

independence
 leadership
 respect
 friendship
 involvement
 responsibility
 fun
 engagement
 growth

Crandall
 University

RESIDENCE LIFE CODE OF CONDUCT

WELCOME HOME

Congratulations on your acceptance to Crandall University; we are proud that you have decided to be a Charger! We are also delighted that you have chosen to make joining our residence community part of that experience.

We hope your stay on campus will be comfortable and provide a rewarding and enriching experience. This Residence Life Code of Conduct outlines the things you need to know to get started with community living, as well as guidelines, and resources to ensure your experience is meaningful.

If you have questions, or cannot find the information you seek, simply ask for assistance from your Residence Life staff member. Your Residence Life staff team includes a Housing Don as well as Residence Assistants, all of whom live in Colburne House. This team, led by the Campus Life & Housing Director, is committed to providing you with a living environment which is welcoming, comfortable, safe, and meaningful. We believe that Residence Life is part of the ministry of the University and seek to act accordingly. We trust this on-campus experience will prove to aid you in your personal, educational, spiritual, and social development.

Living in residence at Crandall University involves much more than just occupying a room. Members of a university residence community share a spirit of mutual respect, consideration and cooperation, as well as common goals such as spiritual fulfillment, academic accomplishment, and a sense of belonging.

If you can remember just one guideline to living successfully in residence it is the words of Jesus: Love the Lord your God, and love others as you do yourself. Connecting with God, and respecting yourself and others, will make your experience a meaningful one.

We will be praying for you, supporting you, and assisting you as your life is transformed through excellent Christian education.

Go Chargers, and Welcome Home!

Sincerely,



Rev. J. Sheldon MacLeod
Assistant Vice-President for Enrolment & Student Affairs, & Registrar

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Residence Living in Colburne House

Colburne House is the primary residence for first and second year students at Crandall University. While many senior students often enjoy and remain in the residence, Colburne seeks to best serve those students who are new to the university experience by providing a full service model of housing, dining services, residential assistance, and services on campus.

Crandall University, and its residences are located on a 200 acre campus containing both developed and undeveloped areas. The campus contains diverse flora and fauna, including woods and a wetland, designated as an educational preserve. Please respect your residential and campus community so that the beauty and sustainability of these resources can be preserved.

I. Residence Staff

1. Residence Council (RC): this council is a student initiated and student led team that is chaired by an upper level student who is elected by the residents. The Residence Council works to enhance residence life by organizing social events and spiritual growth opportunities. Any students desiring to be part of this team should contact the chair of the team in September. While not a staff position, this council services residents in social ways, represents the needs of students, and builds on-campus community.

2. Residence Assistants (RAs): these staff are, first and foremost, your fellow students. They are also returning or senior students who have been carefully selected to give peer leadership and service within the residence. There is typically one RA for each wing in the residence. RAs are available to support, encourage, and mentor fellow students, especially during times when they may be facing academic, spiritual, social, or emotional challenges. RAs are also responsible for ensuring a consistent and fair application of all codes of conduct within community living. The RAs are a resident's first means of contact and representation to the University. RAs are supervised by the Housing Don.

3. Housing Don: this person lives within each residence, is normally a full time staff person with the University, and is part of the fabric of on-campus life. Often the Don will be engaged in residence activities, sharing meals in the Steeves Student Centre, and overseeing the RA team. This person is best seen as that favorite aunt or uncle; the Don is available to meet with students to assist them with university life, and to offer support. While they are a staff person of the University, the Don's first role is that of student support and advocacy.

4. Campus Life and Housing Director: the Director oversees the Residence Life program. The Director is a professional in Student Services, has a compassionate and understanding role, seeks to advocate for students, to supervise all Residence Life Staff, and to ensure that all community living standards are foremost in the minds and actions as the campus community grows.

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II. Dining Services

Dining Services are part of the experience and convenience of living on campus within Colburne House. Students will choose either a fourteen (14) or twenty-one (21) meal plan. Each meal plan also includes \$100 in Crandall Cash which may be used either at the Steeves Centre Dining Hall (Murray Hall), or at Corrie's Café (Stultz Hall).

Students requiring special dietary considerations should note these on the Residence application. Prior to move in, the Food Services Manager will arrange to meet with the student to discuss a plan and appropriate menu options.

Students may change their meal plan for winter semester by submitting a Change of Meal Plan Request to the Student Service Centre on, or before, December 1st.

Each meal provided is buffet style and is all-you-care-to-eat. In order to maintain quality of service and ensure reasonable costs, please remember that food waste should be kept to a minimum. Food is to be consumed in the dining room, dishes and cutlery stay in the dining hall, and trays are to be returned to the cart rack before leaving the dining room.

As with all services on campus, the Manager of Food Services welcomes suggestions and comments from students.

III. Safety & Security

Campus safety and security is of great importance to the University. The local policing agency, the Royal Canadian Mounted Police, patrols the area regularly. Crandall has Campus Security staff in place on weekends who will do campus patrols. The security personnel will also be posted at the front desk at the Colburne House entrance most weekend evenings. During the weekdays, and at all other times, volunteer Campus Security, and the staff of the Housing Dons, RAs, and other University staff fulfill this role.

While the residence is the individual student's home, it is also the home for a large number of students. Therefore security regulations are noted as individual student responsibilities in order to keep all residents as safe as possible at all times.

Each resident is responsible to ensure their compliance with security regulations as noted.

1. Residence facilities safety:

- i. Students are to enter and exit the residence freely through the main entrance only. East and west doors are alarmed and are emergency exits only.
- ii. Propping open any door (pod, wing, or main door) is strictly prohibited with the exception of Residence Move-In Days.
- iii. Please consider the safety and security of all residents by keeping doors closed and locked.

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- iv. Residents are not permitted to open the main entrance for anyone unless they are a guest of that student. Students assume all responsibility for the conduct of guests within residence. Any resident concerned about an unfamiliar person without apparent purpose on campus, should contact Security, an RA, or report it to the Student Service Centre.
- v. Window screens are to remain on windows at all times.
- vi. Students are advised to lock their room and keep their room key with them at all times. Store valuables in a safe place in your room. Please note that the University does not assume responsibility for lost or stolen items on campus, including the residences.

2. Residence Fire Safety:

- i. To ensure emergency personnel can account for all students, students living in residence are required to sign-out if they are not planning to return for the night. Upon return, students should sign-in. Sign-in/out sheets are located on the RA's door. Guests in residence during the same time period, or for the night, are also required to sign in.
- ii. Propping open any door (pod, wing, or main door) is strictly prohibited with the exception of Residence Move-In Days.
- iii. All hallways, stairwells, entrances, exits, in both public and private rooms and pods, must be kept clear and have ease of access. This includes such things as shoes, shoe racks, wires along the floor, or anything that impedes access.
- iv. Students using the laundry facilities are expected to clean the dryer lint trap after each use.
- v. Flammable materials (candles, incense, fireworks, Christmas trees, overloaded power bars, etc.) are not permitted in residence.
- vi. Residence rooms may not contain toasters or toaster ovens.
- vii. Should a student believe there to be a fire:
 - a. Sound the fire alarm system;
 - b. Leave the building;
 - c. Call 911;
 - d. Gather in the Student Centre on the lower floor of Stultz Hall (designated area);
 - e. Do not return to the building until proper authorities give their approval.

3. Campus safety:

- i. Security cameras are located in the entryway, common areas, and the main hallway of each wing.
- ii. Security cameras are located across the campus, both outside and inside.
- iii. Campus and/or Residence Lock Down procedures will be reviewed by Residence staff, and a fire drill will be conducted at least once per academic year.
- iv. Students must adhere to all directions given by University staff as related to safety and security.
- v. Overnight camping, and open fires are prohibited on the property.
- vi. Garbage should be disposed of in designated areas.

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4. Personal Safety:

- i. Students who enjoy walking in the area, are recommended to do so during daylight hours.
- ii. Students who choose to walk at night should have a companion, carry a cell phone, and wear light/reflective clothing. Please note that nearby Mapleton Park is closed from dusk until dawn daily.
- iii. Students should exercise common sense and vigilance at all times.
- iv. Students who may feel concerned for their personal safety should contact the police (in an emergency), or Residence staff.

IV. **Residence Accommodation Agreement**

1. Residence Agreement: Students who have been accepted into Colburne House will be required to sign a Crandall University Residence Agreement. This agreement is to ensure that all residence students have received, read, and willingly contract to live in community.

2. Duration of agreement: To provide stability for residents, comfortable living, and adequate resources for students, it is understood that all students applying for Colburne House living are contracting a room for the full academic year (September to April; the exact dates of which will be set annually).

The only noted exception of this eight month agreement is for students who are enrolled in a certificate programme of the University which requires a student to live off campus for a semester (ex. Oxford Study Programme, Cross Cultural Certificate, etc.).

3. Room Allocations: Rooms are allocated based on a first-come, first-served basis for all students. Room allocation will be based on the information provided by each student on the Campus Housing Application. Placement occurs when the following three criteria are met:

- i. Formal acceptance to the University as a full time student; part time students may apply for housing pending room availability;
- ii. Submission of complete housing application indicating room preference;
- iii. Residence deposit received.

Crandall University reserves the right to change room assignments, re-assign roommates, or consolidate vacancies as required during the academic year.

V. **Room Options**

1. Double Rooms: Double rooms are shared accommodations with a roommate. These are allocated based on a first-come, first-served basis with priority given to first year students, those requesting shared accommodations, or a specific roommate. Room allocation will be based on the information provided by each student on the Campus Housing Application.

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2. Single Rooms: Single rooms are private accommodations within a pod. These are available on a first-come, first-served basis, with priority given to returning or upper level students. Students not able to receive a single room in their semester of preference may request to be placed on a waiting list.

3. Super Single Rooms: Super Single rooms are double sized rooms that are private accommodations within a pod. These are available on a first-come, first-served basis, with priority given to upper level students. Students not able to receive a single room in their semester of preference may request to be placed on a waiting list.

4. Wheelchair Accessible Rooms: Colburne House has a limited number of wheelchair-accessible rooms. These are single-occupancy rooms with a private bathroom. To ensure room availability, students wishing to secure an accessible room should apply to residence early, and no later than June 1st. Room allocation after this date is subject to availability.

VI. Occupancy logistics

1. Moving into a residence room: Colburne House Move-In Day will be set each academic year; this date is usually the Sunday preceding the first week of classes. Colburne House will not be open prior to this date; except for specific University functions.

Prior to moving in, students will:

- i. Ensure all residence costs are paid, or financial arrangements made, through the Finance Office; this will also include an account in good standing with the University.
- ii. Complete a Check-In form, with a staff member, which will be signed by the RA and the occupant. This form will document the condition of the room at check-in and will be signed by both the student and the staff members. By signing the Check-In form, the student is agreeing with the condition of the room as documented on the Check-In form. This form becomes the documented point of comparison for the RA during regular room inspections, and at the point of check-out.

2. Moving out of a residence room: Prior to a student's departure from residence, the room will be inspected by staff for compliance with the Check-In information. Residence staff expect normal wear and tear on rooms and furniture, as a student would at home. Any damages, or needed repairs, beyond such will be deducted from the damage deposit, or charged to the student's account.

As students live in community, each pod member will be responsible for the general state of the common areas of the pod at checkout. In this respect, any fees associated with issues of cleanliness, damage, and needed repair, will be deducted from the damage deposit, or charged equally to each pod member's student account.

3. Changes of residence room within an academic year: Students may request to change from one room to another during the academic year. The Change of Residence Room application must be submitted to the Student Service Desk. Fees, if any, are noted on the form. Typical



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reasons include, but are not limited to, room upgrade, reallocation with friends or affinity groups, etc. Once approved the student will make an appointment with their current and new RA, if applicable. The RA(s) will conduct a move out, and a move in inspection following the procedures noted above.

Applications must be submitted by October 1st, for first semester, and by December 1st, for second semester. Once approved a student will have 7 (seven) days within which to arrange for inspections, and moving.

4. Application to withdraw from Residence Life: A student may choose to voluntarily withdraw from residence living at any point. However, all contractual obligations related to fees and financial obligations to the University must be met. An application to withdraw, with refund of any fees or release from financial obligation, for an academic year or part thereof, will only be considered in cases of extraordinary circumstance; typically those circumstances are beyond the control of the student.

Application to Withdrawal forms are available at the Student Service Centre, SH143, and online. The form must be submitted to the Student Service Centre no later than November 1st. Submission of an application to withdraw does not imply that approval will be granted, nor is it considered to be notice on the part of the student to withdraw from the residence. The university accepts no financial or other obligation for off-campus arrangements made by any student.

5. End of semester residence closures: For fall semester, students normally vacate residence by noon of the day following the last exam of the first semester. Should a student wish to remain in Colburne House beyond that time, or during the Christmas break, the student may complete a Residence Extension Form. This application must be submitted to the Student Service Centre on, or before, December 1st. A fee for extension, and services provided, will be applied as noted on the application.

For winter semester, students normally vacate residence by noon of the day following the last exam of the second semester. Should a student wish to remain longer, the student may complete a Residence Extension Form and request to remain until noon of the day following spring Convocation. This application must be submitted to the Student Service Centre on, or before, April 1st. A fee for extension, and services provided, will be applied as noted on the application.

The residence will remain open during the Reading Week (typically in March). Students intending to remain in residence during the Reading Week should inform their RA for safety and accuracy of headcount.

6. End of semester residence closures: Students normally vacate their apartment on, or before May 15. Individuals interested in renting a room or apartment after that date, or over the spring and summer, must make their request to the Manager of Conference Services.

7. Refund Policy: Students living in Colburne House have signed an agreement for the full academic year of September to April.



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- i. **Room Refund:** Accommodations are charged on a semester basis. No fees will be refunded for room charges once a student is in residence except in exceptional circumstances (i.e. medical reasons) determined through the withdrawal application. Voluntary or disciplinary removal from Colburne House does not qualify a student for a refund.
- ii. **Meal Plan:** No refunds will be given on meal plans.
- iii. **Room Keys and Security Deposit:** All resident students are required to pay a one-time security deposit of \$300.00. The deposit is divided into a \$250.00 damage deposit and a \$50.00 key deposit. \$25.00 of the key deposit is refundable if both keys are returned.
- iv. Students that are returning to Colburne House for the following academic year will pay for any deductions stated on the Check-Out form when they return in September.
- v. Students who are not returning to Colburne House will be refunded their security deposit (minus any deductions) and key deposit when both the furniture and room keys are returned.

VII. Welcoming guests

As the student's home away from home, students may welcome guests into residence. Students are responsible for their guests, and their conduct, while a guest in residence. Guests are expected to adhere to community standards and the Code of Conduct.

1. **Personal Guests - Daytime:** Students may welcome guests into residence from 7:00 a.m. to curfew. Students are responsible for their guests, and their conduct, while a guest is in residence.
2. **Personal Guests - Overnight:** Students, with a roommate's permission where applicable, may welcome guests of the same gender to stay in the resident's room, for a maximum of two (2) consecutive nights, or five (5) cumulative nights per semester. The student must register their guest with their RA by 10:00 pm of each night they are staying in residence.
3. **Guests of the University:** During the academic year, the University may host overnight events for prospective students. This is an opportunity for prospective students to come to campus to inquire about the University and experience campus life. It is appreciated when residence students voluntarily open their University home to host guests in their room for the night.

Conference Services may also rent rooms from the designated, and separate, area within Colburne House. These guests will not interfere with student residential living and are not permitted in the student common space.

VIII. Residence Amenities for students

1. **Lobby:** The main entrance lobby and visitor's lounge is primarily a place to meet visitors, to relax, and to spend time with friends and family. The lobby is equipped with furniture as well as vending machines for students comfort and convenience. This area is open from 6 am to 1 am.

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2. [Second Floor] Lounge: This lounge is located on the second floor and is a common area designated for the enjoyment of residents. This lounge features a television, ample seating areas, and a communal kitchen. This lounge is open from 6 am to 1 am.
3. [Third Floor] Lounge: This lounge is located on the third floor and is a common area designated for the enjoyment of residents. This lounge features a television, and ample seating areas. This area is open from 6 am to 1 am.
4. The Alcove: This smaller lounge, adjacent to the [Third Floor] Lounge, is designed for individual or small group academic work, study, prayer, reading, or other activities that have minimal distraction to others; it is primarily reserved as a quiet place. This area is open from 6 am to 1 am
5. Wing Lounge: Each wing has a small lounge equipped with a seating area, a television, and a small kitchenette for the use of students living on the wing in which to prepare snacks, study, or to relax together. Each lounge is equipped with a mini-fridge and microwave. Toaster ovens and toasters are allowed in these lounges only and should be unplugged when not in use. These lounges are open 24 hours per day for residents of the wing, and to guests as noted within Open Dorm hours.
6. Cleaning and Maintenance: University custodial services will provide cleaning within the common areas (entrance, stairwells, lounges, etc.) as well as conduct regular maintenance, repair work, and removal of garbage from common areas. Students requiring maintenance repairs to their room or pod may complete a Maintenance Request form available from their RAs. Students are responsible to empty their own garbage, place it in the appropriate bins, and maintain pod and room cleanliness.
7. Internet: Wireless internet access is provided throughout campus, and as part of your residence fees. In addition, in each residence room, there is a phone jack that can be set up for dedicated high-speed internet access through a local Internet service provider (ISP), should a student wish to pay for such a service.
8. Furniture: Each room is equipped with a bed, wardrobe, desk, and desk chair as part of the room provisions for each student.
9. Proximity Card and Keys: A proximity card (which opens the main entrance door and wing doors), a room key, and a furniture key, will be issued to each resident. Students use these to ensure a secure environment for themselves and others. Cards and keys remain the property of the University; students are expected to report lost or stolen cards or keys to the Student Service Centre immediately.
10. Laundry facilities: A laundry room is provided on each wing containing a coin operated washer and dryer. Please note:
 - i. A load of wash is \$1.25 and a dryer load is \$1.25.
 - ii. Instructions for use are provided on the machines.

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- iii. Don't forget to purchase and use appropriate amounts of detergent.
- iv. Remember to clean the lint tray after each dryer cycle (for fire safety and good operation).
- v. Please remove your laundry when your load is finished.
- vi. Out of consideration for those students whose rooms are adjacent to the laundry room, the laundry rooms will be closed between the hours of 10 pm and 7am.

11. Parking: The University provides complimentary parking to all students and guests. However, parking spaces closest to residence are limited. Parking is first come, first served.

12. Storage: Each room has a small amount of storage space. There is also a storage shed for bicycles, suitcases, etc. which may be stored, at the students risk, pending space availability.

13. Public Transportation: Codiac Transpo provides bus service to and from Crandall University within the Greater Moncton Area. For fees and schedules, go to www.codiactranspo.ca

14. Gymnasium and Workout facility: All students have complimentary access to the Crandall Fitness Rooms (MH029). These facilities are open during regular building hours and are accessible with your Student ID card.

15. Mental and Emotional Health Care: To support the health and wellbeing of our students, the University provides two types of counselling services: 24/7 access for shorter term needs, and local counselling for longer term needs.

- a. guard.me®: all students enrolled in three (3) or more courses are automatically provided with access to our student support program.

Crandall University's guard.me® program includes the following: 24/7 access to sensitive and confidential counselling, including crisis support, available night and day in over 200 languages. On-demand, immediate support through a variety of channels: phone, text, online chat, and email. No wait, as most appointments for in-person, telephone or video counselling booked at first outreach if you need more support. No extra cost, which allows instant access at no additional charge for Crandall domestic and international students enrolled in three or more courses.

- First Chat. Instant online chat with a counsellor anytime, anywhere. No appointment required. Visit www.myissp.com or download the app "my ISSP".
 - In-person. Meet with a counsellor at their office in your community. Appointment required. Call 1.844.557.3342.
 - Telephone. Communicate with a counsellor over the telephone. Appointment required. Call 1.844.557.3342.
 - Video. Virtually meet with a counsellor from home or another private setting. Appointment required. Call 1.844.557.3342.
- b. Changing Tides: students who wish to access longer term professional counselling services may access local agencies at their discretion. Changing Tides is the official provider of counselling services to the University and is located in close proximity. The University's student health plan will reimburse much of the costs for this service, in which case students contact the agency directly. Limited financial support may also be available through Student Life.

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- 1830 Mountain Rd; Suite B
- 506-872-3967
- changingtidescounselling@gmail.com
- www.changingtides.co

16. Health Care: To support the health and wellbeing of our students, the University also provides medical care through the following:

- Health Insurance: Every student is required by University regulation and provincial law to have a medical plan from their province, state, or country of residence. Students are required to participate in the University's student health plan or to provide proof of health coverage to the Finance Office. International students are required to ensure coverage according to Canadian Immigration regulations and that of their home country.
- Crandall Family Practice: students without a local family physician may access the practice of Dr. Alison Power and Dr. Parisa Ghassemi. Pre-booked, and limited same day, appointments are available for students with acute or chronic medical needs.
 - 860 Mountain Rd; Suite 301
 - Phone: 853-5884
- Clinic: Appointments with a doctor or nurse can also be made by calling one of the many local medical clinics within close proximity to the University.
- Emergency: assistance is available through calling 9-1-1.

17. Mail Delivery: Mail is distributed through student mailboxes in the university mail system. Students who receive parcels through the mail will be notified to pick them up at the Student Service Centre (SH143). The university mailing address that residents should use is:

Resident's Name
Crandall University
Box 6004
Moncton, NB, E1C 9L7

18. Chapel and campus ministries: As a Christian university, we are pleased to provide any number of staff and faculty members who will assist you with your spiritual journey and questions. Our Dean of the Chapel is also a staff member dedicated to the spiritual growth and development of students, and is the best contact for your journey. The Dean may be accessed through that office in Murray Hall.

IX. Community Standards and Conduct

Colburne House is the student's home away from home. Yet one of the formative values of living on the campus of a Christian university is that of exhibiting and experiencing a Christian, positive, safe, warm, and caring environment. While students should value and celebrate privacy and individuality, it is important to understand a common set of community standards and

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conduct to which all residents adhere. Please note that as a student at Crandall University, all resident students are accountable to follow the Student Code of Conduct, which is the super-ordinate documentation for the Residence Code of Conduct. These are complimentary documents that enhance a student's experience on campus.

1. Christian Standards: Students are expected to live in a way that honours Christ within their personal lives. While this understanding may differ from one individual to another, the general standards of personal devotions, prayerfulness, corporate worship, and personal relationship with Christ are valued and promoted. Staff and faculty members are happy to assist you as you develop your faith and the challenges that present themselves in life.
2. Self-Care: Students are expected to be able to engage in self-care for their personal, spiritual, emotional, mental, and physical health and well-being. Students must be able to care for themselves and positively impact the health, welfare, safety, security, and success of themselves and others.

Such self-care may include, but is not limited to, caring adequately for your own physical and mental health, managing health issues by following the instructions of health-care professionals, and not causing, or threatening to cause, harm to oneself or others. Students are expected to seek out and/or accept professional assistance for those situations they are unable to resolve on their own. Student Life staff are more than willing to support students in seeking professional assistance.

Students who require accommodation due to a documented disability or medical condition are asked to contact the Student Life office as soon as possible to ensure the appropriate support may be provided.

3. Facility Care: Students are expected to treat the campus with respect and care for the benefit of fellow students as well as the University.

All registered students, staff, faculty, and those on official university business are welcome to enjoy the university building and property. Visitors are welcome to tour the facility during normal business hours and receive information as needed. Special events will be held periodically to which the public will be invited. At all other times, visitors and guests should be on site by invitation only and respectful of the primary purpose of the University and its security concerns.

4. Dress Expectations: Students are expected to be clean and modest in their appearance. Undergarments, clothing branded with illegal activities or offensive inferences, etc. are not acceptable for pre-professional dress.
5. Public Displays of Affection: Appropriate expressions of affection are part of social development. Behavior on campus should be such that couples appear approachable rather than exclusive.
6. Sexual Behavior: Crandall University acknowledges human sexuality as a gift from God, and encourages the development of healthy relationships in both dating and marriage. Sexual intimacy is recognized as a normal part of human sexuality within marriage.

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7. Property Theft: Students are responsible for the safety of their property; the University does not assume liability for lost or stolen items. Students bringing valuable items on campus should ensure that they have adequate insurance coverage. Students engaging in theft, defined as the removal or use of another's property without their consent, have violated the trust of the institution and their fellow students.
8. Animals: Service animals are welcome in all areas of campus. However, pets are not permitted on campus; the only exception is that of fish which are to be kept in an adequately cleaned aquarium or fish bowl by residents or student societies. University, or Student Association sanctioned, events may involve pets or shelter animals with approval of the Facilities Department.
9. Alcohol and Drug Usage: Crandall University is a substance-free campus; this includes all land, academic buildings and residence facilities. Accordingly, the use or possession of alcohol, illegal drugs are not permitted on campus. Intoxication or being impaired from alcohol or drug use is unacceptable behavior for students or guests.
10. Smoke-free Area on Campus: Crandall University is smoke-free in and within 30 meters of, all buildings. This includes electronic substitutes. Students may only smoke in the designated smoking areas adjacent to the residence houses.
11. Weapons: Students are not permitted to carry or possess weapons, registered or otherwise, on campus at any time.
12. Parking: Parking spaces adjacent to residence houses are reserved for permit holders. Designated Fire lanes must also be kept free and clear at all times. The University provides snow removal on campus in parking lots and sidewalks. During extended periods of wind and snow, your patience is appreciated as snow removal may be prioritized to particular areas of campus. Residents are to remove their vehicles in the parking lot by noon on the day following an overnight storm to facilitate the plows. All vehicles within the parking lots must be in working condition and moved at the request of Facilities Management.
13. Pornography: Accessing or displaying pornographic material of any kind is not permitted on campus.
14. Public Entertainment: Movies shown in public spaces must be appropriate for a general audience. The choice of on campus entertainment (movies, video games, television, etc.) by individual students should reflect the values of the University.
15. Abuse and Harassment: Abuse or harassment of any kind, including bullying, is not tolerated at Crandall University. If a student experiences abuse by a student, staff or faculty member, please seek help through the Student Life Department. Please refer to the appendix *Harassment Policy* in this handbook for further information.
16. Hazing: Hazing is defined as, "to subject another to pranks and humiliating horseplay". Such activities are not conducive to the wellbeing of our Christian community and are therefore inappropriate on campus.
17. University Imaging and Branding: The name and logo of the university is protected by copyright and policy has been established regarding usage. Student clubs and organizations at Crandall

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University proposing to use the University name or logo need to follow policy and process as stated below:

When communicating with an off-campus audience, the official Crandall University logo must be used or the phrase “A Student Organization of Crandall University” must appear in conjunction with the group’s approved logo or watermark.

All student clubs and organizations at Crandall University choosing to design a personalized group logo must submit copies of the design to the Student Executive of the Student Association. The Student Executive will then forward the approved design to the Communications Manager.

18. Facility Care: Students are expected to treat the residence with respect and care for the benefit of fellow students as well as the University. To maintain a safe and healthy environment, and in consideration of others, all students have a responsibility to assist in maintaining the overall cleanliness of the residence.
19. Room and Pod Care: Students are expected to maintain a reasonable standard of cleanliness within their own room, as well as their own pod. Students should provide their own cleaning supplies and are responsible to clean their individual room, their pod bathrooms and hallways. Roommates and podmates are expected to set up a shared cleaning schedule.
20. Garbage and recycled materials: Students are expected to regularly remove garbage from their pod as well as place recyclables in the appropriate containers. Bags of garbage should be deposited in the dumpster located outside the residential houses.
21. Public Space usage: Residence students are encouraged to engage in meaningful social interactions on campus as part of their university experience. The Lobby and Visitor Lounge, the [Second Floor] Lounge, the [Third Floor] Lounge, and The Alcove are open from 6 am to 1 am, seven days a week for students to gather. Quiet hour observances are to be noted by students using these spaces (see *Quiet Hours and Noise Levels*).
22. Open Dorm: Open dorm hours are hours within which residents may visit freely between room and wings of fellow students.

Resident students of the same gender may visit same gender pods between 7:00 am and 1:00 am, seven days per week, always being considerate of roommates and others within the pod.

Residents of the opposite gender may visit opposite gender pods and floors between 2:00 pm and 4:00 pm and 6:00 pm and 10:00 pm, seven days per week, unless requested otherwise by those within a pod.

The following guidelines apply for Open Dorm hours:

- i. All regular residence rules.

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- ii. When a student hosts a guest of the opposite gender, the room door must be kept fully open; a light must be on at all times, if applicable.
 - iii. Consideration of roommates and others who live nearby must be given priority when entertaining a guest in a room or pod.
 - iv. Students needing to shower during the assigned open dorm hours will post a shower sign on the pod entrance out of courtesy for potential guests visiting the pod.
 - v. Residents who do not wish to receive visitors during these times may post a sign on their door indicating this.
23. Curfew: Residents are required to be on-site within Colburne House during curfew hours to respect residence quiet hours, provide security and safety for all residents, and to provide accurate headcounts for fire or other emergencies. During curfew hours the entrance and exits are alarmed for the security and safety of residents.

Curfew hours are between 1:00 am and 6:00 am Sunday through Thursday. On Friday and Saturday curfew hours are between 2:00 am and 6:00 am.

If the student is planning on staying off campus, they must notify their RA for security reasons. If a situation arises where a student is unable to make curfew, the student is required to contact the On-Duty RA to inform the RA of their late return, and the nature of the situation.

24. Quiet Hours and Noise Levels: Quiet hours are hours, seven days per week, within which students are expected to maintain a low and non-disruptive level of noise and activity for all public spaces within Colburne House. The quiet hours for all floors are between 10:00 am and 6 am.

Students should be mindful to respect the rights of other students to fulfill their academic pursuits and get adequate rest. Noise levels are deemed acceptable if the volume is reasonable, enjoyed by residents, and not disruptive to others. All musical instruments, music, or other entertainment should be engaged in for personal enjoyment or that of a roommate, but not for the entertainment of the pod or floor. As the three public lounges are open most of the day, quiet hour regulations will apply to activities and noise within these public spaces as well.

The Student Life Department reserves the right to introduce 22 Hour Quiet prior to midterms and exams, if requested by residents, in order to provide a quiet study and work environment.

25. Room Inspections: To ensure a safe and healthy residence experience, RAs will conduct a monthly health and safety inspection of common spaces, pods, and individual rooms. These inspections will typically fall on the last business day of each month. Reminder notices of these inspections will be posted 24 hours prior to the inspection. Areas deemed unsafe will have 24 hours to ensure compliance.

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The University reserves the right to have staff enter and search the room of any student without notice if there is reasonable cause to believe that, a life is in danger, federal or provincial laws, or university regulations are being violated.

26. Residence Meetings and Events: Meetings may be held in residence to communicate information, solicit feedback, or to gather together at the request of the University.

Wing Meetings: These meetings are an important means of fostering a caring community and are organized by the RAs. They provide mutual support and a sense of belonging. Wing Meetings may be held weekly, either for Bible study, discussion of issues, sharing of concerns, prayer, or social activities. Participation in Wing Meetings is open to all students and strongly encouraged.

Events: Weekly Residence Worship, and Bible Studies are student-initiated and student-led in Colburne House. These, and other events, are a great way to find encouragement and community as well as to grow spiritually. From time to time, planned and spontaneous events will happen that are designed to relieve stress and get to know others.

Resident Meetings: Occasionally, residence students will be required to attend Residence and/or Floor information meetings. These meetings will be used as connection points between residents and the University staff. A student may request, for reasons of work or class, to be absent from the Residence meeting by making a request with the Housing Don.

27. Room Decoration and Personalization: Students are encouraged to personalize their rooms. Please note that products intended for easy removal (ex. White 3M Sticky Tack) are recommended for use on walls. Do not hang or affix any items from the ceilings; prohibited decorations include items that present, display or represent alcoholic beverages, crude or offensive language, pornographic materials, and stolen property, including road signs.

28. Academic Standing and Status: In order to live in residence, a student must be full-time, and in good academic standing. If a student is considering changing to part-time status, the student must contact Student Life prior to the change of status to ensure room availability as rooms are first allocated to full-time students.

29. Personal Appliances and Safety: Students are welcome to have mini-fridges or microwaves for personal use in their own rooms. Toasters, toaster ovens, open stoves, open flames, or candles, etc. are prohibited for safety reasons.

30. Living with a Roommate or Podmate: Every effort is made to ensure compatibility between roommates, based on the application forms, when allocations are made. Some wonderful friendships have developed between roommates who met for the first time at Crandall, or whose relationships grew within those pre-existing relationships. However, a good relationship between roommates takes work and good communication. Residents

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are encouraged to discuss expectations and be willing to compromise on issues that can be easily resolved, as well as be respectful of a roommate's property and point of view.

Disagreement and respectful conflict is normal, even among those we normally get along with and care about. Residents should be willing to initiate conversations about issues that are disturbing or irritating and make amends if their actions have offended a roommate.

The Housing Don and the RAs are a good resource when roommates are unable to resolve issues and can help facilitate a means of resolution. The process includes: Attempting to personally resolve issues with roommate/podmate; an RA may help mediate a second attempt at resolving issues with the roommate/podmate; the Campus Life and Housing Director may require a meeting with the students involved if it is deemed necessary.

X. Campus Housing Restorative Measures and Disciplinary Policy

Crandall University believes in clear expectations with regards to its community standards and code of conduct for all students within residence. A breach of these expectations is seen as an opportunity for learning. As with all actions, some have consequences to oneself or others. Efforts are meant to be as redemptive as possible while addressing the issues that require learning opportunities, action, or have an actual cost in time or materials.

1. Breach of the Code of Conduct involving Fines. Generally these breaches are seen as straightforward as they infringe on time, safety, or the good conduct of residence activities. The following process will be followed for all corrective actions involving fines. The matter may escalate through the steps or stop at any point, assuming compliance and agreement by both the staff person and student:

- i. The student may be issued a verbal warning, or written warning.
- ii. The student will be issued a fine. The fine shall correspond to the list noted within Appendix A.
- iii. The student may meet with the Director of Student Life to discuss the situation; the student may request reprieve from the fine, or request restorative action in lieu of a fine.
- iv. The student may appeal a fine, through submission of a letter within seven (7) days of receipt of the notification of infraction, to the Student Life Advisory Council (SLA). The decision of this council is final.

2. Breach of the Code of Conduct involving Restorative Action. Generally, these breaches are seen as urgent and complex matters as they involve intimate actions with others, pose a potential safety threat to oneself or others, or are of importance to the missional nature of the University. The following process will be followed for all restorative actions. The matter may escalate through the steps or stop at any point, assuming compliance and agreement by both the staff person and student:

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- i. The student will be issued a verbal warning and the matter will be directly submitted to the Director of Student Life.
- ii. The student will meet with the Director to discuss the situation and to discuss appropriate restorative action.
- ii. The restorative action recommendation will be forwarded to the Student Life Advisory (SLA) Council for a decision on the actions.
- iii. The student may appeal for a reprieve or change of restorative action, through a letter submitted within seven (7) days of notification, to the SLA Council. The decision of this council is final.

3. Repetition of Breach of Conduct: Repeat offenses may result in accumulated fines, restorative measures, or submission of the recurrence to the Student Life Advisory (SLA) Council for restorative measures. The SLA Council may issue a fine, impose loss of privileges, establish a period of disciplinary probation, or request restitution.

4. Serous Issues of Student Misconduct: In rare instances where a student's behavior is determined to be in significant and recurring contradiction to the Code of Conduct, and/or when that conduct is determined by Student Life to pose a threat to self or others, and/or when the aforementioned processes seem insufficient to deal with the situation, and/or when the student has conducted illegal activities, the matter will be submitted to the University's Student and Faculty Judiciary Committee. The Judiciary Committee may:

- i. Place the student on a period of probation to encourage restorative measures.
- ii. Require the student to withdraw from on-campus housing.
- iii. Suspend the student whereby a student may be de-registered from classes, and not permitted to live on-campus for a designated period of time; in the case of suspension the student does not qualify for a refund (Tuition, food and housing).
- iv. Dismiss the student whereby they are dismissed from the University for the period of one calendar year; while they may be re-admitted to the University after such time the student will not be permitted in on-campus housing; in the case of suspension or dismissal, the student does not qualify for a refund. (Tuition, food and housing).
- v. Take other restorative, corrective, or legal action, as determined.

The decision of the Student and Faculty Judiciary Committee is final and binding.

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Appendix A: Colburne House Damage Deposit and Fine Assessment

Since the goals of any corrective measures are community safety, harmony, and Christian growth, students may request a restorative action rather than a fine. For breaches of conduct from Sections 1 and 3 below, residents may submit a written request for a restorative action rather than a fine. Appropriate, and related, restorative actions will be at the discretion of the Housing staff. Once a restorative action is determined, the student may then choose either the fine or action.

All fines are will be added to the student's account with the University. Restorative actions will be initiated at the earliest possible opportunity.

1. Breach of Residence Safety and Security regulations requiring fines and restitution

Facilities safety	\$20 per occurrence
Fire safety	\$50 per occurrence
Campus safety	\$20 per occurrence

2. Breach of Community Standards and Conduct requiring restorative or other actions

Christian Standards	Restorative action
Self-Care	Restorative action
Public Displays of Affection	Restorative action
Inappropriate Sexual Behavior	Restorative action
Property Theft	Restorative action and/or legal action
Alcohol and Drug usage	Restorative action and/or legal action
Weapons	Restorative action, and/or legal action, and \$500 per occurrence
Room Inspections	Corrective action as noted during inspection
Required Residence Meetings	Restorative action
Academic Standing	Restorative action
Pornography	Restorative action
Public Entertainment	Restorative action
Roommate	Mediation with Student Life

3. Breach of Community Standards and Conduct requiring fines and restitution

Facility Care	\$20 per occurrence
Room and Pod Care	\$20 per occurrence
Garbage and recycled materials	\$20 per occurrence
Public Space usage	\$10 per occurrence
Open Dorm	\$25 per occurrence
Curfew	\$25 per occurrence
Dress Code	\$10 per occurrence
Quiet Hours and Noise Levels	\$20 per occurrence
Animals	\$20 per occurrence plus damages (if any)

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Smoke-free area on campus	\$10 per occurrence
Parking	\$10 per occurrence
Room Decoration and Personalization:	\$20 per occurrence

4. Facilities Damage: These are actual expenses that may be deducted to the student's damage deposit; additional charges may apply should repairs exceed the amount of the deposit.

Furniture

Deep or significant scratches	\$75
Broken or lost desk handles	\$25
Cracked or broken mirror	\$50
Mattress, cut or ripped	\$200
Mattress, dirty	\$100
Chair, cut or rip in upholstery	\$60
Chair, broken legs or support rungs	\$50
Furniture, (including drawers), dirty	\$20
Furniture (moved from original location)	\$25 per item
Mattress Pad	\$60

Room Condition

Walls:	Marks (scotch tape, colored sticky tack, paint chips, etc.)	\$10 each
	Dents, holes (nail, door handle, etc.)	\$25 each
	Dirty	\$40
Floors:	Significant scratches	\$30
	Dirty	\$25
Door:	Marks	\$25
	Missing hardware	\$40
Window:	Broken	\$100
	Dirty	\$15
	Removed/Missing/Broken Screen	\$75
Blinds:	Missing	\$100
	Pull chain broken	\$25
	Valance	
	Missing	\$50
	Torn, Dirty	\$50
Ceiling:	Holes, affixed items	\$25 each
	Marks	\$10 each

Pod Condition

Walls:	Marks, holes or deep scratches	\$10 per pod member
Floors:	Floor dirty or badly marked/scratched	\$10 per pod member
Doors:	Marks	\$10 per pod member
	Missing Hardware	\$10 per pod member
Shower Room:	Shower/sink/mirror dirty	\$10 per pod member
	Mirror cracked/broken	\$10 per pod member

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Toilet Room:	Toilet/Sink/Mirror dirty	\$10 per pod member
Hot Water Room	Not cleaned	\$10 per pod member
	Use of room for storage is strictly prohibited for safety reasons. Those found using it will also be subject to a minimum \$50 fine per occurrence.	

