



The College of New Jersey

A Guide to Residence Living
and the

Student Conduct Code

2013-2014

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A Welcome from

The Executive Director

The College of New Jersey Department of Residential Education and Housing strives to provide a place that you can call home. Like your home, we provide sound facilities, variety in dining options, security measures, and opportunities for entertainment and socializing. We achieve this through our work with many people across campus. Unlike your home, you share this space with hundreds of other college students with various personality traits and habits. As a partnership, residents and staff create communities of respect, good citizenship and lasting friendships.

We, the undergraduate and professional staff of the Department of Residential Education and Housing, are prepared to provide an environment that is conducive to living and learning. This collegiate home serves as both a place to unwind and get comfortable, as well as a place to support your academic initiatives. The staff is trained to monitor your surroundings for well-being of all residents and the integrity of the facilities. We will work hard to provide enriching developmental life skills programs and we will provide opportunities for you to become active members of your communities through Residence Hall Association, educational programming and social events.

As the residents of this community, you play an important role in the success of these endeavors. You will encounter conflicts with roommates, hall/house mates and staff members, but these can be resolved through individual respect and engaging your staff members to find resolutions. In the process, individual and community growth will occur and citizenship develops. Living in residence is not a place of stagnation, but a vibrant environment ready for engagement!

We look forward to working with you and wish you success this academic year.

Sean Stallings
Executive Director
Residential Education and Housing

Residential Education and Housing:

Philosophy and Goals

Residential Education and Housing's mission is to provide a civil, safe, and healthy environment conducive to active learning and personal development. Our ambition is to sustain a student centered community that appreciates, supports, and celebrates the uniqueness of each residential student.

We will accomplish this by:

- Committing to initiatives that support and maintain personal health and safety
- Stimulating and maintaining the integrity of individual growth and ethical development
- Acknowledging and supporting personal differences within our residential population
- Encouraging social responsibility and civic awareness
- Creating valuable leadership opportunities for students and staff
- Ensuring the support of intellectual initiatives
- Creating meaningful partnerships that strengthen the residential community
- Developing caring, competent staff who respond to student needs and concerns

By living on campus at The College of New Jersey, residents will learn and grow in the following three areas: identity development, academic success, and community engagement.

Identity Development

Residents will live in an environment that is structured to encourage personal reflection and value exploration, while living in a diverse community.

Residents will...

1. Be aware of own identity and membership within a diverse community.
2. Identify and model values, beliefs, personal ethics and leadership style.
3. Learn to practice stress management and healthy living.
4. Learn to identify, implement, and take ownership of how decision making can impact personal and community well-being.
5. Be encouraged to explore local and global civic engagement.

Academic Success

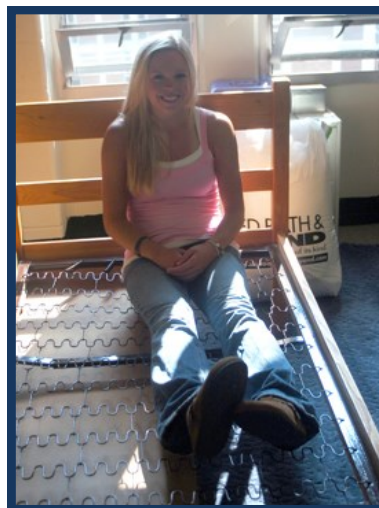
Residents will live in a community full of resources designed to promote intellectual growth and academic success. Residents will...

1. Set annual goals, develop a plan to achieve those goals, and identify obstacles and resources.
2. Identify and make use of resources and skills (e.g. offices, tutoring, study groups) and skills that promote academic success.
3. Initiate and reflect on intellectual conversations about academic material in out of classroom environments.
4. Learn to develop and modify personal routines in order to prioritize and manage competing academic and personal demands.
5. Use critical thinking in problem solving and decision making process.

Community Engagement

Residents will live in an environment that enables them to engage in and interact with a diverse and inclusive community in order to foster the cooperation and mutual understanding necessary for successful group living. Residents will...

1. Build and sustain relationships with individuals in their community.
2. Learn roles, responsibilities, and behavioral expectations within a community.
3. Take on leadership roles and positively contribute in one's community, Residential Education & Housing community, community service or in extra-curricular organizations.
4. Gain experience dealing with conflict and navigating toward a resolution.
5. Engage in respectful civil discourse with others in a community of different identities and points of view.
6. Be challenged to explore issues of difference, privilege, power, and oppression.



Cohort Living

The College of New Jersey uses a cohort living model where residents of similar class years are housed together in a First Year Experience, Sophomore Year Experience, or Upper Class Experience. Guided by unique mission statements, each cohort has different staffing structures and building configurations intentionally designed to meet their community's needs.

The First Year Experience (FYE) area leads and supports efforts to create a safe and healthy living learning residential community that promotes academic success and personal development in all first year students. The FYE staff work purposefully to help first year students with the transition from high school to TCNJ and the greater community, and their aspiration is to develop students who are thoroughly prepared for their sophomore year and beyond.

First year students reside primarily in traditional double rooms with communal bathrooms, in Travers, Wolfe, Norsworthy, Allen, Brewster, and Ely Halls.

The Sophomore Year Experience (SYE) area creates an environment that fosters self-exploration, ethical and value development, and goal setting to help sophomore students refine their identity, explore their purpose, and understand their role within the community at large.

Sophomore students reside in traditional double rooms, some with private baths and others in communal baths, as well as suite style residences, in Decker, Centennial, Cromwell, Eickhoff, Ely, and New Residence Hall.

The Upper Class Experience (UCE) staff supports residents throughout degree completion, assisting students with post-baccalaureate transition effects, provides opportunities to develop life skills for the whole student, and hopes to help students make memories throughout the community.

Junior and seniors reside in the College Houses on Pennington Road and Carlton Avenue, Hausdoerffer, Phelps, Townhouses East, Townhouses West, Townhouses South, and parts of Eickhoff Hall.

Learning Communities

Living/Learning Communities are unique housing opportunities where students who share educational interests can live together and explore, learn and teach others about a particular subject. Students work with Residential Education staff and faculty to create dynamic, interactive educational programs for each other, as well as for the broader community. Students in ALL learning communities are expected to assist as a participant and coordinator of programs.

International House (“I-House”): The goal of the I-House is to engage a community of domestic ambassadors and international students in a variety of leadership and learning opportunities, including field trips, special events and house discussions that will help individuals learn more about other cultures as well as their own. Domestic students apply and are selected to the I-House before the housing lottery selection process.

Japanese Language House (“J-House”): The J-House is composed of domestic students who have an interest and desire to learn more about Japanese language, culture and advocacy and have completed the 100 level Japanese spoken language course and are enrolled in a section of Japanese 200 (not necessarily the same section). Students agree to be housed at, a College House, where Japanese is the primary language spoken. They are further expected assist with development and execution of events designed to increase Japanese understanding campus wide.

Gender Inclusive Housing: Gender Inclusive Housing (GIH) is a progressive residential option for students who desire an accepting space and who believe that their gender should not be factored into room assignment selection. Within the community, residents will be provided opportunities to reflect upon their views regarding social issues, politics, spirituality and sexuality. Cohort-wide programming efforts will complement those of the GIH option on a larger scale and encourage residents to participate as their comfort permits.



Getting Involved:

Leadership Opportunities

National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary (NRHH) is the only nationwide organization that exclusively recognizes the top one percent of leaders living in the residence halls. Members of this chapter embody the four pillars of leadership, scholarship, service and recognition. We actively recognize the contributions of TCNJ students, staff and faculty through various programs such as hosting a breakfast for the Building Attendants, writing thank you cards to faculty members, and honoring student leaders.

This chapter of NRHH also organizes the Of the Month (OTM) campaign, which recognizes outstanding students, staff, faculty, organizations, programs, and residential communities (i.e. floors, halls and complexes). Send us an email at nrhh@tcnj.edu or visit our website at: <http://tcnjnrhh.weebly.com/>.

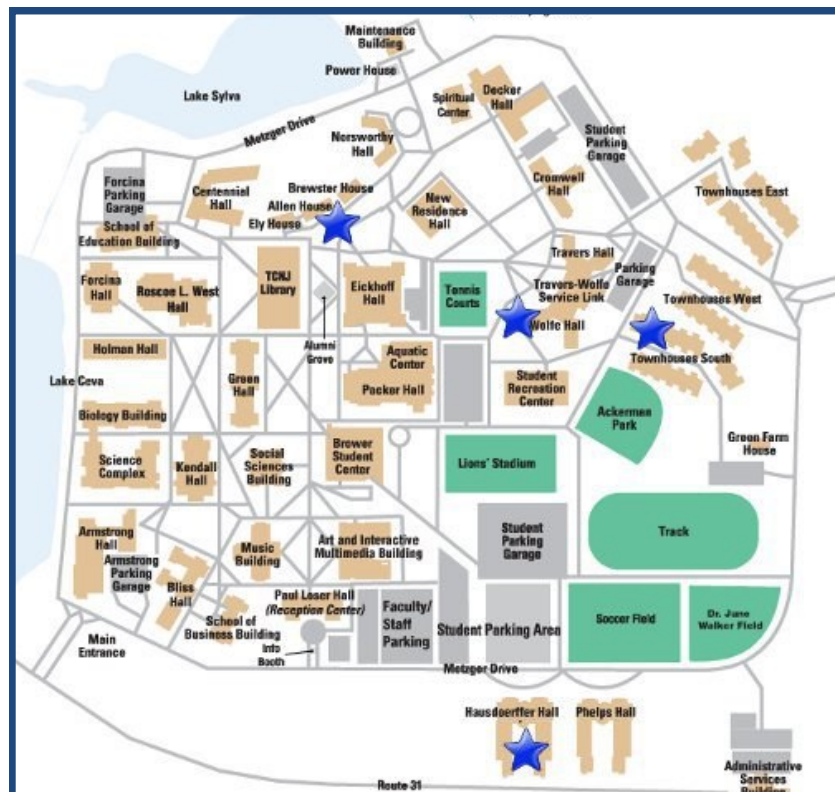
Residence Hall Association (RHA)

RHA is the representative governing body for all students living in college residential facilities. We work to improve the quality of life of those living in each residence hall, assists with the development of residential policies and develop campus-wide events. Past programs include Pottery Social, Carnival Extravaganza for siblings during Homecoming Weekend, Life-Sized Angry Birds and many more. We regularly co-sponsor events with Community Advisors and other student organizations. Come join us every **Wednesday at 3PM in the Cromwell Main Lounge**. For more information, please email rha@tcnj.edu.

Area Office Services

Each residential area has an office that provides replacement keys and package pickup (some area offices also offer amenities such as media equipment and board games). In addition, the area office staff will deliver your 'snail mail' to your residential mailbox for pickup. Staff are available to help you fill out work orders or put you in touch with a representative from the department should you need assistance. Area office locations are marked by a blue star on the map.

Area Offices are open from 8am until 8pm - every day the residence halls are open.



Area Offices

Office Location	Buildings Served	Phone
Wolfe	Travers and Wolfe	609-637-5582
Allen	Norsworthy, Eickhoff, New Residence, ABE, Centennial, Decker, Cromwell	609-637-5602
Townhouses South	Townhouses East, South, and West	609-637-5566
Hausdoerffer	Hausdoerffer, Phelps, and College Houses	609-771-2915

In addition to the area office, each building office is staffed from 8pm until 12am by a Community Advisor (CA) who remains on call until 8am the following morning. Each building also has a night desk staffed from 8pm until 2am, where residents must sign in any guests visiting during those hours. During the hours of 8pm-12am the CA on duty completes 2-3 roves of the building addressing concerns and doing impromptu community building.



Hall Office Phone Numbers

Wolfe	609-637-5582	Travers	609-637-5585
Norsworthy	609-637-5516	ABE	609-637-5602
Centennial	609-637-5515	Decker	609-637-5526
Cromwell	609-637-5612	Eickhoff	609-637-5507
New Residence	609-637-5533	Townhouses East	609-637-5565
Townhouses West	609-637-5564	Townhouses South	609-637-5566
Phelps	609-771-2514	Hausdoerffer	609-771-2915

Administrative Removal from Residence

As noted in the Annual Residence Hall and Dining Service Contract, “[t]he College reserves the right to take appropriate action against a resident, including termination of this agreement, if a resident violates College rules or is otherwise a detriment to his/her safety or to the welfare of the residence hall environment.”

If a student is determined, by Residential Education & Housing staff or another college official, to be a detriment to his or her own safety or the safety of others, he or she may be removed from residency and/or campus on an interim basis. After being removed, the student in question must apply for readmission. Due to the varying circumstances that may result in interim suspension from residency, there are separate processes outlined below to address the re-admission process for two unique situations – drug/alcohol removal or mental health removal.

Alcohol and Other Drug Transport/Removal Readmission Process

The student must schedule a meeting with the Director of Residential Education or designee (henceforth, “director” title). The student may attend classes prior to attending this meeting, unless otherwise noted. During the meeting, the Director of Residential Education will determine whether or not the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residence hall environment, and whether or not the student will be approved to return to his or her residence. This decision may be made by the Director of Residential Education in consultation with Alcohol and Drug Education Program (ADEP) staff and/or Counseling and Psychological Services, if needed.

If a student is transported due to alcohol or other drugs sought medical assistance from local or campus authorities (or if medical assistance was sought on his or her behalf), he or she will not be formally charged under the Student Conduct Code for unlawful use or possession of alcohol or other drugs.

However, affected students will be required to meet with a College representative and may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process. Please note, seeking medical assistance does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, but the effort to seek help for the affected student may be a mitigating factor in sanctioning.

Mental Health Transport/Removal Readmission Process

The Dean of Students, Director of Residential Education or designee will reach out to the student to schedule a meeting. The student is not allowed to return to campus or classes prior to this meeting. During the meeting, the dean or director will determine whether or not the student is perceived to be an immediate detriment to his/her safety or to the welfare of the residence hall environment, and whether or not the student will be approved to return to campus and/or residence. This decision may be made in consultation with Counseling and Psychological Services (CAPS). Therefore, the student will be asked to sign a waiver allowing CAPS to share impressions with the director and/or other pertinent stakeholders. The dean or director will then determine whether the student will be readmitted onto campus and/or residence. The Dean of Students may also apply an Involuntary Health or Safety Withdrawal.

Involuntary Health or Safety Withdrawal Policy

The Dean of Students or designee (henceforth, “dean of students”) retains discretion to apply the Involuntary Health or Safety Withdrawal policy at any time in reviewing the behavior or incident that resulted in administrative removal from residency.

The Dean of Students will review the incident report submitted by Residential Education and Housing staff and will determine whether to apply the Involuntary Health and Safety Withdrawal process. Browse policies.tcnj.edu for the full policy.

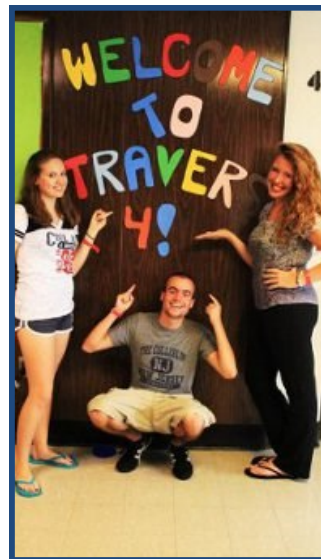
If the Dean of Students determines it is appropriate to apply the Involuntary Health and Safety Withdrawal process the Dean of Students may withdraw the student on an interim basis, followed by the formal process outlined in the policy, or refer the incident to the Behavior and Response Team (BART) for application of the formal process.

Violations of Residential Expectations and Policies

Living on campus is a privilege. It provides you with the ability to build relationships with faculty, staff, and classmates, take advantage of leadership opportunities and participate in many events and activities, and affords you many conveniences by living where you study. In addition, the responsibilities of living on-campus are great and these responsibilities are expectations of residential students in good standing. TCNJ provides many services to its residential students and good citizenship as defined below is expected.

Please note that you may be held responsible for being present during a policy violation based on a preponderance of evidence. You may also be held accountable for your guests' behaviors and policy violations occurring in your room or the common areas of your apartment, suite or townhouse. Residential Education staff and/or campus partners may deny a resident or guest's entry to a hall based on the health and safety of the individual or potential harm to the community. In addition, Residential Education reserves the right to ask questions pertaining to the health and safety of an individual.

Students living in residence are held to two standards, those identified in the Student Conduct Code and those identified by the Department of Residential Education's behavioral expectations for residential students. If a student is found in violation of one or more of these expectations for the first time, Residential Education staff may choose to have a brief educational conversation (EC) or structured Residential Education Conference (REC) with the student rather than referring the case through the Student Conduct process. Should a student fail to participate in the REC process or complete the outcomes resulting from their meeting, and/or persistently engage in similar behavior after being addressed, their case may be referred to the Student Conduct office.



The following are Residential Education and Housing's behavioral expectations for residential students:

GR1 . Participating in an unauthorized room change

GR2 . Failure to complete or abide by the agreed upon expectations outlined in your living agreement (roommate, suitemate, community/house contract or floor common area agreement)

Guest Policy:

After 8pm students must show ID to verify residency with the night desk. All guests, including students from other buildings, entering after 8pm must be registered with the desk. If a non-resident is in the building prior to 8pm, the host must come to the desk at and register when the desk starts.

We welcome residents to have friends over, however hosts are responsible for their guests' behavior and actions—and when you register, the DA will remind you that you may be referred to the conduct process if your guest violates Residential Education & Housing policy.

Each guest will be required to provide a picture ID and will be issued a Guest Pass. A TCNJ ID or most forms of picture ID are acceptable (i.e. current driver's license, state and military IDs, college and/or school identification card); US or other passports will not be accepted. One ID is required for each guest. Guests will be issued a Guest Pass, which they must carry with them at all times and which must be returned prior to leaving the building. Hall desks operate from 8pm until 2am (unless otherwise noted) daily. Overnight guests are permitted for a maximum of 3 nights in a 7 day period. For security reasons students may not lend their keys to anyone. Since overnight guests potentially infringe upon the rights of others' living space, a residential host must receive written permission from his or her roommates/suitemates/floormates prior to inviting overnight guests. Any of these individuals has the right to allow or deny the invitation to a guest prior to his or her arrival. Overnight guest privileges must be agreed upon through the "Shared Living Space Agreement" and in each case specifically.

GR3 . Violation of the Smoking Policy

According to New Jersey State Law, the smoking of any tobacco containing product is not permitted in any college operated facility that serves as a student residence. Residents and occupants of rooms in which evidence of smoking is found are subject to action through TCNJ's conduct process. Any building occupant found smoking any tobacco product in any facility is also subject to a \$100.00 fine via citation from Campus Police. To maintain the highest levels of health and safety possible, Residential Education and Housing also prohibits the smoking, lighting, and/or igniting of any non-tobacco product within any TCNJ operated facility. Residents and occupants of facilities where evidence of use of such a product is found may be subject to action through The College of New Jersey's conduct process.



Smoking Policy:

Smoking is permitted outside buildings at a distance 10 feet or greater from building entrances, openings, or air intakes. We expect that residents and guests will be courteous when asked to move away from other residence hall windows, doorways, and vents. Smokers are asked to dispose of smoking products in provided smoking receptacles.

GR4. Possession or use of an unauthorized electronic device:

- An air conditioner: Individual air conditioners are not permitted in any residence facility (including but not limited to window or portable air conditioners). The electrical circuitry in the buildings is insufficient to provide the necessary wattage required to run an air conditioner.
- Use of a cooking appliance with an enclosed heating element in non-public areas are not permitted.
- Microwave ovens are not permitted when one has been provided by Residential Education & Housing.
- A personal refrigerator is not permitted when one has been provided by Residential Education & Housing, and cannot be kept in closets or bathrooms.
- A multipronged adapter: The State of New Jersey Uniform Fire Code strictly prohibits the use of all non-fused multi-plug adapters from Residence Halls; all multi-plug adapters must have breaker, fuse, or surge protectors. Light-weight extension cords are prohibited from use (16 or 18 gauge brown/white cords) and all other heavy-duty extension cords may only be used temporarily.

**Lighting restrictions:**

The use of halogen lamps and decorative string lights within all residence halls is not permitted.

Appliances with exposed heating elements are not permitted in the on-campus residence halls. These devices include but are not limited to: toasters, toaster ovens, hot plates, broilers, and space heaters (in emergencies, space heaters may be issued by Residential Education and Housing staff). The use of appliances with enclosed heating elements for cooking purposes such as coffeepots, rice cookers, and crock pots are only permitted in the common areas (kitchens and lounges). If found plugged into an outlet in your room, it will be assumed to be in use. It is strongly recommended that all heat-producing items have an automatic shut-off device (e.g. irons, curling irons, etc.). In properties equipped with full kitchens, cooking and the use of existing appliances is permitted in the kitchen area only.

Appliance restrictions:

Microwave ovens over .4 and .9 cubic feet and refrigerators over 3.5 cubic feet are not permitted. Limit one per room, and only allowed in buildings where not already provided.

Major appliances not already supplied, such as portable dishwashers, washers and dryers, are not permitted. No charcoal or gas grills are allowed at any campus property unless signed-out by a Residential Education & Housing employee.

**GR5 . Possession of a non-TCNJ bunk bed or loft**

Bunk-beds are permitted in double rooms where the furniture allows. Some rooms, particularly those in Eickhoff Hall, may contain non-bunkable beds. Please check with Facilities or your Community Advisor to determine if your bed is bunkable. Beds can be bunked by submitting a work order with Facilities. Lofts and other bed lifting mechanisms are not permitted in any hall.

GR6. Improper use of an exit door

- Propping open doors
- Entering or exiting a designated emergency in a non-emergency setting

The State of New Jersey Uniform Fire Code strictly prohibits the propping of all fire doors.

Fire Doors:

All fire doors are to remain closed at all times and under no circumstances may be propped open. Upon hearing a fire alarm, all residents/occupants are required to immediately evacuate the building, and shall not re-enter the building until authorized by the Campus Police or a Residential Education and Housing staff member. Upon detection of a fire, activate the nearest pull alarm station and immediately exit your residence.

During an alarm, all rooms may be entered to ensure the safety of the building and all residents. In situations in which the fire safety of a building is in question, authorized individuals of The College's Department of Administrative and Environmental Services shall have the right to impose additional restrictions and policy changes as necessary to ensure the safety of all building occupants. Such restrictions or policy changes may be in addition to, but may not conflict with or detract from, the provisions established by the state of New Jersey Uniform Fire Code, as enforced by the New Jersey Department of Community Affairs, Division of Fire Safety.

Exit Doors:

Leaving exit doors propped open or unlocked, or entering / exiting the residence hall through clearly marked emergency exit doors is a safety hazard. Townhouse and College House residents are expected to properly secure their front door at all times. Individuals found tampering with door closure and or locking mechanisms may be subject to disciplinary action.

GR7. Violation of fire safety regulations:

- Setting or attempting to set fire to, or creating a fire on property owned or operated by the TCNJ without a permit.
- Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.

- Unauthorized or improper handling of or tampering with any fire, safety, or emergency equipment or fixtures (which includes, but is not limited to, fire extinguishers; pull alarm stations; sprinkler heads; smoke detectors; heat sensors; exit lights; elevator phones, fire doors and call boxes).
- Blocking doorways; hanging articles from outside windows; hanging objects on/from fire safety equipment or ceiling.
- Lighting a candle (even for decorative purposes), incense, or any other open flame inside a College facility or wooded area without express permission from the Department of Occupational Safety and Environmental Services
- Smoking inside any College building and/or within 10 feet of a doorway to any College building.
- Removing screens, entering or exiting a building through a window.
- Leaving exit, fire, and/or smoke doors propped open or unlocked, or entering or exiting the buildings through emergency exit doors.
- Presence on the roofs of College buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated closed or prohibited.
- Riding of bicycles or skateboards, the throwing, kicking, or bouncing of objects, the use of roller skates or blades, the use of water guns, and any other activity that causes risk to property or personal safety inside a College facility.
- Presence of any motorized vehicle or machine in buildings with the exception of motorized vehicles used by, or in aid to, persons with disabilities.
- Failure to evacuate a residence hall when fire alarm sound.
- Halogen lamps, strains/strings of lights, fireworks, smoke/fog machines or other flame-producing devices, and personal furniture containing or constructed of urethane are strictly prohibited from all residences.
- All fire safety violations are considered very serious and may result in removal from residence.

GR8. Failure to cooperate with front desk operations:

- Failure to register guests at the front desk after 8:00 PM.
- Failure to show appropriate identification when entering the residence halls after 8pm.

No Hall Games

Please do not ride a bike, throw balls, Frisbees, or anything else, water fight, hockey, roller blade, scooter, run, wrestle, or engage in any other activity or sport that could be deemed inappropriate for indoor use.



Key policy:

Keep your keys on you, don't share them with others, and be careful not to lose them. If you do, report to your area office immediately. If you lose your ID, deactivate it thru card services' website immediately also found here:

<http://cardservices.pages.tcnj.edu/card-services/lost-card/>



GR10. Violation of the key policy:

- Lending keys
- Not reporting the loss of a stolen keys

If a key is reported lost or stolen, a spare key will be issued and a lock change will automatically be scheduled at the student's expense (\$50—rates may be different depending on the building). Spare keys must be returned within 72 hours. Failure to do so will result in an automatic lock change. Residents may not refuse a lock change; those who try will be charged for the locksmith's visit and another lock change will be automatically scheduled.

If a spare key is not returned within 72 hours, a lock change will be administratively activated at the resident's expense. Please note that this charge may be higher for lock changes in some properties.

Residents will be referred to a Residential Education staff member after three or more requests for a spare key. Further requests after the conversation may result in additional actions.

GR11. Possession of an unauthorized pet

Fish, turtles, hamsters, mice, gerbils, small guinea pigs, iguanas, lizards, and hermit crabs are permitted in the on-campus residence halls, but must be agreed-upon by all those sharing the room, house, and/or apartment and documented on the Shared Living Agreement. ALL animals must be confined to a glass tank that is no larger than ten gallons; wire cages are not permitted as they have been deemed unsanitary and easily escapable. Heat lamps are not permitted due to fire safety concerns, but heated rocks are an acceptable alternative. Animals may not be removed from their tanks at any time except for cleaning. Animals which are specifically banned include: cats, dogs, rabbits, ferrets, chinchillas, snakes, and birds. **All pets are prohibited in all College Houses.**

GR12. Misuse of College furniture, including stacking furniture or moving it from common areas to student rooms

Students are not permitted to remove college furniture from their bedrooms or common living areas. All personal furniture brought into the residence hall must be made of fire retardant materials. Residents are not allowed to bring their own bed and/or mattress. For questions, see your Residence Director.

The common areas (bathrooms, elevators, hallways, kitchens, laundry rooms, lobby, and lounges) are for everyone's use and should be left in a clean condition. Residents will be held accountable for excessive cleaning charges. Unless responsible parties can be identified, damage assessments for vandalism and missing property (including excessive cleaning fees due to damages) are a shared responsibility of the residents of the building, apartment, floor, hall, room or townhouse where the incident occurred. *Residents are responsible for taking their room trash out to their area's common receptacle.*

GR13. Failure to possess or present College identification or lending one's ID card to another person

GR14. Throwing objects out windows

Throwing objects out of windows is dangerous to individuals, their property, and the surrounding areas. Removing screens, entering or exiting a building through a window and suspending objects outside of a window is prohibited. Violations of this nature are considered serious and may result in removal from residence.

GR15. Violation of the College posting policy

All posters, fliers, and mailbox stuffers must first be approved for posting and distribution by the office of the dean of students, located on the second floor of the Brower Student Center. Secondly, all posters, fliers, and mailbox stuffers must then be approved by the residence director or complex coordinator.

GR16. Violation of Quiet Hours or Courtesy Hours or noise which is deemed disruptive to others

To ensure an environment conducive to sleep and study, individuals are responsible for monitoring their personal noise level. Quiet hours are in effect from 11PM to 8AM, Sunday through Thursday, and from midnight to 8AM, Friday and Saturday. During quiet hours, all noise must be confined to student rooms at a level that cannot be heard outside the room when the door is closed. Quiet hours are in effect twenty-four hours a day during reading periods and finals week at the end of each semester. All remaining hours of the day are considered courtesy hours. During courtesy hours, all noise must be kept to a level which is respectful to other residents in the suite/apt./building and residents are asked to comply with reasonable requests from their peers.

Students and guests can be documented for violating the noise policy during courtesy hours if deemed appropriate by a Residential Education and Housing staff member. Amplified music or bands are not allowed without departmental approval and all groups using common areas and/or lounges need to abide by quiet hours.

GR17. Unauthorized solicitation in residence

Soliciting (include, but not limited to collecting money, recruiting, selling items, etc.) within a residence hall by any person for any purpose not approved by a Residential Education and Housing professional staff member is prohibited. Please seek permission from the residence hall director or complex coordinator in-advance.

GR18. Violations of the Annual Residence Hall & Dining Services Contract

GR19. Consuming alcohol while in the presence of persons not 21 or older

GR20. Being in the presence of alcohol by persons not 21 or older

GR21. Possession of kegs or any alcohol containers considered to be a common source

GR22. Excessive intoxication (from alcohol or other drugs) with medical assistance sought from local or campus authorities.

GR23. Participating in drinking games or behaviors designed for the purpose of rapid and/or excessive consumption.

GR24. Hosting an event that violates the Student Conduct Code or a Residential Education & Housing policy or other College policy. <http://policies.tcnj.edu/>

GR25. Other Guide to Residence Living Violations

TCNJ Residence Hall Alcohol Norms

Residential Education & Housing at TCNJ maintains the physical and mental health, safety, and well-being of an individual and the residential community at-large as its highest priority. Procedures and policy components are in-place to maintain a safe and productive environment for sleep and study within our residence halls. The norms listed below are provisions to which residents and guests agree to by contract or when visiting a TCNJ residence hall. Please see the residence hall norms pertaining to alcohol below:

1. TCNJ permits the responsible use of alcohol by those twenty-one (21) or older within residence hall private spaces; however, any student found abusing alcohol may be referred to a professional staff member.
2. We expect that residents 21 or older will possess and consume alcohol in the privacy of their rooms, with the door closed, and without individuals under the age of 21 present.
3. Alcohol is permitted in common areas of an apartment, townhouse, or house where all individuals present are 21 or older.
4. Residence hall staff and/or a designated partner may determine if any person has consumed alcohol to a point which may be considered a danger to oneself or the community. The person may be removed from the residence halls until a time specified by the director of Residential Education or designee.

5. We expect that those under the age of 21 will not be in the presence of, possess, or consume alcoholic beverages in the residence halls.
6. We expect that those under the age of 21 will remove themselves from situations where alcohol is present.
7. We expect that no person will consume or carry alcohol in open containers in any public area of the residence halls.
8. Kegs and any common source alcohol containers are prohibited.
9. We expect residents 21 or older will refrain from drinking games or behaviors designed for the purpose of rapid and/or excessive consumption.
10. We expect room, townhouse, and/or apartment hosts are responsible for the behavior and actions of all persons in their space and that all Student Conduct Code and Residential Education & Housing policies are followed.



Sanction Persistence

Students are reminded that disciplinary sanctions and/or Residential Education Conference behavioral agreements may carry over into the following academic years and are required to be completed even when a student moves off campus or graduates. Failure to complete sanctions may result in disciplinary holds placed on transcripts and/or registration.

Last Two Weeks of the Academic Term

The last two weeks of the semester are particularly stressful for students who are writing papers and studying for final exams. The College understands the need for a quiet and comfortable environment conducive to such activities. Therefore, disruptive behavior during this period may result in immediate removal from residence and temporary banning from the residence halls pending any related disciplinary hearing. Further, hearings for such cases may be held in the following semester (for fall cases) or heard in absentia (for spring cases).

Student Conduct Code

The Student Conduct Code aims to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate students regarding responsibility and accountability for their actions, to encourage and foster self-insight and self-initiated change of behavior, to uphold the procedural rights of students accused of violating TCNJ's rules and regulations, and to encourage the application of ethical decision-making in the daily life of all students.

Please see the full document published by the Office of the Dean of Students and the division of Student Affairs, and maintained by the director of Student Conduct at <http://conduct.pages.tcnj.edu/>.

Residential Education & Housing would like to highlight the following policies from the Student Conduct Code:

<http://conduct.pages.tcnj.edu/drugs-narcotics-and-controlled-substances/>

- a. Unlawful possession, use, purchase, or attempted purchase of drugs, narcotics, or controlled substance and/or paraphernalia.
- b. Unlawful manufacture, distribution, or intended distribution of drugs, narcotics, or controlled substance and/or paraphernalia.
- c. Misuse or misappropriation of any prescription or over-the-counter medication.
- d. Knowingly being in the presence of the *illegal* use of a drug, prescription drug, narcotic, or controlled substance.
- e. Disrupting the campus or off-campus community or engaging in any policy violation while under the influence of a drug, controlled substance, or narcotic.
- f. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for a drug overdose (nor a student who seeks medical attention on behalf of the affected student) will be formally charged under the *Student Conduct Code* for the unlawful use or possession of a drug. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the

affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.

- g. Although New Jersey state law permits the use of medical marijuana within narrowly tailored circumstances, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any College property, nor is it allowed at any College-sponsored event or activity off campus.

Alcoholic Beverages

<http://conduct.pages.tcnj.edu/alcoholic-beverages/>

- a. Being in possession of, attempting to purchase, purchasing, or consuming alcoholic beverages on or off campus while under the age of 21.
- b. Selling, distributing, or serving alcoholic beverages to a person under the age of 21.
- c. Possession and/or utilization on campus of devices for the rapid, high-risk consumption of alcohol including, but not limited to funnels, beer pong accessories, beer bongs, luges, etc., regardless of age.
- d. Consuming alcoholic beverages or carrying alcohol in open containers in any public area without the receipt of an alcohol permit, regardless of age.
- e. Hosting the underage consumption of alcohol in a social space, residence hall room, common area, or off-campus space that is occupied by, under the control of, or reserved for the use of a student or organization.
- f. Possession of common source containers of alcohol on campus whether empty or full, including but not limited to kegs, punch bowls, etc., regardless of age.
- g. Excessive use of alcohol resulting in a state of intoxication which endangers oneself or others.
- h. Disrupting the campus or off-campus community or engaging in any policy violation while a student is intoxicated.
- i. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for intoxication (nor a student who seeks medical attention on behalf of the affected student) will be formally charged for the unlawful use or possession of alcohol. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.

Bullying, Intimidation, and Harassment

<http://conduct.pages.tcnj.edu/personal-abuse/>

- i. Engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on web-sites or other social media), whether it be a single incident or series of incidents; that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the College or the rights of any student or other member of the College community; and that:
 - a. involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College; or
 - b. a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any person or group; or
 - c. creates an intimidating or hostile environment by substantially interfering with another student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community; or
 - d. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing him or her in reasonable fear of physical or emotional harm to his or her person, or to any member of that person's family or household, or of damage to his or her property.
- i. Any attempt to intimidate, threaten, or unduly influence another person with the purpose to discourage cooperation or truthful participation in a student conduct matter, investigation, or proceeding.
- ii. Abusive or harassing conduct directed at a person or group *because of* membership in a protected category may result in an enhanced sanction.



Annual Residence Hall and Dining Service Contract

The Annual Residence Hall and Dining Service Contract is a binding agreement for a residence hall room space for the full academic year or remaining portion thereof, and can only be terminated by the executive director, or designee, under extenuating circumstances. To read the entire contract or view the contract release request process, visit: <http://housing.pages.tcnj.edu/>

Some highlights from the Annual Residence Hall and Dining Service Contract that we would like to bring to your attention include:

Meal Plans: A meal plan is required for all residential students.
<http://www.tcnjdining.com/plans.html>

Entering Student Rooms: The Annual Residence Hall and Dining Service Contract states that TCNJ reserves the right to inspect student rooms and furnishings in order to maintain health, safety and maintenance standards.

Room Re-assignments: The assignment or reassignment of a room and roommates is an administrative decision of The College. TCNJ may reassign your room or assign a resident to any existing vacancy in campus housing at any time.

Damages or Theft: The College accepts no responsibility for damage, theft or loss of money, valuables or personal effects of the student. Residents are encouraged to confirm that their property is covered by their family's home owner's insurance and/or purchase personal property insurance.
<http://housing.pages.tcnj.edu/financial-information/student-property-insurance/>

Room Damages: All residents will be held responsible for and billed for defacement or damage to the room, common areas, and furnishings for which he or she contracts.
<http://housing.pages.tcnj.edu/living-on-campus/policies-and-regulations/hall-damages/>