

## **STUDENT CODE OF CONDUCT**

Respect for other students' right to live and learn harmoniously, is imperative to the PCCUA college experience. All students are expected to practice self-discipline, and accept shared responsibilities in the order of the community. Further, if a student's behavior is disruptive, the Vice Chancellor for Student Services and Campus Life has the right and obligation to remove the student from the property and to vacate the apartment. A student removed from the property, may not return without meeting with the Vice Chancellor for Student Services and Campus Life.

The Residential Handbook and the PCCUA Code of Conduct exist to help ensure the health, safety, and well-being of each student living in the community. Depending upon the degree of the policy violation and frequency of occurrences in which a student has been involved, a student may receive sanctions ranging from fines to removal from the living and learning community or to college expulsion.

### **Possible Student Housing Infractions include the following:**

- Violation Noise
- Offensive odors
- Alcohol possession, use, or abuse
- Drugs or drug paraphernalia
- Theft
- Violations of any policy listed in the Student and Housing Handbook, or involving Police
- Indecent exposure
- Fire alarms –setting off and/or tampering with equipment.
- Fires, fireworks, explosives
- Giving false information
- Animals
- Littering
- Flood and fire damage

Please note that the descriptions are not inclusive of every violation possible, nor do they contain every variance of the violations list.

### **Sanctions**

A sanction is a penalty imposed as a result of violating a law or rule. Sanctions will follow the student code of conduct policy. Incident reports will be written for all warnings. Residents will receive a letter acknowledging the warning.

### **Guests**

The permitting of guests is a privilege which can be removed. Resident assumes responsibility for the behavior and actions of their guests at all times. Guests must comply with all PCCUA Residential Life and Housing policies.

## **SAFETY AND SECURITY**

1. The safety and security of residents is important to the College; therefore, residents must utilize reasonable care in ensuring fire safety and to participate in fire drills and to exit buildings in the event of a fire alarm. Resident agrees to comply with all Housing Policies related to fire safety including, but not limited, to policies related to cooking appliances and smoking.
2. Firearms, Weapons and Dangerous Devices are not prohibited in Housing. Storage or possession of firearms (including pellet, BB, and air guns), weapons, ammunition, tasers, or explosives of any kind would result in removal from facility and possible removal from campus.
3. The College will not be liable for any personal accident, injury or illness, including death, to any student or the occupants of student residence facilities, or guests.

### **Loss of Campus Housing Privilege**

Living within college provided housing is a privilege. A student may be removed from college housing for disciplinary reason. Examples include incidents in which damage occurs, a pattern of policy violations, drug possession, harassment, or other major disruptions that are primarily focused within the college housing community.

### **Alcohol**

PCCUA prohibits the possession, distribution, manufacture, or use of alcoholic beverages on its properties, including the Residential Living and Housing. This prohibition includes students who are 21 or older. Alcohol bottles or containers, including boxes, may not be in the residential area or displayed as decoration **even if they are empty**. Students may also not be in the presence of alcohol while on campus or housing provided by the College. Anyone violating these policies will be subject to the conduct process. Alcohol and other substance abuse is a college concern.

### **Drugs**

The college prohibits manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug, controlled substance, or drug paraphernalia on campus. Drug paraphernalia includes hookahs, grinders, scales, and rolling papers. If a student is found to be using or providing a legal substance, including prescription medication, as an addictive drug or in excess amount, sanctions may be incurred. Students must be able to immediately provide proof of their prescriptions to college personnel upon request. Recreational or medical marijuana is not permitted on campus or on property owned by PCCUA. Residents found violating these policies may be evicted from their campus housing.

Information concerning the possession, sale, use, etc., of drugs on campus or student housing must be brought to the attention of the Campus Police and they will conduct an appropriate and confidential investigation.

## **Tobacco-Free Policy**

PCCUA is a **tobacco-free campus**. According to Arkansas Code Title 6, Chapter 60, use of tobacco is prohibited on each campus of state-supported institutions of higher education. “Campus” means all property, including building and grounds, which are owned or operated by a state-supported institution of higher education. This includes student housing offered by the institution. Use of electronic cigarettes is also banned from campus-owned property. This includes all portable and handheld vaporizers. Students found smoking/vaporizing or using tobacco in or around the residential facilities will be subject to the conduct process.

## **Emergency Equipment**

Tampering with, damaging, or inhibiting the use of emergency equipment, including exterior doors, propping any exterior door, or tampering with any surveillance camera is strictly prohibited. Damage caused by the student’s action or negligence will be charged to the student. Fire extinguishers may only be used for their intended purpose. If a resident misuses a fire extinguisher, the resident will face the conduct process. If an alarm is triggered while one is cooking, residents are still responsible for making sure the alarm remains in working order. **The detectors must always be working, and violations will go through the conduct process.** Because of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be removed from student housing.

According to Arkansas Code 5-71-210, communicating a false alarm is a Class A misdemeanor if no one gets hurt or there is no damage to property. Two or more times, then it’s a Class D Felony. It’s a Class D felony if property damage results or if it is a bomb threat to a private or public educational institution. Communicating a false alarm is a Class C felony if there is physical injury.

## **Firearms, Explosives, Hazardous Materials**

The possession or use of firearms on college property or at college-sponsored events is prohibited by state law and may result in suspension or expulsion from the college. The possession or use of fireworks, explosives, or other weapons on college property is also prohibited and may result in sanctions up to suspension or expulsion from the institution.

The storage or use of the following items, but not limited to the following items, in and around college- provided housing is **prohibited**: fireworks, explosives, explosive materials, weapons, lighter fluid (used for grilling purposes), ammunition, devices capable of casting a projectile (such as bows and/or slingshots), swords, brass knuckles, or any type of gun (including but not limited to handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or toy weapons that look like real weapons).

An exception under Arkansas law is that persons with a valid concealed-carry permit may have their licensed handgun on their person while inside their vehicle, even on campus or student housing areas, and they may leave the handgun inside their properly locked vehicle, even while on campus or student housing areas.

## **Projectiles**

Darts and dartboards are not permitted in residential buildings due to the potential for personal injury and property damage.

## **Electrical Appliances**

The following electrical appliances are **NOT** permitted in Residential Living and Housing:

- Open element appliances (such as hot plates, broilers, open grills)
- Space or kerosene heaters
- Air conditioners (personally owned units)
- Outside antennas or satellite dishes
- Halogen or sun lamps
- Air fryers with the usage of oil

## **Candles and Incense**

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, is prohibited on campus and in all student housing, including college funded properties. Decorative candles must have non-burned, clipped wicks, or be wickless. Residents may use candle warmers as long as they are conscious of placement.

## **Electronic Imaging**

Use of cameras or other electronic imaging devices to transmit live images or videos from apartments is limited to the capture of that resident's contracted portion of the room unless written permission is obtained by all contracted residents of the room. Any activities that infringe on the rights of others or violate policies or laws are prohibited. Monitoring systems will not be allowed to be installed anywhere in the facilities. This is due to the significant wiring and intrusive methods required to install a system like this and also because of privacy concerns for other reasons with this external-facing technology.

## **Compliance with College Officials**

Failure to comply with a request by an authorized college official, including failure of a student to present his or her college identification card when requested by an authorized college official, may result in disciplinary action. Additionally, actions toward any college employee or authority, which are manifestly unreasonable in time, place, and manner and may disrupt the fulfillment of their duties may result in disciplinary action.

## **Recreational Sports**

Sports and activities that are customarily meant to be engaged in outdoors may not occur indoors. This includes skateboarding, rollerblading, biking, throwing balls, etc. This policy is in place for the safety of all students and to prevent damage to the facilities. No recreational sports may occur near or adjacent to the building if they could cause damage (i.e., golf balls etc.).

## **Personal Motorized Vehicles**

Motorized scooters or motorized personal transportation devices, including hover boards, are prohibited from being stored, charged, or used inside any college provided housing due to potential fire and safety hazards. This includes anything operated by a large lithium-ion battery. Standard scooters and mopeds must be parked at least 12 feet from any building and may not be used or parked on any sidewalk.

## **Noise**

Sound carries easily in community living. Voices, stereos, televisions, air horns, and bouncing balls in rooms can often be heard in other rooms. Remember that while residents have a right to listen to music of their choice and be boisterous, other residents have a right to sleep, study, or listen to the music of their choice without disturbance. Yelling, playing loud music, etc., out of windows is prohibited. The playing of musical instruments is permitted within the living area as long as it is not disturbing others or violating quiet hours.

## **Quiet Hours**

**Quiet hours are midnight to 8 a.m.** Courtesy hours are always in effect. If a fellow resident makes a reasonable request regarding your noise level, please be courteous. Sound should not be heard more than three doors away.

## **Trash and Recycling**

All personal trash must be carried to the appropriate receptacle located outside of the apartments. Trash may not be left outside any apartment door or in the apartment.

## **Cleaning Personal Space**

All apartments must be clean and properly maintained at all times. Cleaning of the individual apartment is the responsibility of the residents occupying the apartment. According to the housing contract, failure to maintain the apartment in a safe and sanitary condition may result in termination of the housing contract.

Please alert campus Maintenance for assistance in pests elimination. If the College is not notified in a timely manner, the resident may be billed for pest removal and cleaning.

## **Mold and Mildew**

The resident must contact College Maintenance through the Ridge Net portal if they have reason to believe there is a mold or mildew issue in their unit.

## **Theft and Possession of Stolen Property**

Theft is strictly prohibited in the residential facilities, on campus, and by law. Taking an individual's personal property without permission is strictly prohibited. Any student who suspects they have had something stolen should immediately report the theft to the local Police at 870-572-3411. Students who are found responsible for theft will receive sanctions.

## **Vandalism**

Vandalism to property will not be tolerated under any circumstances. People who violate this policy will be subject to disciplinary action and will be held responsible for the restitution of the damaged item(s). This also includes property of other residents.

## **Illegal Entry**

Students who enter an apartment without permission from the occupant will be trespassing. Entry by force will be considered breaking and entering. Illegal entry will be subject to the conduct process.

## **Decorating**

Residents will be billed for holes found in the walls or doors of their apartment. Residents may adhere items to the wall ONLY via sticky tack or other removable sticky items. No holes are permitted. Also, any excessive paint chips will cause a painting bill to be charged to the residents.

Residents are encouraged to personalize their apartment; however, appropriate decorating guidelines must be followed.

- Items may not hang low in the rooms.
- Items may not protrude from doors into public space.
- Nothing may block a smoke detector in any way.
- Decorative lights may not be connected to another strand and must be plugged directly into the wall. Rope lights are the recommended holiday lights to be used.

## **Windows**

Windows may not be covered with any sun-blocking items such as insulation, blankets, or foil. When using curtains, residents must ensure there is air flow on either side of the curtain.

Residents may not display posters, signs, flags, or other items in their windows, regardless of which side of the blinds it is on unless the blinds will remain closed at all times. Residents may not remove the screens, nor may they throw anything out the windows. Residents may also never exit an apartment or suite via the window unless a true emergency is occurring. Doing so may result in disciplinary action.

## **Keys and Lockouts**

Residents are expected to lock their doors, especially when they are not home, to ensure the safety of themselves and their property. Key pad numbers to the entry Apartment gates and apartment keys are for the personal use of the resident and may not be loaned to anyone.

## **Room Entry and Search and Seizure**

Residents have a reasonable right of privacy in a residential building owned by the College. However, an apartment may be entered by college personnel for the purpose of conducting administrative tasks, one of reasons according to the apartment lease, or one of the following:

- College personnel may conduct a welfare check on a student if there is reason to believe the student's health may be in question.
- The apartment maintenance conducts periodic pest control measures in and around residential buildings. The periodic pest control services are not optional.
- If a resident requests maintenance work or repairs in his or her apartment or suite, the resident thereby grants Maintenance personnel and contractors the right of entry into the apartment without notification.
- For any routine or preventative maintenance deemed necessary.
- When a student's behavior is believed to be violating the law or college regulations or policies, College staff may enter the room.
- If prohibited materials are found in a room or an apartment (e.g., candles, alcohol) they will be seized and disposed of appropriately.
- To complete a check-in or check-out of a resident assigned to that apartment or suite.

### **Thefts:**

Hopefully, you will never be a victim of theft or vandalism, but it is important for you as a resident to observe the following guidelines.

- Keep bedroom/front doors and windows locked at appropriate times.
- Keep your vehicle locked at all times and keep valuables out of sight.
- If the student is the victim or a witness to any on-campus criminal offense (e.g., theft, vandalism, or property destruction), observes a suspicious person on campus, or observe a person with a concealed weapon, promptly notify 911 for local Police Department to report the incident.
- PCCUA is required to keep and disclose information about crime on and near campus due to the Clery Act. This information is updated annually and can be found on the PCCUA website. The Clery Act also states that colleges must give a timely warning covering any crimes poses an ongoing threat to the campus community. This notification is typically done through the college alert system.

### **Parking**

Only residents with PCCUA residential parking passes are allowed to park at the Residential Living and Housing, and residents may only utilize one parking spot in the parking lot. **If a vehicle parked inside the apartment provided parking does not have the appropriate tag displayed, it may be subject to ticketing and/or towing. This includes residents who have failed to acquire a residential parking pass. Only one residential parking pass will be provided to resident.**

Do not leave valuables in sight and be sure to lock your vehicles. PCCUA is not responsible for vehicles on any owned property. Any damage or theft concerns should be reported to the local Police Department at 870-572-3411.