participate in a hearing to determine the appropriate consequence(s) of their behavior.

A suspension is for a specific period of time, typically a semester or a full academic year. When the term of the suspension has ended, the student may apply for readmission. If the student is readmitted, they will remain on Disciplinary Probation for the remainder of their career at Ferris.

Dismissal is another possible outcome of the student conduct process. Any student who has been dismissed from the University has also been afforded due process including the opportunity to participate in a hearing to determine the appropriate consequence(s) of their behavior.

A student who has been dismissed from the University *is not eligible for re-admission* to Ferris State University. A dismissal is a permanent separation between the University and the student.

E. Student Conduct Learning Outcomes

The Office of Student Conduct has designed the student conduct process with intentional goals in mind and has measures in place to determine if we are successful in reaching these goals. As a result of a student's participation in the conduct process, the following should occur:

- A) Students will appreciate their role in creating a positive community and understand how their behavior impacts that community.
- B) Students will realize the broader impact of their choices and make better decisions for their future.
- C) Students will view the hearing officer as a reasonable and respectful professional who ultimately cares about their success as a student.
- D) Students will take responsibility for their actions, own their decisions, and become invested in the outcome.
- E) Students will recognize the value of the conduct process as an educational opportunity.

F. Student Complaint Processes

The University has established processes for students to file a formal complaint, when necessary, to address and resolve their concerns. Complaints against another student that allege a violation of University policy should be submitted to the Office Student Conduct or the Department of Public Safety (see page 8). Although not an exhaustive list, students with complaints of another nature should explore the following possible avenues.

- A) Academic Programs (such as advising, instruction, the library, or course requirements). Please refer to the Academic Affairs policy for student complaints at this location:
<http://www.ferris.edu/htmls/administration/academicaffairs/policyLetters.html>
- B) Student Affairs (such as Admissions and Records, Birkam Health Center, Career Services, Commencement, Dean of Student Life, Enrollment Services, Institutional Research and Testing, Multicultural Student Services, Orientation, Personal Counseling Center, Rankin Student Center, Scholarships and Financial Aid, and Student Conduct, Student Employment, Student Leadership and Activities, and University Recreation). Please refer to *The Guide to Helping Students Resolve Their Complaints* at this location:
http://www.ferris.edu/htmls/administration/StudentAffairs/vpstudentafrs/studentcomplaint/stuafrs_studentcomplaintsguide.pdf
- C) Dining Services (such as The Rock Café, Westview, The Market, Starbucks, Rankin Center Coffee Shop, Quiznos). Please call the Department of Dining Services at 231-591-2210.
- D) Housing (such as residency requirement exceptions and housing contract issues) Please call 231-591-3745 or visit:
<http://www.ferris.edu/htmls/studentlife/reslife/homepage.htm>
- F) Department of Public Safety (parking ticket appeals, citizen's complaints,). Please call 231-591-5000.

G. Student Conduct Family Educational Rights and Privacy Act (FERPA) Waiver



FERRIS STATE UNIVERSITY

**AUTHORIZATION TO DISCLOSE INFORMATION
(Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides for the confidentiality of student education records. Institutions may not disclose information about students nor permit inspection of their records without their permission unless such action is covered by certain exceptions as stipulated in the Act.

THIS AUTHORIZATION MAY BE REVOKED AT ANY TIME.

Name of Student: _____ Student Number: _____

I, _____, allow Ferris State University Administrators, Faculty and Staff to speak with or
(name of student or parent)

release _____ records
(describe education records)

to _____
(name of individual/party/parties to speak to or release records to)

for the purpose of _____
(describe the reason for the disclosure)

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing and delivered to Ferris State University, but that any such revocation shall not affect disclosure previously made by Ferris State University prior to the receipt of any such written revocation.

Date

Student's Signature

Date

Parent's Signature if Student Under 18

Please return this form to:

