



## **Cleary University Student Code of Conduct**

### ***Alcohol Policy and Use***

Cleary University identifies as a “dry campus,” and holds a zero-tolerance policy regarding alcohol, its consumption, possession, and distribution. The exception is University-sanctioned events employing professionally trained bartenders.

Students, regardless of age, are prohibited from possessing alcohol of any sort on-campus or in any campus building, including residential. Older students who acquire alcohol for younger students will be in violation of the Alcohol policy, as will anyone who has consumed alcohol on campus.

While students may make the choice to consume alcohol off-campus, we encourage students to make safe decisions and not travel when they are under the influence. In addition, students who are under the influence and who return to campus will be in violation of the Alcohol Policy.

Housing and University staff reserve the right to contact medical personnel to transport students in physical danger if the staff finds it necessary.

Students are also prohibited from using empty alcohol bottles as decorations in campus residences, whether or not they personally consumed its past contents.

### ***Tobacco & Drug Policy and Use***

Cleary University identifies as a “drug-free campus” and holds a zero-tolerance policy regarding drugs, their consumption/use, possession, distribution, and manufacture. Students may possess legally-acquired cigarettes and other similar tobacco products, but their use will be limited.

Students are prohibited from using any drug or tobacco product on campus; as mentioned, students may possess legally-acquired tobacco products, but are required to use them in their personal vehicle with the windows rolled up, or off campus grounds. Students who do not comply are in violation of the Tobacco & Drug policy.

Further, the manufacturing or distribution of drugs or tobacco is considered a violation of the Policy.

### ***Harassment, Discrimination, and Assault***

Harassing comments, behaviors, actions, and threats directed at students, staff, or guests of the university will not be tolerated, nor will acts of discrimination. Discrimination is considered acts of commission or omission based on race, religion, gender, physical limitations, physical size, national origin, age, sexual orientation, economic class, or any number of other factors or identities.

In addition, physical assault will not be tolerated; staff are obligated to contact proper authorities in the case of a physical altercation. Abuse, whether physical, emotional, or otherwise, is also not tolerated by Cleary University.

### ***Visitation***

In the floor common areas, there is no gender visitation restriction. Those areas are considered 24-hour visitation zones. However, if students in the common areas begin to disturb the students in the adjacent rooms, they must change their behavior or disperse.

Apartment-visitation, regardless of gender, ends at 12am on Sunday-Wednesday, and 1am on Thursday-Saturday. Guests are expected to leave by that time.

Overnight guests are approved on a case-by-case basis with the Housing Manager, and must subsequently be cleared by roommates.

Students are responsible for their guests and their guests' behaviors for as long as they are in the building. Students will be held responsible for their guests' behavior, especially in policy-violating incidents.

### ***Respect & Quiet Hours***

Respect Hours are from 8am-10pm every day. Students have the freedom to request different behavior of their neighbors for their own academic or personal wellbeing; students must oblige such requests.

Quiet Hours are from 10pm-8am every night. This provides a substantial amount of time for students to rest and sleep in peace. Students will be held accountable for their actions if they repeatedly ignore requests related to rest and quiet hours.

### ***Security***

Students are required to carry their Cleary-issued Identification Card (1Card) with them at all times. It identifies them as a student and allows them access to their building. Students are required to show their ID at any time when requested by a Cleary University staff or faculty member.

If a resident loses their ID, they are to inform a Housing staff member immediately so as to prevent an outside individual gaining unauthorized entry to the building. They may speak with the Bookstore staff about acquiring a new ID card.

Cleary University is not responsible for the loss or theft of items from a student's apartment. Students are encouraged to take valuables home with them, especially during break periods.

Students are to refrain from propping open the entrances & exits to the buildings, as it allows unauthorized individuals access to the building.

The building doors will be on lockdown, save for the main entrance, starting at 7pm, so as to streamline traffic through one entrance.

If a resident happens across a suspicious person in the building, they should inform a Housing staff member immediately.

### ***Care of Facilities & Vandalism***

Students are responsible for their shared bedroom, shared bathroom, and shared common space. Individuals who share those spaces are equally responsible for them. Damages or alterations to the spaces, as indicated by differences from the check-in condition report, will be billed to the apartment's residents equally, unless one resident takes full responsibility.

Residence common areas, such as hallways, lobbies, stairwells, and lounges, are everyone's responsibility. On a case-by-case basis, damages may be billed to the floor or the whole building, unless someone (or a group) takes responsibility.

### ***Pets***

The only pets allowed in the apartments are fish living in a 10-gallon or smaller tank. Any other pet is not allowed.

### ***Room Décor & Equipment***

Students will refrain from using fire in the residence hall, including candles. Candle warmers are permitted.

Room furnishings are not to be removed without the explicit permission of the Housing Manager and subsequent removal by university staff. Students will be charged for missing furniture. Lofts may only be constructed through approved use of the residence hall beds.

Room décor is not to allude to drugs or alcohol in any capacity, given Cleary University's stance as a Drug & Alcohol-free campus. This includes empty alcohol bottles, as mentioned in the Alcohol policy.

Decorations will not be affixed to the ceiling or suspending from the ceiling in any way, as they present a fire hazard.

Live trees are not permitted for fire safety reasons. Small, potted plants are permitted as long as they are kept away from major heat sources.

### ***Room Consolidations***

Students who do not have a roommate may have one assigned (referred to as "consolidation") at any time. Students will keep their belongings clear of one half of the room at all times. In the event of consolidation, the Housing Manager will be in communication with the affected students.

### ***Room Changes***

Room changes are permitted independent of consolidation, but not without the expressed permission and approval of the Housing Manager.

### ***Solicitation***

Solicitation of any form is not permitted on campus grounds or within campus buildings.

### ***Free Speech Policy***

Students hold the right to Free Speech as long as that speech does not encroach on the academic or social wellbeing, or safety of students and staff. Students may be asked to alter how they express their opinions and are expected to comply within reason.

### ***Weapons/Open Carry***

Students are not permitted to have weapons of any kind while residing and learning on-campus. This includes firearms for which they are licensed, firearms for which they are not licensed, bladed weapons, martial arts weaponry, devices of incendiary, explosive, or gaseous nature, et cetera.

### ***Gambling***

Gambling with the intent of monetary gain is not permitted, i.e., putting real currency at stake on a game of chance or skill. Gambling “games” are permitted (Texas Hold ‘Em, Blackjack, et cetera) so long as they lack the monetary aspect.

### ***Hazing & Cyber/Bullying***

Any form of hazing or bullying, including cyberbullying, will not be tolerated by Cleary University.

### ***Sexual Misconduct***

Students will refrain from sexual harassment, such as: catcalls; name-calling; making sexual comments about a person’s body, clothing, or anatomy; or any unwanted action or statement made toward another.

Students will refrain from unwanted sexual contact, which includes unwanted physical contact with another, touching oneself around another, and cornering someone so they can’t leave.

### ***Sexual Exploitation & Assault***

Students will not sexually exploit others (i.e., using assistance or favors in exchange for sex).

Students will not commit acts of dating or domestic abuse.

Students will not force others into non-consensual sexual intercourse.

### ***Responsiveness***

Students will respond in a timely manner when requested by a Housing staff or University staff member.

### ***Respect of Others***

Respect will be shown to (and by) all University and Housing staff members, regardless of the situation at hand.

### ***Complicity***

Students are not to encourage, support, or condone actions or behaviors that violate University policy. Students are expected to remove themselves from policy-violating areas and are encouraged to report

the incident. Failure to leave an area where a policy is being violated will have the student held accountable for their inaction.

Cleary University also holds to the “Good Neighbor Exception,” as follows: Regardless of their involvement, students who report an incident through which a student requires medical attention, will be considered for exemption from judicial processes.

### ***Health & Safety Checks***

Housing staff reserves the right to perform basic checks on apartments if there is a health or safety concern. Mandatory health & safety checks will be performed on all rooms during all breaks in which the residential population leaves campus.

### ***Fire Alert***

Once fire alarm is heard: Students who live on the 1st floor are to exit through the main door and head toward Chrysler Hall, putting distance between themselves and the apartment building. Students who live on the 2nd or 3rd floor are to exit through either stairwell door and head towards Chrysler Hall. Once the all-clear is signaled, Housing staff will allow re-entry. Students are to use the main door and return to the building.

### ***Tornado Alert***

When the tornado siren is activated, students are to avoid windowed areas. Moving into apartment bathrooms provide the least exposure to the outside and gives a small space that won't be as harmful if debris begins flying. Students who live on the upper floors are to move to lower floors, huddling in the hallways as far from the main lobby as possible. The all-clear must be received from Housing staff before students may return to their room.

### ***Mail Services***

Mail is delivered during normal operating days directly to the hall. Any packages delivered will be held in the office until the respective student is able to personally sign for them. Standard mailing address is reflected below, not including personal apartment numbers.

NAME

3730 Cleary Drive, Apartment \_\_\_\_

Howell, MI 48843