



2023-2024 Resident Guide





Cleary University: Guide to Living On Campus

Welcome

Welcome to Cleary University and living on campus. Please read through this material thoroughly. You are responsible for all of the information contained in this handbook and online at cleary.edu. Cleary University established this handbook to ensure the health and safety of our residential students, as well as to support the efficient operations of Cleary University programs. If you have any questions, please contact the Office of Residence Life at housing@cleary.edu.

If changes are made to this handbook, you will be notified via your Cleary email address. It is the responsibility of all students to check their email on a frequent basis to be informed of policy changes, activities, events occurring on campus, or other important information.

Mission Statement

Residence Life at Cleary University seeks to impact the lives of students by creating opportunities in which residents are immersed in an environment that teaches valuable life skills, integrates academic knowledge with experiences outside of the classroom, and engages the local community by instilling a lifelong desire for growth.

Vision Statement

We provide safe, secure, and comfortable residential communities that support students' academic performance, personal development, and emotional wellbeing while allowing the Cleary Mind attributes to inform each of these developmental areas. The Cleary Mind attributes include: critical thinking, problem solving, creative thinking, communication, persuasion, entrepreneurship, leadership, and ethics.

Why Live on Campus?

There are many benefits to living on campus. On campus residents report that the close proximity to classes, campus resources, athletic events, and student life are just a few of the many perks that make it easy for students to become involved in the Cleary community. Residents can have the opportunity to connect with faculty and staff within the Cleary community that can turn into mentorship opportunities, networking experiences, or other avenues of growth and development.

Living in a shared community space also allows for residents to have the opportunity to build meaningful and life-changing relationships with fellow community members as you grow and learn together. While it may be difficult to adjust to living with another person, the Office of Residence Life is here to help with the transition by providing space for roommates to discuss topics like; communication, setting boundaries, cleanliness habits, sleeping habits, and studying habits. Within the halls, the Office of Residence Life also strives to host fun and educational activities for residents to engage with.

GENERAL INFORMATION

Residence Halls

All full-time traditional students are required to live on campus for the first two years. Exemptions based on local residence, marital status, or part-time students may be made by application to the Housing Committee.

North Residence Hall: North Hall opened in 2016 and has 2 Bedroom/2 Bathroom and 3 Bedroom/3 Bathroom suites available. Each suite is fully furnished, complete with a kitchen, spacious living room, and washers/dryers. Each bedroom is shared by two residents.

South Residence Hall: South Hall opened in 2018 and has 2 Bedroom/1 Bathroom suites available that are shared by two residents. Laundry facilities are located on every floor. Study spaces are available in the lobbies of each floor.

Residence Hall Staff

Resident Assistants (RA): Resident Assistants are live-in, student staff members who are responsible for a certain floor of a designated residence hall. RAs actively further the mission of Residence Life at Cleary University by maintaining a safe and secure living environment. They provide leadership and support to their residents and are responsible for creating and implementing programming that allows for individual development, community development, and inclusive living and learning. As a peer, an RA serves as a basic source of information and provides assistance in easing the adjustment to campus living.

Residence Life Coordinator (RLC): The Residence Life Coordinator is a professional live-in staff member who is responsible for the safety and security of residents within the halls. The RLC is responsible for the training and management of front desk staff and resident assistant staff. The Residence Life Coordinator also enforces the rules and regulations of the halls when students violate the A-Z standards of Cleary University's Student Code of Conduct.

Director of Housing: The Director of Housing is a professional live-in staff member who is responsible for implementing housing policy and procedure, overseeing residence hall activities, supervising the Resident Life Coordinator, Graduate Assistant and Resident Assistants, and collaborating with campus partners and student organizations.

You may contact Cleary University Office of Residence Life by emailing housing@cleary.edu.

HOUSING AND MEAL PLAN CONTRACT

Campus Housing Fees: Students living in North Hall are charged \$5,000 per semester. Students living in South Hall are charged \$4,250 per semester.

Deposits and Reservations: New students who have submitted a deposit and turned in their Room and Board Agreement by the deadline are assigned rooms during the summer. Returning students establish their priority for room reservations by submitting a Room and Board Agreement online during the spring semester. The housing deposit must be made before the student can be housed.

Housing Cancellation Prior To Move-in: If you choose to terminate your contract prior to move-in, you will be responsible for a \$300 cancellation fee. Cancellation requests must be submitted in writing to the Director of Housing.

Failure To Move in: If you fail to move in after submitting your contract and your room has been assigned, you will be responsible for a \$300 cancellation fee. Residents who have not properly occupied their room by 12:00pm on the first day of classes and have not notified the Director of Housing of their late arrival may be declared "no shows" and be reassigned based on availability of bed space. If the student is found to not be enrolled, the student shall be charged a \$300 cancellation fee.

Canceling Housing After Move-in: Students wishing to cancel their contract after moving into the residence halls may do so by paying a prorated fee for time assigned to the room, plus the \$300 cancellation fee. The fees will be added to the student's financial account. Non-payment of fees may result in a student registration hold or restriction on graduation and ability to obtain a transcript.

LIVING ON-CAMPUS A-Z

Accommodations

Any student who needs accommodations in housing due to a medical, psychological, or physical impairment should contact Dr. Doug Stein, Provost and Executive Vice President, at dstein@cleary.edu. The Office of Residence Life recommends that students who are requesting accommodations do so as soon as possible. As a reminder, South and North Hall do not have elevator access.

Communication

Residents are expected to check their Cleary University email daily. The Office of Residence Life will regularly send important information through Cleary University email and may also post information on doors and around the building.

Door Propping

Students are prohibited from propping open the entrance and exit to the residence halls.

If a resident happens across a suspicious person in the building, they should inform the Office of Residence Life or Campus Security immediately.

Emergency Contacts

The Director of Housing or Residence Life Coordinator may contact individuals identified by a resident as emergency contacts at any time Cleary University deems such contact appropriate. Prior to moving in, residents will be required to leave an emergency contact in case of emergency.

Fire Alarm

When the fire alarm goes off, all students and guests should exit the residence hall immediately and head towards Chrysler Hall. Once the all-clear is signaled, the Office of Residence Life staff will allow re-entry. Residents are to use the main door and return to the building. Failure to exit the building during a fire alarm may result in a fine and/or disciplinary action.

Residents may be held liable for any monetary charges received by the Brighton Fire Department, upwards of \$500 USD per visit. The Brighton fire department will use their authority to review and confirm which room has triggered the alarm by accessing security panels in the building.

The Brighton fire department will make the determination of the cause of the fire alarm. Any resident (s) found to have tampered with alarms (e.g., covering, altering, dismantling, and destroying) will be held liable for any related monetary charges ranging from \$500 USD to \$1,000 USD. Any person violating any provision of this ordinance is subject to a misdemeanor punishable by the outlined monetary fines and jail penalties provided by law.

Guest Policy

A guest is defined as someone entering the building that does not reside within that building. Guests must be escorted at all times by the resident. Failure to do so may result in disciplinary action. A guest is allowed to stay up to 24 hours with their resident unless they have received prior approval from the Director of Housing or Residence Life Coordinator. Guests cannot stay overnight more than three (3) consecutive nights. Guests who have been found to be staying longer than the allotted time will be removed from the residence hall and the host may face disciplinary action.

Guests under the age of 18 must be approved by the Director of Housing or Residence Life Coordinator. The parents or legal guardian(s) must sign an emergency contact form. Guests under the age of 16 are not permitted to stay in the residence halls overnight.

If a student has been removed from on campus housing for disciplinary reasons, they may be prohibited from returning to the residence halls as a guest.

Hall and Floor Meetings

The Office of Residence Life hosts hall and floor meetings to distribute information to residents. It is important for students to attend so they can learn information firsthand and be able to ask questions if needed. Meetings are also a low-pressure way to meet others on your floor or within your building. Please note that some meetings may be mandatory due to the nature of the information being provided. Residents that do not attend these may face disciplinary action. If a resident cannot attend a mandatory meeting, it is their responsibility to inform the Director of Housing or the Residence Life Coordinator by emailing housing@cleary.edu.

Health and Safety Inspections

The Office of Residence Life and/or designated Cleary University staff (including hired contractors) may enter or inspect any area of the residence hall at any time for any reason.

The Director of Housing or Residence Life Coordinator shall give as much notice as possible in the case of building inspections (smoke alarm, fire systems, building codes, etc.) and when able for normal/routine inspections and repairs.

ID Cards

Students are required to always carry their Cleary University Identification Card with them. It identifies them as a student and allows them access to approved campus buildings. 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 the Office of Residence Life or Campus Security immediately to prevent an outside individual gaining unauthorized entry to the building. Students must go to the Business office and pay the \$25 replacement fee. The student then goes to the Registrar's office to receive a new ID card. The Registrar's office is in the Chrysler building.

Improper Check-Out

Students who do not follow check-out protocols given by the Office of Residence Life will be charged \$50. Students who leave trash in the room after checkout will be charged a minimum of \$50. Damages or losses to any room, facility or property of Cleary University will be billed directly to the responsible party.

Internet

To access the internet, residents must connect to the building wifi by using their Cleary credentials.

Keys

Room keys are property of Cleary University and are issued to students with an active housing contract. Keys may not be loaned or transferred to other residents, students, or guests. Lost keys should be reported immediately to the Office of Residence Life or Campus Security. A spare key will be issued by Housing Staff to the resident upon payment. Keys must be returned as instructed at the end of the contract period. There is a \$40 replacement fee for the lost key, in addition to a fee for re-coring the lock.

Laundry Rooms

Residents living in South Hall have access to community laundry rooms on each floor. Residents shall move their laundry in a timely manner and clean up any detergent, dryer sheets, lint, etc. they have used/accumulated. The Office of Residence Life is not responsible if unattended items go missing.

Lock-Outs

Students are expected to always carry their keys and access cards with them. Should a resident be locked out of their assigned unit, they may seek assistance at their residence hall front desk. from their assigned residential service desk during desk hours or from their community RA on duty after hours. Excessive lockouts may result in disciplinary action.

Lobby/Study Room Furniture

The furniture in the lobby and study rooms must remain in their designated areas. Residents are prohibited from removing furniture and/or bringing lobby/study room furniture into their own rooms. Any student found with public area furniture may face disciplinary action up to and including a fine of \$25 dollars to return the furniture.

Mail and Packages Services

Mail and packages are delivered during normal business operating days to the Lyons building. Mail will be logged by Lyons front desk staff. Once packages are logged, residents should receive a notification email from Cleary University. All packages will be held in Lyons Hall until the respective student is able to personally sign for the package(s). Packages can be picked up on Monday-Friday between 9:00am and 5:00pm unless the university is closed.

Students living on campus should use the following format (with the appropriate residence hall and room number inserted) as their mailing address if they wish to receive mail and packages on campus.

NAME
3760 Cleary Drive
Building Name and Room Number
Howell, MI 48843

Maintenance Requests

If you have a maintenance issue in your room/floor/building (e.g., light bulb, door lock, or water leak) report the issue to the Office of Residence Life. Residents may notify their RA, email Housing@cleary.edu or stop by the residence hall front desk.

Missing Person Policy

A missing person is anyone whose absence is contrary to their usual pattern of behavior, and it is suspected that unusual circumstances may have caused the absence. The Office of Residence Life and Campus Security will first attempt to locate the individual. If the student is unable to be contacted, the Director of Housing or

Residence Life Coordinator will notify the emergency contact provided by the student within 24 hours of determining if the student is missing.

Parking

All parking spaces are open to all Cleary University students at any time, except for designated handicap and staff spaces. Students shall not park in any fire lane at any time for any reason. The washing, painting, or repair of vehicles on campus is prohibited. Residents are responsible for oil leaks and other vehicle discharges and should notify Cleary University Security immediately upon notice. Residents may be charged for cleaning if deemed necessary by Cleary University. Residents who park their vehicles in unauthorized areas or do not move their vehicles when instructed to do so may face disciplinary action.

Renter's Insurance

Students who are living on campus should purchase a renter's insurance policy to cover personal contents (laptops, clothing, etc.). Cleary University is not responsible for any damage or theft of a student's personal property, to include personal property damage caused by fire, theft, rain, war, acts of nature, acts of others, and any other causes.

Respect and Quiet Hours

Respect Hours are from 8:00am - 10:00pm. All noise must be maintained at quiet levels and students must adhere to requests of lowering the volume in their rooms when asked.

Quiet Hours are from 10:00pm - 8:00am. Noise should not be heard from outside of the residence hall room and residents must adhere to requests of lowering the volume in their rooms when asked.

Residents who do not follow requests from the Office of Residence Life or campus security personnel may be subject to disciplinary action.

Quiet Hours are enacted 24 hours per day during the weekend before Finals Week in order to provide a quiet environment for residents to prepare and remain in place until the end of the semester.

Room Changes

If a student is interested in moving rooms, they must contact the Director of Housing or Residence Life Coordinator. Room change requests will not be accepted during the first two weeks of each semester. The ability to change rooms is contingent on the availability of space within the halls.

Room Check-Out

Residents are required to check out of their rooms at the end of fall and spring academic semesters. Residents must vacate the residence hall no later than 24 hours after the end of their last exam. Exceptions to this rule include graduating seniors and those who have prior authorization from the Director of Housing. Residents will need to check-out with an Office of Residence Life staff member. Failure to participate in a semester check-out shall result in an improper check-out fee and possible disciplinary action.

Residents shall leave their rooms clean by discarding all trash, cleaning their shared space and appliances, lock doors and windows, and close all blinds. It is important for residents to read all check-out information, which will be provided prior to move out and sent via University email. During the check-out, Office of Residence Life staff will inspect rooms and complete RCR.

Room Condition Report (RCR)

The room condition report (RCR) allows for residents to examine their room when they move in and make note of any damages already in existence. Residents should turn in their RCR to the Office of Residence Life within 24 hours of receiving their room key. The RCR will be used again when the resident moves out to make note of any damages caused by the resident during their stay.

Clarey University will charge students for any damage to the room beyond normal wear and tear not listed on the Room Condition Report at move-in, including any necessary cleaning charges. Damages to common areas of a suite will be split between all residents unless the Office of Residence Life can identify the individual(s) responsible for the damage.

No nails or sticky tape should be used on the walls. If you would like to hang items on the walls, it is highly recommended that you use 3M Command Adhesive products. When it comes to removing command hooks, please leave them up until you move out of your room to avoid extra damage to the walls.

Room Damage

Students agree to pay for damages, lost Housing property, or unnecessary service costs caused to housing facilities during the academic year based upon the condition of residence during Health and Safety inspections. Upon conclusion of the semester, Cleary University retains the right to charge a student for damages to their residence based on the ending condition of their room and suite compared to the condition notated on the RCR at the beginning of the semester. This includes, but is not limited to, contracted deep cleaners for carpet stains, more than standard painting and filling for excessive wall damage, other damages to property and infrastructure, etc.

Service Animals

Cleary University shall abide by the federal regulations as outlined in the Americans with Disabilities Act (ADA). Regarding Title II and Title III of the ADA, it is unlawful to infringe upon a citizen's right to utilize an individually trained service animal that provides assistance with that person's disability. Service animals are permitted in the residence halls. Any student living on campus that requires accommodations must contact Dr. Doug Stein, Provost and Executive Vice President at dstein@cleary.edu. If the service animal is owned by a guest, the owner must provide written notice at minimum 48 hours in advance to housing@cleary.edu. Within the written notice, the owner must state that the animal is a service animal required because of a disability AND what work or task the animal has been trained to perform. Additionally, the owner will need to state how long the service animal will reside in the residence hall. The owner is also responsible for always keeping the animal under their control. Animals must be leashed when outside of the room.

Emotional support, comfort, and therapy animals are not service animals under Title II and III of the ADA. A doctor's letter does not turn an animal into a service animal.

Sexual Harassment

Sexual Harassment means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's University employment, academic performance or participation in University programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual violence.

Suitemate Agreements

RAs will meet with each suite to ensure a suitemate agreement is completed within the first two weeks of each semester. The agreement provides an opportunity for residents of a suite to discuss specifics relating to how they will manage cleaning, noise, guests, etc. The RA may schedule a follow-up meeting to discuss any questions regarding the Suitemate Agreement. All residents are strongly encouraged to communicate with their suitemates when conflicts arise. Please contact your RA to receive assistance in resolving the conflict.

Summer Break

Residents must remove all personal belongings and trash from their rooms to avoid fines. Any items left in the room will be discarded and a removal fine will be assessed. Office of Residence Life staff will inspect residents' rooms and collect room keys at this time. Failure to properly check out for summer break may result in an improper check-out fee and/or disciplinary action.

Tornado

When the tornado siren is activated, students are to avoid windowed areas. Residents are encouraged to move to the suite bathrooms to remain safe. Residents 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 the Office of Residence Life or Campus Security before residents may return to their room.

Trash and Cleanliness

Residents shall dispose of all waste in a clean and sanitary manner into the proper outside receptacles and shall cooperate in keeping the garbage area neat and clean. Residents shall be responsible for condensing large items (or properly disposing of elsewhere) that are not normally acceptable by the waste disposal company.

Residents shall be responsible for keeping the kitchen and bathroom drains free of materials that can obstruct proper drainage. Residents shall pay for the removal of stoppage from any plumbing fixture that may need to be cleared and for the expense and/or damage caused by the clogging of waste pipes or overflow from showers, wash basins, or kitchen sinks.

Under no circumstances is trash to be placed outside of a suite in the hallway. More than 2 full trash bags (13 gallon or larger) are not allowed in a suite at any given time. Trash must be placed in the dumpsters, not next to the dumpsters. Trash cans in public areas are not to be used by residents to dispose of personal trash.

Windows and Window Screens

For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of a residence hall windows. No one is permitted to enter, exit, or pass items in or out of the building via a window. A replacement charge will be assessed if screens are removed. All installation must be done by Cleary University personnel. Speakers and sound systems may not be placed on windowsills or aimed out windows. During the colder months, residents are to keep their windows closed so as to not use excessive electricity.

Winter Break

Residents may leave belongings in their residence if they are planning on returning for the spring semester. It is important that all personal electrical appliances are unplugged. It is strongly advised that all valuables are removed from the room. Instructions for checking out for the winter break will be provided to residents via floor meetings and emails. Failure to properly check out for winter break may result in an improper check-out fee and/or disciplinary action.

RESIDENCE HALL STUDENT CONDUCT POLICIES

Residents are not to encourage, support, or condone actions or behaviors that violate University policy. Residents 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 may result in disciplinary action.

The following are policies related to living on campus at Cleary University.

Policy	Language
Room Decor	Residents may not paint, wallpaper, alter or redecorate furnishings, change or install locks, install antennas, or alter other provided equipment. Residents should not install screws, fastening devices, large nails, adhesive materials, place signs, displays, or other exhibits, on or in any portion of the premises. Alterations to the room and/or the residence hall in general is an acknowledgment and acceptance of damage charges that will be billed to the Resident's student account at the semester or academic year's end. Room furniture cannot be removed from the Resident's assigned suite. Decorations will not be affixed to the ceiling or suspended from the ceiling in any way, as they present a fire hazard. Live trees are also not permitted for fire safety reasons. Small, potted plants are permitted as long as they are kept away from major heat sources. If a wall is damaged by the use of command strips, the Resident will be assessed a fee to repair the wall. Residents should not hang anything from the wall using tape, nails, push pins, etc. That will also result in a fee for repairing the wall.
Recreational Equipment	Items prohibited from Cleary University Housing buildings and grounds due to safety or fire hazard reasons include but are not limited to: paintball guns, metal-tipped darts, any nerf or projectile toy, juggling knives, battery or gasoline-motorized cycles, electric scooters, self-balancing scooters, hoverboards or similar equipment. Bicycles, rollerblades, roller skates, and skateboards or other recreationally wheeled devices may not be ridden through doors, into the lobby, or down hallways

Double Occupation	Residents may only use the items allocated to them based on their housing contract. This includes; a twin bed, 2 dressers, a desk and chair, and a single closet/wardrobe
Weapons	Weapons are strictly prohibited from Cleary University facilities and property. Inherently dangerous weapons are instruments that by their nature are designed to cause injury or destruction and are strictly prohibited. Examples of inherently dangerous weapons include but are not limited to the following: handguns, rifles, shotguns, BB guns, pellet guns, dart guns, bows and arrows, swords, martial arts implements and explosives whether manufactured or handmade, including live ammunition. Students are prohibited from possessing, displaying or using prohibited items. Anyone found in violation of this policy may have their housing contract terminated and may be subject to Cleary University disciplinary action and possible arrest, imprisonment or fine according to state and federal laws. Other instruments that may not normally be considered weapons but are used in a manner that threatens the health or safety of any individual are also subject to Cleary University disciplinary proceedings ranging up to and including termination of housing contract, along with the aforementioned consequences.
Corridors	Games, sports, and unauthorized group activity are not permitted in hallways. Residents may not use the corridors to store excess items from rooms.
Alcohol	Possession, manufacturing, distribution, or being under the influence of alcoholic beverages, or public intoxication in the residence halls is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person, regardless of the student's age. Residents should remove themselves from any situation that involves alcohol. 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

Drugs	<p>All illegal drugs as defined by Michigan state law and any type of recreational drugs are strictly prohibited from Cleary University's facilities and property. Drugs that fall into this category include, but are not limited to, the following: marijuana, hashish, hash oil, cocaine, crack, LSD, inhalants, stimulants, depressants, hallucinogens, narcotics, designer drugs, anabolic steroids and other substances that alter one's mental state. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of or exhibiting disruptive behavior influenced by the use of the aforementioned substances.</p> <p>Students are also prohibited from possessing paraphernalia with evidence of illegal drug use such as bowls/pipes, grinders, one-hitters, vaporizer, blunts, etc. Anyone found in violation of this policy may have their housing contract terminated and may be subject to Cleary University disciplinary action and possible arrest, imprisonment or fine according to state and federal laws. Should an educational program be required, a cost to the student may be incurred.</p>
Smoking/ Vaping	<p>Smoking/vaping is prohibited within Cleary University housing. Cleary University housing prohibits use of e-cigarettes (personal vaporizing instruments) or similar items in the facilities the same as traditional tobacco products</p>
Guest Policy	<p>Residents are responsible for their guests and their behaviors. Guests must be escorted at all times by the resident. Guests should not be left in a resident's room when the resident is not there. Guests under the age of 18 need to be approved by Housing professional staff 24 hours before the guest is due to visit. All guests should be approved by a resident's roommates prior to them visiting. All guests need to adhere to Cleary University's policies. Violations of these policies could result in a guest being barred from entering the residence halls.</p>
Disruptive Behavior	<p>Residents are prohibited from obstruction or disruption of Cleary University-related activity or inciting, aiding or encouraging other persons to engage in such conduct. This also includes any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline, or activity that invades the rights of others.</p>

Pets	The only animal allowed in the rooms are fish living in a 10-gallon or smaller tank. Flesh-eating species (e.g., piranha), birds, reptiles, and rodents are strictly prohibited. Feeding or temporarily housing an animal in and around the residence halls is also prohibited.
Gambling	Gambling with the intent of monetary gain is not permitted within the residence halls and/or on campus. This includes putting real currency at stake on a card game, video game, sporting event, etc.
Door/Window	Only door decs are allowed on residence hall/apartment doors. Door Decs are limited to 1 per occupant. No items may be affixed or block the windows for fire safety purposes. Items can be placed on the sill. Doors cannot be wrapped in paper or other material. Posters and bulletin boards are not permitted on doors. Window screens are not to be removed from the windows. Residents are prohibited from hanging out of their windows or using windows as an exit/entrance point. During colder months, windows should remain closed so as to not use excessive energy.
Quiet Hours	Quiet hours are from 10:00pm - 8:00am. Residents must keep their noises to a minimum level during this time.
Respect Hours	Respect hours are from 8:00am - 10:00pm. Residents must keep their noises at a respectful level during this time.
Dishonesty	Dishonesty such as knowingly furnishing false information is prohibited.
Forgery	Residents are prohibited from unauthorized use or alteration of University documents, records or identification.
Harassment	It is and has been the policy of Cleary University to maintain the campus as a place of work and study for faculty, staff and students, free of sexual harassment and harassment on the basis of color, religion, sex, national origin, sexual orientation or other protected status. Residential Life prohibits behavior that violates this policy and appropriate Cleary University authorities will be notified.
Hazing	Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation,

	admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts and are considered violations of the hazing policy.
Non-compliance	Residents must comply with the directions of Cleary University officials (including resident assistants) acting in the performance of their duties.
Obscenity	Lewd, indecent or obscene conduct on Cleary University property or in connection with a Cleary University activity is prohibited.
Physical Abuse	Residents must refrain from any conduct that causes harm to another person.
Security	Residents are expected to follow proper entrance procedures for each building. Your Cleary University ID is required for entrance into your residence. A locked door may not be propped open or used to allow entry. Residents are prohibited from giving their IDs and/or keys to anyone else.
Solicitation	Solicitation of any form is not permitted on campus grounds or within campus buildings
Theft	Theft or attempted theft of, or unauthorized use or possession of, or the unauthorized exertion of control over property of any kind belonging to Cleary University or another person associated with Cleary University is not permitted.
Threatening/ Endangering Behavior	Intimidation or any conduct that threatens or endangers the health or safety of another person or oneself is prohibited.
Unauthorized Access/Use	Residents are prohibited from unauthorized entry or access to, or unauthorized use or occupancy of any Cleary University property including but not limited to land, buildings, structures, telecommunications, computer or data processing equipment, programs, systems or software.
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 suite's residents equally, unless one resident takes full responsibility. Residence Hall 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 if there is no clear person at fault.
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TITLE IX

The university encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident by contacting any of the following Title IX Coordinators:

- Amy Denton adenton@cleary.edu
- Sara Barnwell, Ph.D. sbarnwell@cleary.edu
- Erica Smith esmith@cleary.edu

Title IX Related Offenses

The following actions and behaviors are prohibited at Cleary University. If you or someone you know has experienced any of the following, know that there are resources available to help and support.

Definitions

Dating Violence: Dating Violence means a pattern of assaultive and/or controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The accused student has intentionally behaved in ways that cause fear, degradation and humiliation to control the victim. Forms of abuse can be physical, sexual, emotional and/or psychological. In determining whether an individual has engaged in "dating violence," the following must be established: the accused student and the victim have been in a societal relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: 1.) length of the relationship, 2.) type of the relationship, and 3.) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic Violence is a pattern of behavior in which one person uses physical, sexual, economic or emotional abuse to control the victim. This

behavior specifically includes assaults or an assault and battery of a person's spouse or former spouse, an individual with whom he or she has or has had a dating relationship, an individual with whom he or she has had a child in common, or a resident or former resident of their household.

Sexual Assault: Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the program. Sex Offenses are: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual Exploitation: Sexual Exploitation means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing - or transmitting identifiable images of private sexual activity and/or the private parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection or disease.

Stalking: Stalking means a pattern of behavior made up of a series of two or more separate noncontinuous acts which shares the same purpose and causes a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed or molested.

CAMPUS RESOURCES AND SUPPORT

Business Office	businessoffice@cleary.edu
Counseling	counseling@cleary.edu
Financial Aid	finaid@cleary.edu
IT Help Desk	support@cleary.edu

Student Ombudsman

Website: <https://www.cleary.edu/student-life/student-ombudsman/>

The Office of the Student Ombudsman is an impartial and neutral resource to help students, faculty, and staff resolve academic and non-academic concerns. The ombudsman provides information related to Cleary University policies and procedures and facilitates the resolution of problems and grievances through informal investigation and mediation.

