



A Guide to Residential Living 2024-2025



Message from the Director

Welcome to Student Housing at Green River College. The Student Housing Staff hope that your academic year will be exciting, challenging and rewarding for you. Student Housing staff strive to provide a supportive living environment that encourages students to be ready to succeed in the classroom and grow as individuals. We also work to provide facilities conducive to living and learning, student safety and security, personal growth, and memorable experiences.

You made a valuable choice to become a part of the Green River's residential community. By signing your Student Housing Agreement and reviewing this Guide to Residence Living, you acknowledge and agree to follow the standards of our community. As a resident of this community, you play an important role in the success in our communities' success. I invite you to engage with our community in every aspect available to you and look forward to supporting you in many successes!

Go Gators!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Philip Hernandez', with a large, stylized flourish at the end.

Philip Hernandez, EdD
Director of Student Housing

Green River College Residential Philosophy

The aims and purposes of GRC's Student Housing program complement the stated mission of the Green River College. To facilitate a varied Student Housing experience, GRC houses students in apartment style residential complexes with intentional programmatic efforts to encourage residents to experience life with others who are from different backgrounds, interests, and communities.

Thus, the goals of Student Housing focus on the individual, and their relationship to the community in which they live. To this end, the Student Housing staff will strive to achieve the following goals:

- To maintain an environment that places high priority in the pursuit of academic responsibilities.
- To assist students in developing a positive regard for their living areas.
- To encourage self-reliance among residents while recognizing the interdependence of all.
- To promote acceptance and mutual respect among all residents by developing an awareness of one's individual responsibilities and rights and the rights and responsibilities of others.
- To promote an environment in which students are encouraged to consider and understand their personal values, beliefs, and appreciations.
- To provide opportunities through which one can develop and practice mature interpersonal relations and social skills.
- To provide opportunities for one to develop and apply leadership skills.
- To acquaint one with the numerous campus and community resources to support a holistic residential experience.

Student Affairs Mission Statement

Green River Student Affairs engages and empowers our diverse community through innovative opportunities that bridge instruction and life-long learning, leading to student success, social awareness, and action.

Student Housing Mission Statement

Operate from an abundant mindset, embracing our authentic self, being aware, and accepting of our team members. Be compassionate and generous in expressing respect, value, and appreciation towards others, realizing that we are all unique and equal. Work as a team; present and bringing high energy to achieve our goals with integrity and accountability, while remaining flexible and accountable. Unified in our goals, we will work collaboratively to support shared success.

The Guide to Residence Living is subject to periodic revision. It is the policy of the Green River College to provide equal educational and employment opportunities without discriminating on the basis of race, religion, color, creed, marital status, national origin, age, disability, sexual orientation, or gender, in its educational programs, activities or its employment and personnel policies.

Student Housing also understands its responsibilities under the Americans with Disabilities Act to make reasonable accommodations for students/persons with disabilities. Green River College is accredited by The Northwest Commission on Colleges and Universities.

Please indicate in writing to studenthousing@greenriver.edu if there are accommodations needed for housing to be better accessible for you.

GRCC Student Village, LLC

Campus Corner Apartments is owned by GRCC Student Village, LLC (the Owner). The Owner has fiduciary responsibility of the property and its programs. The Owner delegates the management of the property to Capstone On Campus Management (COCM). See below for more details.

Capstone On Campus Management (COCM)

Green River Student Housing is managed by Capstone On-Campus Management, LLC. COCM's mission is to provide exceptional management of on-campus student housing communities through excellence in customer service, facilities maintenance, residence life, and financial performance, all encompassed by a focus on student success. The corporate office for COCM is located in Birmingham, Alabama.

This Guide

This document, the Guide to Residence Living (Guide), includes expectations of all students and guests in Student Housing. Upon receipt, and as agreed to in the Housing Agreement, it is acknowledged that all students agree to comply with the Housing Agreement and all policy and procedures contained in this document. This Guide is not a contract. Please note that information and policy details are subject to change during the quarter.

CONTRACTS AND AGREEMENTS

Student Housing is pleased you selected to live on campus. As a student living in residence, you agree to follow the policies described in the GRC Student Conduct Code, the Student Housing Agreement, and the Guide to Residence Living, and any policies and regulations identified Green River College or Student Housing staff. You are expected to familiarize yourself with these guidelines, make responsible choices, and understand your rights and responsibilities as a member of this community. It is important to consider the effect your choices and behaviors have on yourself and others around you. Living on campus is a privilege and we are pleased you selected to join our community.

GRC Student Conduct Code

The Student Conduct Code aims to protect the entire GRC community and the rights of its members. Please see the full document on the GRC website.

Student Housing Agreement

The Student Housing Agreement, signed by every residential student, is a legally binding contract for your room. The Student Housing Agreement is a yearly contract which can only be terminated by the Director of Student Housing, or designee, under extenuating circumstances as outlined in the document.

Some terms from the Student Housing Agreement that we would like to emphasize and bring to your full attention include:

- **Entering Student Rooms:** The Student Housing Agreement states that GRC reserves the right to inspect student rooms and furnishings to maintain health, safety and maintenance of standards.
- **Room Changes:** Room Change Days are typically held on the third Wednesday of each semester and at the end of the fall semester. During these days it is possible for residents to be approved to switch rooms with one another or to change rooms into available vacancies. Room changes outside of

scheduled room change days are only allowed with the permission of your Residence Complex Coordinator. Students involved in unauthorized room changes will be documented and directed to a professional staff member and will be held accountable for possible policy violation. If you are interested in a room change, please speak with your Resident Assistant for more information.

- **Room Re-assignments:** The Student Housing Agreement states that the assignment or re-assignment of rooms and/or roommates is an administrative decision of Student Housing. GRC has the right to assign a resident to any existing vacancy in campus housing at any time. When a vacancy exists in a room, The College has the right to consolidate the remaining resident(s) to a vacancy in another room.
- **Room Damages:** Each resident is expected to maintain his or her residence hall room in good condition. To document the original condition of your room, you will have the opportunity to review and sign a Data Room Inventory Card (DRIC) at the time you move into your assigned room. Please review this form carefully; when you vacate the room, this form will be used as the basis of comparison for damages. Residents will be charged for all damages that were incurred during their stay in an assigned room. At checkout, residents are responsible for formally checking out at the residential hall office and turning in his or her room key. Because this is your home, residents are expected to report malicious damage to common areas. When communities do not identify the responsible party, these charges are assessed to all members of the community. You are responsible for ensuring the proper use of these facilities by your guests. During all breaks, residents are expected to follow appropriate sign-out procedures.

The Student Housing Agreement may be viewed in full on the Student Housing website.

RESIDENCE HALL HEALTH, SAFETY & SECURITY POLICY

Principles of Campus Living

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.

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 suite. Student Housing staff and/or campus partners may deny a resident or guest's entry to a residential complex based on the health and safety of the individual or potential harm to the community. In addition, Student Housing reserves the right to ask questions pertaining to the health and safety of an individual.

GRC Residential Alcohol Norms

Student Housing at GRC 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 residential complexes. The norms listed below are provisions to which residents and guests agree to by contract or when visiting a GRC residential facility. Please see the residential norms pertaining to alcohol below:

- Residential 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 residential complexes until a time specified by Student Housing staff.
- We expect that those under the age of 21 will not be in the presence of, possess, or consume alcoholic beverages in the residential complexes.
- We expect that those under the age of 21 will remove themselves from situations where alcohol is present
- We expect that no person will consume or carry alcohol in open containers in any public area of the residential complexes
- Kegs and any common source alcohol containers are prohibited

Alcohol Policy

Persons involved with alcohol are subject to punitive action by GRC and criminal and civil prosecution. The presence of alcohol and/or an empty alcohol container in GRC Residential Complex will be documented under the provisions of the GRC Student Conduct Code, the Guide to Residence Living, and the laws of the state of Washington as follows:

- All residents present where alcohol or empty alcoholic containers are found will be documented to investigate their level of responsibility in this situation.
- If alcohol or empty alcohol containers are found in a residential suite and residents are not present at the time of discovery, all registered residents of that suite are in violation of the alcohol policy and will participate in a Residential Student Conduct Hearing to investigate the level of responsibility by individuals.

Drug Policy

Persons involved with illegal drugs (including marijuana) are subject to punitive action by GRC and criminal and civil prosecution. Any residential student found responsible for or participating in an on-campus illegal drug offense will be subject to sanctions, up to and including eviction from housing. Individuals within the presence of will be documented and processed through the Residential Student Conduct procedure.

Note: Both on-and off-campus violations of GRC's Drug and Alcohol Policy are subject to disciplinary actions as outlined in the Student Code of Conduct.

Administrative Removal from Residence

As noted in the Student Housing Agreement, “the 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.”

At the discretion of the Director of Student Engagement and Student Housing or other college official, if a resident student exhibits behavior that is determined to be detrimental to his/her safety or the welfare of the residential community, they may be transported to the hospital for emergency assessment and treatment. Contemporaneous to the transport, the resident student will be subject to an interim suspension from residency, requiring the resident student to apply for readmission to residency through the procedures below.

Under some circumstances a student may refuse transport; however, by doing so, this will result in emergency contact notification for immediate removal of the student from residence.

Readmission to Residence Procedures

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.

There is one process for interim suspension of residency and re-admission procedure for transports or removals resulting from intoxication from alcohol or other drugs; and a second process for interim suspension of residency and re-admission procedure for transports or removals resulting from a mental health crisis.

Alcohol and Other Drugs Interim Suspension of Residency

Any resident student found to be severely intoxicated by alcohol or other drugs by the determination of the responding Student Housing professional staff or other campus official may be referred to a hospital for medical attention. If the student refuses medical attention, professional Student Housing staff may notify emergency contact(s) to have the student removed from residence on an interim basis.

Alcohol and Drug Sanction Guidelines

As a result of being found responsible for violating the Alcohol or Drug policy, appropriate educational and punitive sanctions will be applied by Student Housing. Additionally, notification of parents or guardians will take place if the residential student is under the age of 21.

Mental Health Interim Suspension of Residence

Any residential student found to be experiencing a mental health crisis may be referred for psychiatric evaluation at a hospital providing such service. If the student refuses transport for psychiatric evaluation, Student Housing professional staff or campus official may notify emergency contact(s) to have the student removed from residence on an interim basis.

Smoking

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 the Residential Student conduct process. Any residential student found smoking any tobacco product in any facility is also subject to a \$200.00 fine.

To maintain the highest levels of health and safety possible, Student Housing also prohibits the smoking, lighting, and/or igniting of any non-tobacco product within any GRC operated facility.

Residents and occupants of facilities where evidence of use of such a product is found may be subject to action through GRC’s student conduct process. Vaping is treated the same as smoking and is only allowed in the designated smoking areas.

Air Conditioners (self-contained units)

Individual air conditioners in addition to the ones provided by GRC are not permitted in any residence facility. The electrical circuitry in the buildings is insufficient to provide the necessary wattage required to run an air conditioner.

Weightlifting Equipment

Weightlifting equipment and exercise equipment are not allowed in the housing units. They are available for students to use in the Student Activity Center or Babe Harder Gymnasium.

Social Media Policy

Students should be aware that information posted on the Internet--including but not limited to postings on social networks such as Facebook, Twitter, YouTube, Internet message boards, forums, web pages and blogs--is public in nature. When such social media postings indicate a violation of the GRC Student Code of Conduct, A Guide to Residence Living, or the Housing Agreement, this information or communications may be used in a Student Code of Conduct Hearing or Residential Student Conduct Hearing. In particular, communications that violate the policies, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, or by any other means.

Personal wireless routers are prohibited from residence as they interfere with performance of the wireless internet provided by The College.

Residents will be asked to be considerate of their neighbors and refrain from their use

Appliances

Personal microwave ovens, ranging between .7 and .9 cubic feet (not to exceed 900 watts), are permitted in the residential complexes except where one is 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 Student Housing employee.

Bunkbeds/Lofts/Personal Beds

Students are not to bunk their beds or use bedding that is not provided by The College. Residents are not allowed to bring their own bed and/or mattress.

Room Furnishings

At no time are students permitted to stack their furniture or remove college furniture from their bedrooms or common living areas. All personal furniture brought into the residential complexes must be made of fire-retardant materials. Please refer to the appliances and fire safety sections for additional information regarding room furnishings.

Guest Policy

A guest is defined as anyone not assigned to live in the unit. This can include residents from other units, non-residential students, family, and other visitors. Residents are welcome to have guests, however each residential host assumes responsibility for their guests' behavior and actions during their visit. There is an eight (8) guests per unit limit. A host will be held accountable and may be referred to the Residential Student Conduct Process if a guest is found to be in violation of policy.

Overnight guests are permitted for a maximum of 2 nights in a 7-day period and/or 4 nights per month. For security reasons students may not lend their keys to anyone. Overnight guests should sleep in the host's room, not in the common spaces. Overnight is defined as anyone remaining after 12am on school nights and 2 am on non-school nights.

Since overnight guests potentially infringe upon the rights of others' living space, a residential host must abide by the developed Unit Agreement guidelines from their suitemates prior to inviting overnight guests. Any of these individuals can allow or deny the invitation to a guest before their arrival, provided this denial is reasonable and falls within the guidelines of Green River College. Intimate partners are permitted, regardless of gender identity or sexual orientation.

Students who are suspended and/or evicted from Student Housing and/or the college are not permitted to be on the premises, in the residential parking areas, or in a residential complex even as a guest. Former students

in violation may be arrested for trespassing and host students will be documented for processing in the Residential Student Conduct process.

Residents must inform their guests of all residential policies as outlined in The Guide to Residence Living. Residents of a unit may be held accountable for the guest's behavior that takes place inside the unit and in the common areas of the community whether or not the residents are present. Guests that fail to comply with any College policy or staff member will be asked to leave the Residential Complex. A guest can be denied permission to remain in the complex or may be prohibited from future visits if they create a disturbance or violate any rule or regulation.

Illegal occupancy policy

-Illegal occupancy includes but is not limited to:

- staying more than 2 nights in a 7-day period and/or 4 nights per month
- being restricted from entering a building for disciplinary or other reasons
- Having overnight guests stay more than the allowable nights as defined in the Guest Policy.
- Accessing the room or apartment while the assigned occupants are not present
- Utilizing a key to enter a room or apartment to which one is not assigned
- Keeping belongings, such as clothes and books, in the room as if one lived in that room/suite.

All guest(s) should be escorted by a resident when they leave the room/suite. They should leave with the resident when leaving the complex, abide by all residential policies while in the complex, and have the permission of room/suitemates to be there. No guest should be the unit without the host there, even for just a few minutes.

Lights

The use of halogen lamps within the residential complexes is not permitted.

Darts/Dark Boards

For the safety of the community and the preservation of the college's facilities, residents may not have darts or dart boards in College Housing.

Exterior Doors

Leaving exit doors propped open or unlocked or entering /exiting the residential complexes through clearly marked emergency exit doors is a safety hazard. Individuals found tampering with door closure and or locking mechanisms may be referred to the Residential Student Conduct Process.

Cooking in the Residential Complexes

Residential students are expected to take care when cooking. Always be present while food is being prepared on the stove top or microwave. Careless food preparation may cause food to burn producing strong enough odors to activate the complexes fire system. Suites that activate the fire alarm system due to careless food preparation will be documented for follow by Student Housing.

Fire Safety

The State of Washington Fire Code strictly prohibits the propping of all 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 Fire Department Personnel and/or Student Housing staff members. 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

The College strictly prohibits the following: Tampering or misuse of all fire safety equipment (which includes, but is not limited to, fire extinguishers; pull alarm stations; sprinkler heads; smoke detectors; heat sensors; exit lights; fire doors); blocking doorways; hanging articles from outside windows; hanging objects on/from fire

safety equipment or ceiling; initiating bomb scares; and initiating false alarms.

Due to the extreme potential for fire hazard, candles (even for decorative purposes), incense, halogen lamps, fireworks, space heaters, propane tanks, lighter fluid, 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.

Please note that residential areas are equipped with fire extinguishers as well as carbon monoxide and smoke detectors. Residents should not tamper with any health and safety equipment and must contact appropriate maintenance facilities to report any malfunctions.

Multi-Plug Adapters & Extension Cords

The College strictly prohibits the use of all non-fused multi-plug adapters in the Residential Complexes; 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. Extension cords may not be plugged into other extension cords (no “daisy chains”).

Animal Policies

All pets are prohibited for Residential Students. If accommodation is needed for a disability, please contact Student Housing at studenthousing@greenriver.edu to complete the application **before** the animal arrives.

Pets

Due to the Washington Administrative Codes, as well as health and sanitation issues and the possibility of other residents' allergic reaction, pets are not permitted to be kept, fed, harbored or visit in any CCA building. Water filled aquariums of no more than 10-gallon capacity may be maintained for fish only. Snakes, turtles, and lizards are not allowed, even if housed in aquariums.

Minimum consequences for violating this policy will include immediate removal of the pet, submission to random room checks for unauthorized pets for the remainder of the resident's occupancy at CCA, and restitution for any cleaning charges resulting from having the pet. Additional consequences may include termination of the resident's housing contract.

Service and Emotional Support Animals

Trained service animals or animals approved as an emotional support animal are the only exception to this policy. Requests for emotional support animals in Student Housing are reviewed and approved by the Student Housing staff. Trained service animals must be registered with Student Housing.

Service Animals

As defined by the ADA, a service animal (dogs, and in unique circumstances, miniature horses) has been trained to do work or perform tasks that mitigates the impact of the person's disability. The service animal is an access need.

If you are requesting a Service Animal in housing be prepared to answer the following 2 questions:

1. *Is the animal a service animal required because of a disability?*
2. *What work or tasks has the animal been trained to perform?*

Emotional Support Animals (ESAs)

Emotional Support Animals (ESAs) can include any animal. ESAs provide passive support like companionship, relieving loneliness, and helping with depression, anxiety, and certain phobias. ESAs do NOT have special training to perform tasks that mitigate the impact of a person's disability.

For Student Housing to approve an ESA accommodation, you will need to provide documentation from a qualified healthcare provider that answers the following two questions:

1. *Is it your recommendation that this student be approved for an ESA in the residential setting?*
2. *What are the symptoms the student experiences and how does the animal help mitigate those symptoms in a residential setting?*

In addition to documentation from your healthcare provider, you will need to complete the following documents

1. *All cats and dogs are required by law to be Licensed with the City of Auburn.*
2. *The Assistance Animal Form (both front and back)*
3. *The Veterinarian Verification Form*

The following are guidelines for what ESAs can be supported in Student Housing:

- 1 cat or dog
 - Under 50lbs
 - At least 1 year old
 - Must be spayed or neutered
 - Must have all required vaccinations
- Up to 2 small animals that can live in a 50-gallon tank
 - Both must have documentation from your healthcare provider as ESAs
 - Both must be spayed or neutered (as appropriate)
 - The tank must reside in your bedroom
 - Must have all required vaccinations

ESA accommodation is for your bedroom only and does not include common spaces. ESAs live in your bedroom and should not be in the common space unless you have written agreement with your roommates.

| Side-by-Side Comparison | |
|--|---|
| Service Animals | Emotional Support Animals (ESA's) |
| Are allowed in most public and educational areas | Are limited to a specific residence hall and outdoor public areas |
| By law, only dogs (or miniature horses) are recognized as service animals | Emotional Support Animals (ESA's) can be any type of common household pet |
| Service Dogs are trained to perform specific tasks directly related to a person's disability | No Training is required for ESAs; however, they must provide prescribed support for the owner's disability. |
| Service Dogs must be kept on a leash and controlled at all times in public areas | ESAs are only allowed in residences and not allowed in other campus buildings |

Solicitation

Soliciting within a Residential Complex by any person for any purpose not approved by Student Housing is prohibited. Please seek permission from your Residence Complex Coordinator in advance.

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.

Quiet Hours & Noise

To ensure an environment conducive to sleep and study, individuals are responsible for monitoring their personal noise level. Quiet hours are in effect from 10PM to 8AM, every night. 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 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 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 Student 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.

Common Area Cleanliness & Damage

The common areas (hallways, 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 complex or floor where the incident occurred.

Cleanliness of individual suites

Trash is not to accumulate in apartments, on the decks, or in the hallways. Bathrooms, living areas, kitchens, and bedrooms are to be maintained in a healthy and safe manner in compliance with each individual suite's Shared Living Space Agreement.

Staff will review all assigned residential spaces monthly. In addition, a formal Health and Safety inspection in preparation for Fall, Winter, and Spring Break recess. Student Housing staff will inspect each suite to ensure compliance. Residents who fail to comply with expectations will be referred to the Residential Student Conduct Process and be fined a \$50 Fee.

Posting Policy

All posters, fliers, to be posted within the common areas of the Residential complexes must first be approved for posting and distribution by the Director of Student Housing or designee.

Sanction Persistence

Students are reminded that Student Housing Conduct sanctions 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. If a student is evicted from residence, this status remains in effect for the remainder of the current academic year and impacts a student's eligibility to reside in all residential facilities operated by GRC. A student wishing to be in residence in subsequent academic years must submit a request to the Director of Student Housing for consideration.

Weapons and Dangerous Substances

All weapons, knives, fireworks, gun powder, explosives, dangerous chemicals, or other incendiary devices such as pellet/airsoft guns, are prohibited in order to maintain the safety of GRC's residential complexes or the GRC Campus as delineated within the Student Conduct Code. The weapons policy is a "zero tolerance" policy and responsible individuals will be removed from the premises immediately upon adjudication should they be found responsible for the residential policy violation. The person may also be subject to criminal prosecution

under Washington Law.

Theft and Burglary Policy

Wrongfully taking the property of another, or wrongfully refusing to return the property of another when requested to do so, is considered a serious violation of the discipline policies of Student Housing and the college. Anyone found to have violated the theft and/or burglary policy will be subject to immediate eviction from residence without refund of the student housing deposit or fees. The person may also be subject to criminal prosecution under Washington Law. Student Housing is not responsible for lost, stolen or damaged property. We highly encourage all residents to carry renters insurance to protect their property.

Harassment and Sexual Harassment Policy

It is the policy of Green River College to maintain a learning and living environment that is free from harassment. No one will be subjected to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

It is a violation of this policy for students to harass another student or staff member through conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. Refer to Board policy 402.3 for further clarification of this policy. Sexual harassment is behavior that is unwelcome, one-sided, perceived to be offensive, and often repetitive. Section 703 of the Title VII of the Civil Rights Act of 1964, as amended, covers sexual harassment. The guidelines governing this area were promulgated by the Equal Employment Opportunity Commission (EEOC) and became effective November 10, 1980. Refer to Board policy 402.1: February 11, 1987.

Anyone found to have violated the Harassment and Sexual Harassment policy will be subject to immediate eviction from residence without refund of the housing deposit or fees. The person may also be subject to criminal and/or civil prosecution under Washington Law.

Services and Amenities

Keys

You will sign for your residential keys at check-in. Report the loss of your keys to Student Housing staff immediately. There is a minimum \$150 - \$50 per key - replacement charge for lock changes.

Lockouts

RA on duty will verify your residence and let you in. After 4 lock outs, a conduct hearing will be called to address the problem. Present your valid GRC ID for confirmation; if your ID is not immediately available, the office staff can validate your identity through alternative means.

We emphasize the importance of always carrying your keys with you. Repeated lockouts or loss of key may result in a meeting with the Residence Complex Coordinator.

On-Duty Hall Staff

Each evening a Resident Assistant will serve an On Duty Shift. They will be posted in the Student Housing office from 5pm to 8pm. The RAs will conduct rounds of the Student Housing site to ensure visibility and safety of the community. When a situation is beyond the limitations of student staff, a professional staff is available to provide additional support. Please ensure you are aware of the Resident Assistant (RA) duty number should you require assistance. Your first call for assistance after business hours should always be the RA on Duty. This number can be found posted outside your unit door.

Mail & Packages

US mail is delivered Monday through Saturday. Oversized packages are available to be signed out within the Student Housing Office. Identification is required to sign out a package. Out-going mail receptacles are also available in the Student Housing Office. Residents' mail should be addressed with: full name, "GRC Student Housing"; unit letter and room number.

Video Cameras

The Residential Complexes contains a video camera system to deter crime and help increase security and the comfort of residents.

Laundry Facilities

Every residential facility contains laundry facilities. Please see your Resident Assistant (RA) for specific laundry facility locations. The laundry facilities are for residents only and please report any trespassers to a Student Housing staff member.

Recycling

Residents are encouraged to place recyclables in the appropriate receptacles located in the common spaces in each Residential Complex.

Parking

Parking for Residential Students is provided in the East College Parking Lot, directly across from the residential units. Students are to keep their vehicles locked at all times and should not leave personal items in their vehicles. Students parked improperly or in unauthorized areas are subject to a fine and/or towing. Green River College and Student Housing are not responsible for securing vehicles on the college campus.

Do not drive or park vehicles, including motorcycles, on the sidewalks or lawn at any time. Do not use the parking areas for vehicle repair or storage. Vehicles with gas or oil leaks that cause large stained areas must be removed from the parking lot. Also, do not engage in any type of sporting activity in the parking lot, as you will be responsible for any damage done to the cars parked in the lot.

During periods of inclement weather, housing residents who park their cars on campus must follow the college snow parking ordinances.

SAFETY AND SECURITY

Each student living in a residential unit has primary responsibility for his or her own safety and security. GRC takes certain reasonable steps that contribute to maintaining a safe and secure environment. Staff, equipment, and information resources are provided to encourage behaviors that prevent dangerous situations, and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. GRC cannot prevent a fire caused by a resident's carelessness with a prohibited item, such as a candle. Nor can the police prevent a theft when a resident has left the room door, deck door, or window unlocked and valuables are left out while he or she is away from the room. Remember, when one resident is careless, all residents may be exposed to the consequences of this carelessness.

Exterior doors, deck doors, suite and bedroom doors, and windows should be locked at all times when the suite is vacant to prevent theft and to maintain the safety of the students. The college assumes no financial responsibility for lost or stolen property. Please notify the Police Department (911) and Student Housing staff immediately if you become aware of a theft or of intrusions by unauthorized persons. Exterior doors to the buildings must not be propped open.

MOVING IN AND OUT OF RESIDENCE

CHECK- IN INFORMATION

Property Insurance

College/housing insurance does not cover personal losses. The college/student housing is not responsible for the loss of personal property, whether the loss occurs by theft, fire, or any other cause, nor is it responsible for personal belongings left at the college when a student does not return.

Residents should not leave large sums of money or other valuables in the apartments. It is suggested that students bring a lockable footlocker or other container that can be locked for storage of valuable personal property.

CHECK- OUT PROCEDURES

Resident Expectations

Residents are responsible for maintaining their suite in a clean and orderly manner and are expected to leave their suite clean and maintained at the end of the quarter and academic year. Any items left in the residential suites will be disposed of and the cost of disposal will be assessed to the resident.

Abandoned personal possessions

Student Housing staff will dispose of any property left in the student rooms, hallways, or on the Residential unit grounds. Green River College cannot be held responsible for any property left in the residential units.

Damage Billing

If you wish to appeal a damage charge assessed to your student account, you must submit your appeal in writing via email within 30 days of the fine posting after you move out of housing. Appeals will not be considered unless they are submitted in writing by the student charged. To appeal a damage charge, please provide a detailed, written explanation of why you are contesting your damage charge(s), your student ID, and the dollar amount you are appealing to studenthousing@greenriver.edu.

Damage appeals are reviewed by the Professional Staff the results and decision of this will be communicated back to you via email.

STUDENT HOUSING CONDUCT PROCEDURE

There are times when a residential student may engage in behavior that is considered a violation of Student Housing's expectations for behavior from residential students.

The following list identifies examples of behavior identified as violations of the expectations for resident students but for which administrators would typically prefer not to initiate the student conduct process on a first occasion of misconduct unless the behavior is severe or results in substantial harm or risk to the community. Instead, staff may choose to educate and remind students of policies and responsibilities as a first line in addressing misbehavior of this nature. This will be done either through an informal, but structured Residential Educational Conversation with the student and the Director of Student Housing or designee.

Please note that depending upon the information provided, the College does reserve the right to initiate the campus student conduct process on the first occasion of misconduct for any of the examples listed below. Should a student prefer not to actively participate in the informal process, complete the expected outcomes resulting from their meeting with staff, and/or persistently engage in similar behavior after being addressed; their case may be referred to and addressed by the campus student conduct process.

Housing Violations

- HV 1 - Failure to cooperate.
 - Failure to cooperate with or allow fulfillment of a directive from a member of the Student Housing professional or paraprofessional staff. This includes RA's, SMA's, DA's, Campus Safety and all professional staff.
- HV 2 - Intimidation/Retaliation/Abuse.
 - Student Housing has a zero-tolerance policy for any type of Intimidation, Retaliation or Abuse to anyone. Harassment and threats of violence are prohibited behaviors that create a hostile or threatening educational or working environment. These behaviors include but are not limited to: Unwanted and/or intimidating contact of a threatening nature, including verbal, nonverbal, written or electronic communication: An expressed or implied threat to an individual's personal safety or property, academic efforts, employment, or participation in College activities: Intentionally and/or repeatedly following or contacting another person in a manner that intimidates, harasses, or places another in fear for their personal safety or to their property: Behavior that threatens or intimidates on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, veteran status, genetic information, sexual orientation and gender expression or identity.
- HV 3 - Quiet/Courtesy Hour Violation:
 - Violation of Quiet Hours or Courtesy Hours or noise which is deemed disruptive to others by a staff member. Quiet hours are between 10:00 p.m. and 8:00 a.m. daily.
- HV 4 - Violation of Alcohol Policy:
 - Underage persons may not buy, possess, consume, or otherwise acquire any alcoholic beverage. If you are underage, it is unlawful to possess any amount of alcohol in any container. Possession of alcohol containers, whether full or empty, by persons underage is prohibited. No person may sell, serve, or otherwise furnish alcoholic beverages to any underage person. Knowingly being in the presence of alcohol is prohibited by persons underage. Residents of any age may not be in a room with someone who is violating those alcohol policies.
 - Responsible alcohol consumption/possession is permitted in a private room/suite/apartment when all assigned residents, guests, and visitors are of-age and do not show signs of over-intoxication and/or behavior disruptive to their community.
 - It is also a violation of policy when consumption of alcohol, regardless of age or location, leads to public intoxication that disrupts the welfare of oneself, the community, or property.
- HV 5 - Violation of Drug Policy:
 - No person may possess, use, manufacture, cultivate, package, distribute, sell or provide a controlled or illegal drug or substance. No person may misuse prescription or nonprescription

drugs; no person may possess or use drug paraphernalia. Drugs are defined as, but are not limited to: Any chemical substance, compound or combination used to induce an altered state: Any otherwise lawfully available product, over-the-counter or prescription drug used for any purpose other than its intended use: Any hallucinogen: Any intoxicant other than alcohol (alcohol is addressed separately): Any nervous system depressant: Any stimulant.

- Using/consuming drugs or cannabis (regardless of location) and then returning to your residence hall under the influence of, or carrying the smell of, the drug/cannabis is also a violation of the policy.
- The use, possession, and/or cultivation of medical marijuana is prohibited in the residence halls and on any College-owned properties.
- HV 6 - Smoking Violation:
 - Smoking of any kind (hookahs, e-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g. chew, snuff, etc.) are not allowed in any area of CCA EXCEPT the 2 designated smoking areas. This includes in your unit, on your patio or balcony, on the walkways or stairways around CCA, etc. If caught by professional staff, it will result in an immediate \$200 fine.
- HV 7 - Weapons, Firearms, Fireworks & Explosives:
 - Possession of explosives (including but not limited to ammunition, fireworks and explosive devices), weapons, firearms, dangerous and/or flammable chemicals (including, but not limited to gasoline, propane, and camping fuel) is prohibited. Weapons include, but are not limited to: Firearms of any kind: Look-alike weapons: BB guns, pellet guns, paintball and airsoft guns: Martial arts weapons: Sticks / clubs: Laser pointers (if used in any way other than as an academic pointing device): Projectile devices, such as catapults or slingshots: Objects used as weapons to threaten or injure: Swords and knives; small kitchen knives and folding pocket knives up to 3.5" permitted.
 - Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in the residence halls and in resident rooms. This may include but is not limited to: slingshots of all types: water balloons: water guns: paintball guns: slingshots: air soft guns: etc.
 - Check with Student Housing for permission to use ceremonial weapons (including details on time / place and reason) for cultural and / or religious purposes.
- HV 8 - Fire Safety Violation:
 - Tampering with, disabling or damaging any fire safety apparatus, equipment or smoke detector is prohibited under RCW 43.44.110. This includes willfully and falsely activating a fire alarm.
 - The use of candles, incense, torches, or open-flame devices are prohibited in Student Housing. Making craft candles and use of candles, incense, or sage/herbs (smudging) for special occasions or purposes is allowed with advance permission from Student Housing. Unlit candles with unburnt wicks are permitted for decorative purposes.
 - Gasoline, kerosene, alcohol, cleaning fluids, etc., constitute a serious danger and are prohibited in Student Housing, as are vehicles containing such fluids.
- HV 9- Endangering Health/Safety
 - Endangering the Health and Safety of Self or Others.
- HV 10 - Guest Policy:
 - A guest is an individual who is present in a unit but is not a resident of that unit. Guests must have a host and be accompanied by a member of the unit at all times. Residents are responsible for notifying guests of Student Housing policies and procedures and will be held accountable for the behavior of their guests.
 - Guests are allowed to stay overnight in a bedroom for no more than 2 nights in a row and 4 nights total over the course of a month. Guests may not sleep in the common rooms.
 - Rights to sleep, study, and feel comfortable in one's own environment take precedence over social uses of the common spaces.
 - Guests are expected to use the facilities appropriately. GRC Student Guests who violate policy will be referred to GRC's Conduct Office. Non-student guests will be asked to leave or will need to speak to the police.
- HV 11 - Access Policy Violation:
 - Units are locked 24 hours a day and residents are expected to ensure doors latch behind them

when they enter and exit; and no one should ever leave a door propped open. University Student Housing recommends you always keep your bedroom door locked whether you are out of the room or not.

- Residents may not loan their keys to others and are responsible for all activity that takes place in the unit as a result of key use.
- Breaking into a locked or secure student space, housekeeping closet, office, or gaining access to other unauthorized areas.
- Entering a residential building or room without authorization or permission is prohibited.
- HV 12 - Unauthorized Animal
 - Possession or presence of an unauthorized animal.
- HV 13 - Destruction/Misuse of Property or Windows
 - Intentionally destroying, damaging, or defacing Student Housing property.
 - Misuse of housing furniture, including stacking furniture or moving it from common areas to student rooms.
 - Unlatching windows, removing window screens, throwing items from the windows or entering/exiting the building through a window.
- HV 14 - Renting/subleasing
 - Renting or subleasing of bed space.
- HV 15 - Unauthorized Room Change
 - Participating in an unauthorized room change
- HV 16 – Violation of room or unit decorations and/or possession and/or installation of unauthorized items.
 - Possession or use of an unauthorized appliance.
- HV 17 - Network Usage
 - The internet systems shall be used in a manner consistent with the directives of system administrators and directives of hardware manufacturers and software publishers.
- HV 18 – Complicity
 - In the presence of a housing policy violation in such a manner to support or condone the behavior.
- HV 19 - Providing False information
 - Providing false information and documents to Student Housing or college personnel
- HV 20 - Unit Agreement Violation
 - Failure to complete or accept the agreed upon expectations outlined in your unit agreement(s)
- HV 21 - Violation of Housing Agreement
 - Violation of a standard or policy within the Student Housing Agreement.
- HV 22 - Violations of Laws
 - Violations of federal, state, or local laws
- HV 23 - Violation of Residence Guide
 - Violations of the Guide to Residence Living Health, Safety, and Security Policy.
- HV 24 - Violation Social Contract
 - Violation of the Student Housing Social Contract

Sanctioning Procedure

The responsible student may be issued a variety of sanctions based on the severity of the infraction. The Residential Complex Coordinator and/or designee shall take into account the incident report developed by Student Housing staff, the information provided by the accused student to make a determination as to the degree of sanction applied.

Educational Sanctions

A sanction that is educational in nature may be used to provide a student with the opportunity to reflect on what they learned from their experience in a tangible and meaningful way. Sanctions may include written reflection narratives, assisting their Resident Assistant (RA) in the development of a community wide event, or holding a one-on-one conversation with individuals negatively impacted by their misconduct.

Punitive Sanctions and fines

In addition to the application of educational sanctions, punitive sanctions may also be incorporated within the outcome of a Residential Educational Conversation. These Residential Statuses are kept on file and is taking into consideration should the student be involved in additional Residential Policy infractions. Any residential student found smoking any tobacco product in any facility is also subject to a \$100.00 fine. Any residential student found to be consuming alcohol or in the presence of an open container in any facility is also subject to a \$50.00 fine.

Punitive Housing Conduct Status:

Residential Warning

Residential Warning is a punitive status that remains with a student for their duration in residence.

Residential Probation

Residential Probation is a more severe status and is typically applied for a designated duration of time. This status allows the Student Housing staff and the student an opportunity to showcase an understanding of community expectations within a set window of time. Should a student not fulfill the educational sanctions or be found responsible in additional Residential Policy violations, the term of their Residential Probation may be extended or they may be removed from residence.

Removal Held in Abeyance

Residents placed on Removal held in Abeyance are provided a final opportunity to continue to reside on campus provided they abide by the rules and regulations outlined in this guide and they complete any sanctions issued to them. Students who violate residential policies and are found responsible while on Removal held in Abeyance will have exhausted the possibility for further punitive status(s) and will be removed from campus housing.

Removal from Residence/Eviction

A student who elects not to fulfill sanctions or is found responsible for further violations while on Removal held in Abeyance, and/or is found in violation of a Residential Policy that is deemed severe enough in nature and compromises a healthy living environment. A residential student who is evicted from housing forfeits their housing deposit and remains responsible for any housing fees.

REVIEW/APPEAL PROCEDURE

Accused student review process

An accused student is afforded one single opportunity to have decisions and/or any sanctions issued by a hearing administrator or board reviewed. They must make this request within five business days of the date of the written decision. The decision of the administrator and/or board reviewing the submitted appeal is final and conclusive.

Required format

All appeals must be in writing and include any supporting documentation that the student wishes to be considered. Deference is given to the original hearing administrator or board's findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision, or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the accused student, complaining party, and/or witnesses for purposes of this review.

Review decision.

An administrator reviewing an appeal may make one of the following decisions.

- **Affirm.** The administrator may decide to affirm the decision of the original hearing administrator or board.
- **Alter sanction.** The administrator may alter the sanctions issued by the original hearing administrator or board. Alteration in the sanction may include reducing or increasing the sanction or requirements.
- **New hearing.** The administrator may determine that a new hearing by a different hearing administrator or board is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new hearing administrator or board.
- **Remand.** The administrator may direct the original hearing administrator or board to review their original decision subject to any instructions from the administrator; and may affirm that decision or render a new decision consistent with those instructions. A student may appeal a decision made by the original hearing administrator or board if there are any changes after the review.

