

ABAC

**GUIDE TO
RESIDENTIAL LIVING**

**ABRAHAM BALDWIN
AGRICULTURAL COLLEGE**



Student Life & Housing



2010-2011

Welcome and congratulations on your decision to attend or return to Abraham Baldwin Agricultural College! I am delighted that you have chosen to live in our residence halls.

Our residence hall program is designed to provide you with a wide range of opportunities to grow and develop as an individual and as a member of your residence hall community. I strongly encourage you to get involved in the activities that are offered.

To help insure that you will have an enjoyable experience as a member of our community, it is essential that you review this Handbook and then make responsible decisions regarding your lifestyle and conduct. Policies and procedures exist to help insure the safety, security, and rights of all members of the community. While some of them may infringe upon you, it is expected that you will follow all rules. Should you choose to conduct yourself contrary to the established rules and regulations, you can expect to be held accountable for your actions. It is essential that you read this handbook carefully as you will be held accountable for its contents.

Again, welcome to our residence hall community. I encourage you to take advantage of the many programs and activities we have planned for you. If I or any member of our housing staff can be of assistance, do not hesitate to contact us.

Wishing you a wonderful and successful year,

Ms. Bernice A. Hughes

Dean of Student Life & Housing

This Guide to Residential Living was written to provide residents with additional information, rules, and regulations pertaining to life in ABAC's residence halls. You are expected to read this guide thoroughly. All students will be held responsible for its contents. Rules, policies, and procedures can change. When changes occur, students will receive notice in writing.

Student Life & Housing Mission



The Student Life & Housing mission is to promote student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multicultural needs of the student population and the college community.

We believe that living on campus and getting involved outside of the classroom are very important to student development. Getting to know interesting people, becoming part of the community, and creating a personal niche are all part of the college experience. This educational experience would not be complete without activities and programs to develop both the social and personal life. Campus life is an important part of an ABAC education.

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STAFF

The entire Housing staff is committed to providing you with a comfortable, pleasant living environment, as well as adding to classroom learning experiences by providing opportunities for growth and development. Staff members are well-trained, dedicated, and here to assist you.

Dean of Student Life & Housing

The Dean of Student Life and Housing reports to the Vice President for Student Affairs. The Dean of Student Life and Housing is responsible for the visionary leadership and direction of all the services, functions, programs, facilities, and personnel of the Department of Housing and Residence Life.

Assistant Director of Housing

The Assistant Director of Housing reports to the Dean of Student Life & Housing. The Assistant Director is responsible for concerns related to facilities, budgeting, and staff development and education.

Coordinator of Room Assignments

The Assignment Coordinator receives and processes all housing applications, assignments, requests for residence hall changes, cancellations, and damage bills. The coordinator publicizes deadlines and disseminates information to all residence halls regarding deadlines for the above.

Housing Accountant

The Housing Accountant is responsible for all payments and budgets pertaining to the operation of ABAC's residence halls.

Residence Life Coordinator

The Residence Life Coordinator (RLC) is a professional staff member who resides in the hall. The RLC handles the administrative duties of the hall such as maintenance reports, hall operations, supervision of the student staff, discipline, and programming. The RLC is also there to advise or counsel students on matters related to their educational and personal growth.

Community Assistants

Community Assistants (CA) are students living in the residence halls who work for Residence Life. These students serve as primary resource persons for the students on the floor/section. The CAs assist with personal and academic concerns, coordinate educational and community building programs, explain and assist in the enforcement of college and hall policies, and provide a friendly ear. CAs are involved with helping residents develop a positive living/learning environment within the hall and with making the residence hall a "home."

JUDICIAL PROCEEDINGS

COORDINATOR HEARING

The Coordinator Hearing is the primary hearing used in all Student Life & Housing cases. During this hearing the student will be notified of the hearing via an official notification or letter delivered from the Residence Life Coordinator or Assistant Director of Housing. Students will be notified of their rights at the beginning of each hearing and will be given the opportunity to continue with the Coordinator Hearing or choose for their case to be heard by the Student Judiciary Committee. In the case that the Coordinator Hearing is conducted, the outcome will be decided by the Residence Life Coordinator and both the students and the Residence Life Coordinator will sign the Judicial Hearing Disposition Form agreeing on the charges and sanctions.



STUDENT JUDICIARY COMMITTEE

If a student chooses the Student Judiciary Committee or is a repeat offender, the hearing will be held by the Student Judiciary Panel which is composed of a Chief Justice and Justices. The panel will also include one Faculty member. When a hearing is required of the Student Judiciary Committee, the Board will send a subpoena for the student to appear with any witnesses. During the hearing the charges will be read by the appropriate ABAC staff and the student will be given an opportunity to state their case and call any witness they deem appropriate to their case. The Justices will have an opportunity to question the staff bringing the charges as well as the student being charged. Upon the conclusion of the hearing the Student Judiciary Committee will reach a decision in the case.

DEAN OF STUDENTS HEARING

Any offenses deemed as grounds for possible suspension or expulsion from the residence halls or from the College will be heard by the Dean of Students. Students being called to a Dean of Students Hearing will sign for an official letter outlining the process and they will be given 72 hours to prepare their case. The students may bring witnesses to the case and should come prepared to answer the charges being brought. Hearings of this nature carry the possibility of suspension from the residence halls or expulsion from the college and will be executed with all due process required in situations of this magnitude.

APPEALS

Appeals to each of the above hearing will be handled by the appropriate administrator one level higher than the hearing occurred. Appeals must be made within five business days. Appeals will be heard as follows:

Coordinator Hearing	—————>	Dean of Student
Student Judiciary Committee	—————>	Vice-President for Student Affairs
Dean of Students Hearing	—————>	Vice-President for Student Affairs

Appeals must be in writing and may only be submitted for one or more of the following causes:

- Violation of due process and/or student rights
- New evidence
- Prejudicial treatment by the original hearing body

STUDENT CODE OF CONDUCT

I. Purpose

Abraham Baldwin Agricultural College has the dual responsibility of educating students and helping them develop into mature citizens who take their place in the larger community. In order to accomplish this mission, the College seeks to develop an environment which fosters respect and integrity among its members. To facilitate this environment and to meet its educational goals, the College has adopted conduct regulations for individuals and organizations and has established a judicial process for dealing with alleged violations of those regulations.

Conduct which is of a disorderly nature and in violation of written policy shall subject the student or organization to disciplinary action. The student is also subject to city, state, and federal law. The College will not intervene nor will it ask special treatment for a student who has violated any law.

Proceedings under this Code may be instituted against students charged with a violation of a city, state, or federal law when the alleged conduct is also a violation of this Code. Proceedings under this Code may be carried out before, simultaneously with, or following civil or criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Generally, College conduct regulations shall apply to conduct which occurs on College premises. Further, the conduct regulations shall apply to conduct which occurs while a student is attending or participating in any College sponsored activity wherever that activity may take place, or any behavior, on or off College premises, which adversely affects the College community or the pursuit of its objectives.

All students are subject to the regulations outlined in the Code of Conduct, College Catalog, and Student Handbook. Unfamiliarity with these regulations is not a valid excuse for infractions.

Provisions of the Student Code of Conduct may be revised, supplemented, or amended as necessary at any time by the appropriate college authorities. The students and administration of Abraham Baldwin Agricultural College are bound by the regulations set forth in the following as well as any additional rules and regulations resulting from revisions to the Code during any academic year.

II. Definitions

When used in this Code:

1. The terms “College” and “institution” mean Abraham Baldwin Agricultural College and all of its schools, divisions, departments, and programs.
2. The term “organization” means a number of persons who have complied with College requirements for registration.
3. The term “student” means any person who is taking or auditing classes at the College, or is matriculated in any

College program.

4. The terms “College premises” and “College property” mean buildings or grounds owned, leased, operated, controlled, or supervised by the College.

5. The term “weapon” is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.

6. The term “College sponsored activity” means any activity on or off College premises that is directly initiated or supervised by the College.

The terms “will” or “shall” are used in the imperative sense.

III. Academic Conduct Code

A. Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving of unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

B. Disciplinary Procedures

1. When a faculty member suspects that a student has engaged in academic dishonesty, the faculty member will contact the Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs will notify the student in writing of the report and will appoint a neutral person from among the faculty or staff to meet with the faculty member who reported the matter and the student(s) believed to have engaged in academic dishonesty. The purpose of the meeting, to be scheduled by the Office of the Vice President for Academic Affairs, will be to provide a facilitated discussion about what may have occurred. The faculty member who reported the matter, the student(s) believed to have engaged in academic dishonesty, and the facilitator are the only participants in the meeting. Audio nor video recordings of these proceedings will be permitted. Following the discussion, the facilitator will submit a form summarizing results of the proceedings to the Office of the Vice President for Academic Affairs.

2. The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences. If no resolution is agreed upon, the matter will be forwarded to the Dean of Student Life and Housing, who will convene the Student Judiciary Committee to determine the outcome of the allegation.

3. Guidelines for disciplinary procedures as outlined in Section V of the Student Code of Conduct will be applicable in cases involving alleged academic dishonesty. A written copy of the recommendations by the Student Judiciary Committee shall be sent not only to the student but also to the faculty member who made the allegations of academic dishonesty against the student, to the Vice President for Academic Affairs, and to the President.

4. Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. The faculty member may, however, take any action reasonably necessary to collect and preserve evidence of the alleged violation and to maintain or restore the integrity of exam or laboratory conditions.

5. A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.

C. Appeals Process

Students have the right to appeal a Student Judiciary Committee hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:

- A violation of due process
- Prejudicial treatment by the original hearing body
- New evidence has become available which was not available at the time of the hearing.

3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the defendant, and any written briefs submitted by other participants. Cases will not be reheard on appeal.

4. If the student is dissatisfied with the decision of the Vice President for Student Affairs, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.

5. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.

6. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

IV. Non-Academic Conduct Code

A. Alcohol

1. The possession, consumption, and/or manufacture of alcoholic beverages on Abraham Baldwin Agricultural College property is prohibited.

2. If a student is under the age of 21 and determined to be under the influence of alcohol, he/she will be cited for underage consumption of alcohol and referred to the appropriate authorities for disposition by

the appropriate disciplinary process.

3. A student in an intoxicated state manifested by boisterousness, rowdiness, obscene or indecent appearance, or by vulgar, profane, lewd language or other disorderly behavior will be cited and referred to the appropriate authorities for disposition by the appropriate disciplinary process.

4. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age of 21.

B. Drugs

1. The possession or use (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.

2. Possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah, even if not used or used for tobacco products, is prohibited.

C. Tobacco

1. The use of tobacco products in any building on campus is prohibited.

2. Smoking is not allowed within 25 feet of any building on campus.

3. Smoking is not allowed on the grounds of ABAC Place and Lakeside, except in designated smoking areas.

D. Damage to Property

1. Malicious or unnecessary damage or destruction of property belonging to Abraham Baldwin Agricultural College, its visitors, or to a member of the college community is prohibited.

2. Improper disposal of any form of litter on campus is prohibited.

3. Unauthorized writing on or defacing of College property is prohibited.

E. Disorderly Assembly

1. The Board of Regents (BOR) Policy Manual, Section 1902, states, “Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment” (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).

2. No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the authorized use of facilities, or prevent the normal operation of the College.

3. This section should not be construed so as to deny any students the right of peaceful assembly, within reasonable time, manner, and place regulations.

F. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization is prohibited.

2. No person shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.

3. Conduct on College property or at functions sponsored or supervised by the College or any recognized College organization which materially interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.
4. No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College without credentials for admission (official ABAC identification card and ticket, invitation, etc.) or in violation of any reasonable qualifications established for attendance. At such College functions a student must present proper credentials to properly identified College faculty or staff upon request.
5. Conduct and/or expressions which are obscene or which are offensive to the prevailing standards of an academic community are prohibited.
6. No student shall interfere with, give false name to, or fail to cooperate with any properly identified College officials while these persons are in performance of their duties.
7. Verbal or sexual harassment, terroristic threats or abuse, and sexual assault are prohibited.
8. No student shall deliberately fail to heed a disciplinary summons, oral or written, to report to an administrative official or an authorized Student Government Association (SGA) official or judicial committee.
9. Failure to comply fully with a disciplinary sanction is prohibited.
10. The use of cell phones, pagers, or any other electronic devices in a manner that causes a disruption in the classroom, library, or other college facilities is prohibited.

G. Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged any record, form, or document used by the College.

H. Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at functions sponsored or supervised by the College or any registered College organization.

I. Fire Safety

1. No person shall tamper with, damage, or disconnect any fire safety equipment.
2. No student shall set or cause to be set any unauthorized fire in or on College property.
3. The possession or use of fireworks on College property or at events sponsored by or supervised by the College or any registered College organization is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
4. The unlawful possession, sale, furnishing, or use of any incendiary device is prohibited.
5. No student shall make, or cause to be made, a false fire alarm or issue a false bomb threat.
6. Remaining in a campus facility during a fire alarm without permission by the appropriate authorities is strictly prohibited.

J. Weapons

1. Students are prohibited from the possession of firearms on College property or at events sponsored or supervised by the College or any registered College organization. The possession or use of any other type of offensive weapon is prohibited.

2. Permission to bring a weapon on campus for class demonstrations, training, etc., must be secured from ABAC Police Department.

K. Hazing

All rites and ceremonies of induction, initiation, or orientation, or private actions by individuals which tend to cause or allow mental or physical suffering are prohibited. Specifically, hazing is defined as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or the breaking of College rules.

L. Joint Responsibility for Infractions

1. Students who knowingly act in concert to violate College regulations will be given joint responsibility for such violation.
2. Students are liable for the actions of their visitors, if the student is aware of, or in the presence of the visitor, when the visitor violates articles of the Student Code of Conduct.

M. Misuse of Student Identification Cards or Permits

1. Lending, selling, or otherwise transferring a student identification card or parking permit is prohibited.
2. The use of a student identification card or parking permit by anyone other than its original holder is prohibited.
3. No student may obtain under false pretenses any additional student identification cards or permits.
4. The creation of a fake identification card or parking permit as well as the altering of a valid student identification card or parking permit is prohibited. The replication and distribution of the same is also prohibited.
5. Failure to surrender a College identification card or permit to a properly identified and authorized College official is prohibited.
6. Intentionally damaging an ABAC identification card is prohibited. It is the student's responsibility to have a damaged card replaced.

N. Theft

1. No student shall sell anything not his or her own without written permission of the owner.
2. No student shall take, attempt to take, or keep in his or her possession items of Abraham Baldwin Agricultural College property or items belonging to students, student groups, College employees, or visitors without proper authorization.
3. The illegal or unauthorized use of another's personally identifiable information is prohibited. Violations include, but are not limited to, knowingly and willfully assuming and using any and all personal identifying information, including photographs, without the consent or authorization of said owner for the purpose of misrepresenting oneself. Using, selling, or transferring that information to obtain any benefits, credit, goods, services or other items of value in the name of said owner or to otherwise do harm to said owner is a violation of the Code of Conduct.

O. Unauthorized Entry or Use of College Facilities

1. No student shall make unauthorized entry into any building, office, or other facility; nor shall any student remain without authorization in any building after normal closing hours.
2. No student shall allow, aid, or assist persons in making unauthorized entry into any building, office, or

other facility.

3. No student shall make unauthorized use of any facility. Upon appropriate notice by officials, authorization for the use of facilities may be withdrawn or otherwise restricted.

4. The possession of illegal articles on College property or in campus facilities is prohibited.

A5. No student shall knowingly use College or student organization owned equipment, supplies, or property without proper authorization.

B P. Traffic Violations

Traffic regulations as specified in the Abraham Baldwin Parking and Traffic Regulations booklet are considered to be part of the Student Code of Conduct. These rules and regulations will be used as a standard for all cases pertaining to the Traffic Court.

Q. Inappropriate Use of College Computing Facilities and Equipment

Rules and regulations regarding appropriate use of College computing facilities and equipment as specified in the Policy on Student Use of Technology Resources are considered to be a part of the Student Code of Conduct. Students are responsible for being aware of these policies and of abiding by them. The Policy on Student Use of Technology Resources can be found at <http://www.abac.edu/policies/it/studentuse.cfm>.

R. Student Housing Policy

1. Abraham Baldwin Agricultural College requires all new students to live on campus for a minimum of two semesters unless they meet one of the following criteria: (1) living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile radius of Tifton; (2) married; (3) single parent; (4) 21 years of age prior to September 1, of the current academic year; (5) have attended another college for a minimum of two semesters.

2. The Guide to Residential Living, distributed to each resident, contains procedures and rules for living in College residence halls. This booklet, the Housing Contract, and any “house rules” which have been approved by the Dean of Student Life and Housing and posted in the residence halls are considered a part of the Student Code of Conduct.

3. Minor infractions of Housing policies and procedures will be dealt with through informal conferences with Residence Life staff. Students subject to an informal conference conducted by a member of the Residence Life staff are accorded the following procedural protections:

- i. Written notice of charges prior to the scheduled conference.
- ii. An explanation of the evidence against them.
- iii. An opportunity to respond to evidence against them and to produce evidence on their behalf.
- iv. The right to request administrative review of their case at the next highest level.

4. In cases where the alleged misconduct may result in expulsion, suspension, or disciplinary removal from College housing, the student defendant shall be afforded the opportunity for a hearing before the Dean of Student Life and Housing or the Student Judiciary Committee.

V. Disciplinary Procedures

A. Organization and Jurisdiction

1. Section 401.01 of the Board of Regents policies delegates to individual institutions the duty to discipline students within the framework of regulations of the Board of Regents. According to this policy,

“Students violating rules and regulations of an institution may be punished, suspended, excluded, or expelled as may be determined by the institution” (BOR Policy Manual, Section 401.01). In carrying out the responsibility to discipline its students, Abraham Baldwin Agricultural College will apply disciplinary sanctions only after the requirements of due process, non-discrimination, and fairness have been met.

2. The President of ABAC has delegated the function of student discipline to the Vice President for Student Affairs, who has, in turn, designated the Dean of Student Life and Housing and his/her staff to handle the day-to-day disciplinary process.
3. The Dean of Student Life and Housing is assisted in the student disciplinary process by the Student Judiciary Committee. Cases may be assigned to the Student Judiciary Committee at the discretion of the Dean or upon request by the accused student or students.
4. Students whose cases are adjudicated in disciplinary conferences with the Dean of Student Life and Housing or his/her designee are provided the following procedural protections:
 - i. Written notice of the specific charges at least 72 hours prior to the scheduled conference.
 - ii. Reasonable access prior to and during the conference to any materials which would be considered “educational records” under the Family Educational Rights and Privacy Act of 1974. Personal notes of College staff members or complainants are not included.
 - iii. An opportunity to respond to the evidence and to call relevant and necessary witnesses.
 - iv. A right to be accompanied by an advisor. An attorney attending a conference may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
 - v. Written notification of the decision of the hearing officer within five business days of the conference.
 - vi. The right to appeal to a higher judicial body or College administrative official within five business days of receiving the judicial decision for any of the following causes:
 1. Violation of due process and/or student rights
 2. New evidence
 3. Prejudicial treatment by the hearing officer
 - vii. The right to have access to a recording of the disciplinary conference for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary conferences.
5. The Student Judiciary Committee will meet at the call of the Dean of Student Life and Housing. Proceedings of the committee shall be in accordance with the College Catalog and the Student Code of Conduct. The findings and recommendations of the committee will be forwarded to the Dean of Student Life and Housing for such action as may be deemed appropriate. The committee shall be composed of at least seven faculty/staff members appointed for two-year terms and eight students. Student members will be selected by an application process through the office of the Student Government Association (SGA). The President of SGA shall appoint one sophomore, junior, or senior student member to be Chief Justice. The President’s nominee shall be approved by a 2/3 vote of the Senators present.
6. All cases involving violation of ABAC traffic rules and regulations shall be heard by the Traffic Court. The Traffic Court consists of seven students, who are appointed by the SGA President. One of the sophomore, junior, or senior justices will be appointed by the SGA President to serve as chairperson of the Traffic Court. His/her nomination shall be approved by 2/3 vote of the Senate present.

B. Student Rights in the Disciplinary Process

In any disciplinary process at Abraham Baldwin Agricultural College, an accused student shall be af-

forded the following rights:

1. The right to a fair and impartial hearing.
2. The right to a presumption of not being responsible for a violation until proven responsible as determined by clear and convincing evidence.
3. The right to be notified in writing of the charges against him or her; the specific rule or policy violated; and the time, date, and place of the scheduled hearing. This notification must occur in writing at least 72 hours prior to the hearing (except when the accused student postpones the hearing) provided that the student has informed the College of his or her current contact information. If the student has not furnished the College with current contact information, College officials have only to make a responsible attempt to notify the student with the most recent contact information provided.
4. The right to an advisor of his or her choice. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.
5. The right to question all witnesses who testify at the hearing and/or to challenge all written statements presented at the hearing.
6. The right to present witnesses to testify in his or her defense. The Dean of Student Life and Housing shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
7. The right to be present during the entire hearing (except for closed judicial deliberation) and to know all evidence used in the proceeding. The student may, however, elect not to appear, and failure to appear shall not be construed as an admission of responsibility.
8. The right to remain silent and such silence shall not be construed as an admission of responsibility.
9. The right to be notified in writing of the decision of the judicial body or hearing officer within five business days of the date of the hearing.
10. The right to appeal to a higher judicial body or College administrative official within five business days of receiving the judicial decision for any of the following causes:
 - i. Violation of due process and/or student rights
 - ii. New evidence
 - iii. Prejudicial treatment by the original hearing body
11. The right to have access to a recording of his or her hearing for the purposes of preparing for an appeal. Students may not bring their own recording devices to disciplinary hearings.

C. Procedures for Disciplinary Hearings

Disciplinary hearings at ABAC are hearings to arrive at corrective recommendations regarding alleged student misbehavior. The administration of discipline is viewed as an educational process, not a criminal or civil trial proceeding. As such, the disciplinary procedures used are determined and administered by educators within the requirements of due process and protection of student rights.

The procedures used by all disciplinary committees are as follows:

1. Student judiciary hearings are presided over by the chair of the Student Judiciary Committee or his or her designee. The chair may exclude any person from the hearing who is materially interfering with the judicial hearing proceedings. Any disruptions of a judicial hearing can result in the possible immediate interim suspension of the student(s) involved in the disruption. The chair of the committee makes such a

determination, and when that determination is made, those causing the disruption will be asked to leave the hearing and its premises. If they do not voluntarily leave, ABAC Police will escort them off the premises.

2. Recommendations of the Student Judiciary Committee are by a simple majority vote. A Student Judiciary Committee quorum is more than 50% of its membership being present. A hearing may proceed with less than a quorum if the accused elects to proceed.

3. The judicial hearing will follow this sequence:

- i. An oath is administered to the accused.
- ii. The alleged charge or charges are presented to the accused (Charges are prepared and presented by the Dean of Student Life and Housing or his/her representative).
- iii. The chair calls for a response to each charge from the accused.
- iv. Witnesses and documentation supporting the alleged violation(s) are presented.
- v. Comments and documentation supporting the accused's position are presented.
- vi. Examination and questioning by the committee follow presentation of documentation and witness comments.
- vii. Closing comments are presented by both parties, first the administration and then the accused.
- viii. The Student Judiciary Committee goes into closed session to deliberate.
- ix. The Student Judiciary Committee reconvenes and reads its findings and/or recommendation(s) to the accused. The accused is also notified of the right to appeal.
- x. The hearing is adjourned.

4. All comments in the hearing are given under oath.

5. The accused student may bring an advisor of his or her own choosing to the hearing. An attorney attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense.

6. The Student Judiciary Committee has four charges: to determine the facts; to decide on the question of responsibility for any or all charges; to develop a suitable disciplinary recommendation; and to produce a well documented record of all proceedings.

7. Committee deliberations are closed to all but members of the Student Judiciary Committee. The Student Judiciary Committee will hear only that information pertinent to the charge(s). Student Judiciary Committee deliberations concerning possible sanctions may draw upon the Dean of Student Life and Housing or his/her designee.

8. The Student Judiciary Committee will advise the accused of its recommendation(s) at the conclusion of the deliberations. The recommendation(s) of the Student Judiciary Committee will also be communicated to the accused in writing following the conclusion of the hearing.

9. The accused is also informed both verbally and in writing of the right to an appeal and is informed of how to pursue the appeals process.

10. An audio recording of the hearing will be made and a transcription made available in the office of the Dean of Student Life and Housing.

D. Disciplinary Sanctions

One or more of the following sanctions may be imposed for violations of the Student Code of Conduct. This list is not exhaustive and may be enlarged or modified as needed.

1. **EXPULSION:** permanent separation of the student or organization from the College. The student or organization will be barred from College premises. Students who are expelled from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.
2. **SUSPENSION:** separation of the student or organization from the College for a period of time with two conditions: (1) the student may not return or the organization be reinstated before a specified date; and (2) readmission is not automatic. The student or organization shall not participate in any College sponsored activity and may be barred from the College's premises. Students who are suspended from the College are not entitled to any refund of tuition, housing, meal plan, or other fees.
3. **INTERIM SUSPENSION:** The Vice President for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to the student or to others or to the stability and continuance of normal College functions. A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Affairs or a designee within five business days from the effective date of the interim suspension in order to discuss the following issues only: (a) the reliability of the information concerning the student's conduct; (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to self or to others or to the stability and continuance of normal College functions.
4. **DISCIPLINARY PROBATION:** notice to the student or organization that any further violations of College rules and regulations will likely result in suspension. Disciplinary probation may also include the setting of restrictions on participation in College activities or entry into certain College facilities.
5. **DISCIPLINARY WARNING:** notice to the student or organization that further misconduct may result in more severe disciplinary action.
6. **RESTRICTION:** exclusion from participation in campus organization leadership or membership; involvement in campus social, recreational, sporting, or recruitment activities; residence hall visitation or access; the use of campus facilities; identification card privileges; or parking or driving privileges on campus.
7. **RESTITUTION:** the student or organization is required to make payment to the College or to other persons or groups for damages incurred as a result of a violation of the Code of Conduct. Restitution may take the form of appropriate service or other compensation.
8. **FORCED WITHDRAWAL:** from the academic course within which an offense occurred, without credit for the course.
9. **CHANGE IN GRADE:** with the concurrence of the instructor, for the course in which an offense occurred.
10. **REFERRAL/PROFESSIONAL ASSESSMENT:** referral to the Student Development Center or other professional counseling/evaluation service.
11. **PARENTAL AND/OR GUARDIAN NOTIFICATION:** The Family Educational Rights and Privacy Act (20 USCS 1232g.i) provides in pertinent part that institutions of higher education are not prohibited "... from disclosing, to a parent or legal guardian of a student, information regarding any violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's edu-

cation records, if (A) the student is under the age of 21; and (B) the institution determines that the student had committed a disciplinary violation with respect to such use or possession.”

12. OTHER SANCTIONS: other sanctions may be imposed instead of or in addition to those specified above.

E. Appeals Process

Students/organizations have the right to appeal a Student Judiciary Committee or administrative hearing recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of the Vice President for Student Affairs within five business days of the date of the letter notifying the student of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.
2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Judicial recommendations may be appealed on the following grounds:
 - A violation of due process
 - Prejudicial treatment by the original hearing body
 - New evidence has become available which was not available at the time of the hearing.
3. Appeals shall be decided upon the record of the original proceedings, the written appeal submitted by the student, and any written briefs submitted by other participants. Cases will not be reheard on appeal.
4. If the original decision in the case was not rendered by the Vice President for Student Affairs, he/she shall consider the appeal and give a decision.
5. If the student is dissatisfied with the decision of the Vice President, the student may request in writing that the President consider the appeal, but such request must be made within five business days of the Vice President's decision or the Vice President's decision will be considered final and conclusive.
6. Within five business days of receiving the appeal, the President will either rule on the appeal or refer the appeal to a special Presidential Panel. The Presidential Panel will review all facts and circumstances connected with the case and within five business days make a report of its findings to the President. After consideration of the Panel's report, the President will within five business days make a decision which shall be final so far as the College is concerned.
7. Should the student be dissatisfied with the President's decision, written application may be made to the Board of Regents for a review of the decision. This application must be submitted within twenty days following the decision of the President. Additional information regarding procedures for appealing to the Board is available in the Office of the Vice President for Student Affairs. The decision of the Board shall be final and binding for all purposes.

E. Traffic Court Proceedings

1. Students receiving a parking violation have the right of appeal for seven (7) calendar days from the date of ticket issuance. If an appeal has not been completed within this time, the ticket stands.
2. If a student wishes to appeal a ticket, he/she must present the ticket to the office of the ABAC Police Department. If the student wishes to appear before the Traffic Court, he/she will be given an instruction sheet which explains the time and place of the next Traffic Court proceeding. If the student wishes not to

appear before the Traffic Court but to submit a written appeal, he/she will complete a form supplied by the ABAC Police Department.

3. On the day of each Traffic Court proceeding, the Traffic Court Chief Justice will obtain from the ABAC Police Department a list (or docket) of students scheduled to appeal in person to the Traffic Court or any written appeals.

4. During the Traffic Court proceedings, students appealing in person are called to the podium individually and given an opportunity to explain their appeal. Justices may ask questions to obtain further explanation of the violation. Students must present a copy of their ticket to the court; if they fail to bring the ticket, they must obtain a copy from the ABAC Police Department before the appeal can be heard.

5. After discussion, the justices vote by paper ballot. Ballots are tallied by the Chief Justice. After the count, the Chief Justice stamps the ticket approved, denied, or reduced. If the ticket is denied or reduced, the ticket is returned to the student and he/she is instructed to pay the ticket in the Student Financial Services Office.

6. If a student is scheduled to appear before the Traffic Court and fails to appear, the appeal is automatically denied.

7. Written appeals are read and discussed. Following discussion, the justices vote by paper ballot. The Chief Justice tallies the ballots and marks the appeal form approved, denied, or reduced.

8. After all cases are heard, the list of appeals is returned to the Police Department with the results recorded.

9. Students can determine the status of written appeals by phoning or stopping by the ABAC Police Department office.

F. Traffic Court Appeals

Students/organizations have the right to appeal a Traffic Court recommendation in accordance with the following procedures:

1. Requests for appeals must be submitted in writing to the Office of Student Life and Housing within five business days of the date of the Traffic Court Hearing. Failure to appeal within the allotted time will render the original decision final and conclusive.

2. Written requests for appeals must be specific and detailed as to the nature and substance of the student's complaint and must clearly indicate what action is requested. The written request should specify the grounds for appeal. Traffic Court recommendations may be appealed on the following grounds:

- A violation of due process
- Prejudicial treatment by the Traffic Court
- New evidence has become available which was not available at the time of the hearing.

3. The Dean of Student Life and Housing will inform the Chief Justice of the Student Judiciary Committee of appeals of Traffic Court decisions. The Chief Justice will convene the Student Judiciary Committee to hear the case within five business days of receiving the appeal.

4. In hearing Traffic Court appeals, the Student Judiciary Committee will follow procedures set forth in **Section B and Section C** above.

5. The student will have five business days from the date of the Student Judiciary Committee hearing to appeal in writing to the Vice President for Student Affairs. The decision of the Student Judiciary Committee stands if the student fails to submit the written appeal within the allotted time.
6. The Vice President will have five business days from the date on which the appeal is received to render a decision. The student will be notified in writing of the Vice President's decision.
7. The decision of the Vice President for Student Affairs is final and binding.

Updated Thursday, February 12, 2009

STUDENT LIFE & HOUSING POLICIES

Disclaimer Regarding Student Code of Conduct:

All students residing in the ABAC Place and Lakeside residence halls will be required to following all policies contained in the Student Code of Conduct in addition the following policies outline within this section outlining the policies specific to Student Life & Housing and living on campus.

Frequently Asked Questions

I received an Official Notification stating I need to meet with somebody. What does it mean?

This form is very important. The form tells you that an incident report or complaint has been filed, which alleges that you may have violated ABAC Housing policies. This form will tell you the date of the report/complaint, and the policies in question. The form also tells you that you must make an appointment within 24 hours to meet the Residence Life Coordinator. This meeting, which is also referred to as a hearing, will be an opportunity to discuss the incident. If you have an academic commitments at this time (class), you must contact the staff member immediately to schedule another time. If you fail to attend the meeting, the staff member will determine a course of action based only on the available information. Therefore, your attendance is important.

What happens at this meeting?

Most hearings are one-on-one meetings with your Residence Life Coordinator. This meeting is an informal discussion between you and a staff member. At the hearing, the staff member will want to hear your side of the story. He or she will also ask you questions about the incident and seek to clarify discrepancies. The overall goal of this meeting is to gather facts and also provide a meaningful discussion about the alleged behavior. After discussing the facts and listening to your information, the staff member will determine if your behavior constitutes a violation of any Housing policies.

What happens if I'm found responsible for violating a policy?

If a student is found in violation of a policy, the staff member will consider appropriate sanctions. Considerations when determining sanctions include the nature of the violation, mitigating circumstances during the incident, and any prior conduct record of the student. If you are not informed of the decision at the meeting, you will receive a letter within five working days informing you of the finding and any sanctions that have been levied.

Why was my case sent directly to the Dean of Students?

Incidents of a more serious nature, or those involving individuals with a disciplinary history, may be referred to the Dean of Students. These cases may be referred immediately or after an initial fact-finding meeting with the Residence Life Coordinator. A hearing with the Dean of Students is also a more formal discussion. After an investigation, the Dean of Students may send the case to the Student Judiciary Committee. Please refer to the Code of Conduct found for more information concerning the Student Judiciary Committee.

Alcohol

Students must follow all State and local laws in addition to the code of conduct. Actions off campus which violate the ABAC code of conduct or State or local laws may be adjudicated as a violation of the code of conduct. **Please note that all students in the apartment/suite at the time of an alcohol violation may be held equally responsible regardless of who possesses the alcohol.**



Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: A minimum \$150 fine will be levied by the Residence Life Coordinator. The student may be required to write a three-page (double spaced) typed essay regarding the dangers of alcohol abuse. The essay is due within one week of the assignment. The student will be required to complete an on-line Alcohol Awareness Class within two weeks and Judicial Educator Module 8. Also, if student is under the age of 21, a letter will be sent home to parents.

2nd Offense: The Residence Life Coordinator will levy a \$250 fine, place the student on Residence Life probation, Judicial Educator Module 15, and assign mandatory attendance at an alcohol awareness program. The student will be referred to the ABAC Counseling Office and/or Health Center for counseling and referral.

3rd Offense: The student will be referred to the Student Judiciary Committee. The Board can consider removal from the residence hall system.

Violators will also be subject to further disciplinary action which may include removal from the residence hall with no refund. If removed from the residence hall, the student is still responsible for entire contract period. Violators may also be arrested and charged according to state laws of Georgia. Additional violations will be subject to further disciplinary action.

Alcohol Paraphernalia



Collections of bottle caps, cans, cardboard cut outs, sand-filled bottles, or any other item related to the sale or consumption of alcohol are not permitted. Shot glasses, funnels, and empty alcohol containers are considered alcohol paraphernalia. This includes empty liquor bottles with highlighter fluid.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: A minimum \$100 fine will be levied by the Residence Life Coordinator. The student will be required to complete an on-line Alcohol Awareness Class within two weeks

2nd Offense: The Residence Life Coordinator will levy a \$200 fine, place the student on Residence Life probation, Judicial Educator Module 23.

3rd Offense: The student will be referred to the Student Judiciary Committee. The Committee can consider removal from the residence hall system.

Alcohol/Drug Processing

The making of alcohol and drugs will result in an automatic suspension from residence hall, and Georgia state laws will be enforced.

Appliances

As several rooms are wired into the same electrical circuit, caution must be taken not to overload electrical outlets. All appliances must be plugged directly into a wall outlet or into an Underwriters Laboratories approved power strip with a 15 amps or less circuit breaker. Power strips are limited to one per wall outlet and two per room. The following are not allowed: extension cords, non- U.L. approved power strips and cube adapters.

The following items are permitted provided that they are U.L. approved: study lamps, televisions, radios, stereos, tape recorders, clocks, electric shavers, hair dryers, curling irons (with auto shut off), popcorn poppers, fans, electric blankets, coffee pots, deep fryers with provided lid (ABAC Place only), and personal computers. Irons must be in good working order, with an auto shut off feature.

Appliances **NOT allowed** are as follows: mini refrigerators, sun/heat lamps, portable heaters, portable air conditioners, ceiling fans not already provided by college, George Forman type grills, hot plates, broiler ovens, toaster ovens, hot plates, grills, deep fryers (Lakeside only), in house electric grills, and any open coiled heating devices. All unapproved appliances will be confiscated and the resident will be subject to disciplinary action. Any approved appliances found to be dirty and/or unsafe will be confiscated. Items will be held for one week for resident to take off campus; if not claimed within the week, the item will be discarded.

Sanctions:

1st Offense: Item confiscated and \$10.00 fine

2nd Offense: \$50 fine and the item will be confiscated

3rd Offense: \$100 fine and the item will be confiscated

Athletics in Building/Balconies

While we encourage students to have fun while in college, please note that all athletic sports such as ball playing, racing, wrestling, boxing, tag, golf, or bike riding must be done outside. Rollerblading, skating, and skateboarding are not allowed on ABAC's campus. Ball playing is not allowed in the hallways, apartments, and balconies as it disturbs those who live in the hall and may cause damage. This includes the bouncing of athletic balls. Any student violating this policy will have the athletic equipment confiscated and be subject to disciplinary action. Items will be held for one week for resident to take off campus; if not claimed within the week, the item will be discarded.

Sanctions:

1st Offense: written warning

2nd Offense: Judicial Educator Module 13

3rd Offense: Residence Life probation, \$25 fine

Babysitting

Babysitting is not allowed in the residence halls. No children under the age of 16 are allowed on property other than to accompany others picking up and dropping off students.

Sanctions:

1st Offense: written warning

2nd Offense: Residence Life Probation, and \$25 fine

3rd Offense: Referral to the Dean of Students

Bicycles

Bicycle racks have been placed outside the residence halls for bicycle storage. Bicycles can not be brought inside the residence halls. Bicycles are not permitted to be parked in the stairwells, hallways, breezeways, or other common areas in the halls. Bicycles in common areas or chained to trees, benches, or other equipment will be confiscated by the hall staff. Confiscated bicycles may be claimed within seven (7) days from the Area Coordinator in the building in which they were confiscated. Bicycles held after seven (7) days will be given to charity. Students may be subject to a fine that must be paid prior to the release of the confiscated bicycle. Bicycles may not be ridden in the hallways/balconies or breezeways of the residence halls.



Sanctions:

1st Offense: written warning

2nd Offense: Residence Life Probation, and \$25 fine

3rd Offense: Referral to the Dean of Students

Boxing

Boxing will not be permitted for any reason regardless of whether the match is consensual with regulation equipment. Students found boxing may be subjected to the same penalty as those students found fighting.

Candles/Incense

Candles, incense, and oil/kerosene lamps are not permitted. The burning of candles and incense constitutes a fire hazard and is not allowed in the Residence Halls. Most fires that occur in sleeping areas are associated with smoking material like tobacco products, candles, and incense. This policy applies to candles with or without wicks. Candle warmers are not permitted. Candles will not be returned to the resident, they will be discarded.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: Every time such items are found, the Residence Life Coordinator will fine the student \$50 and will confiscate and discard the items, Judicial Educator Module 10.

2nd Offense: Every time such items are found, the Residence Life Coordinator will fine the student \$100 and will confiscate and discard the items.

3rd Offense: The student will be referred to the Student Judiciary Committee or to the Dean of Students

Carpeting

Students are allowed to bring carpeting or rugs for their room. Please refrain from using tape or any adhesive to secure carpet. Students are required to remove the carpeting and dispose of it off campus. Fines will be levied if the carpet is not removed at check out. Fines will also be assessed if the floor is damaged.

Christmas Decorations



Live Christmas trees, pinecones, hay, and other shrubbery (also shotgun shell lights) are prohibited in the residence halls. They pose a fire hazard. Residents are allowed to have artificial trees and appropriate Christmas ornaments along with the manufacturer specified indoor lights.

Contact Paper/Wall Paper

Contact Paper is not allowed in the residence hall.

Cooking

Cooking should only be performed in a kitchen that is designed for such. Students may use common area cooking facilities for Lakeside (ask your hall staff what is available). When cooking, student must not leave food unattended for any length of time. See **APPLIANCE** for complete list of approved and prohibited cooking appliances.

Cyber Harassment

Students found harassing other students via MySpace, Facebook, email, or any other electronic media will be held to the same standard as verbal and physical harassment.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester. Students may be administratively suspended by the Vice President for Student Affairs pending a hearing.

1st Offense: Judicial Educator Module 17, referral to the Student Judiciary Committee

Each Additional Offense: The student will appear before the Dean of Students with a recommendation of probation up to suspension from the residence hall and/or college. Harassment of hall staff will be considered an extremely serious matter warranting possible removal from the residence hall system and/or college.

All cases of cyber harassment may lead to criminal prosecution by law enforcement agents.

Dart Boards

Dart boards and darts are not allowed in the residence halls, to include metal and plastic tip darts. Violators of this policy will be subject to disciplinary action and will be held responsible for any damages incurred.

Disrespect and Harassment of Hall Staff

Please remember that the hall staff is here to help you, but that they also have a job to do. Please give them the respect that they deserve. If an incident has occurred, be polite and cooperative. If you are uncomfortable with your interaction with the hall staff, do not lose your temper; keep control and give the information required and follow up with the AC the next day. Students disrespectful to staff members doing their job will only make the situation worse. Harassment of the hall staff can lead to removal from the residence hall and suspension from the college.

Doors

Residents are responsible for their outside door. Doors should never be propped open or kicked in. Kicked in doors will result in a \$150 fine unless the lock is damaged, at which point an addition \$250 fine will be assessed.

All residents of the room will be charged for the kicked in door, unless the responsible party is identified. Repeat offenses may result in involuntary relocation or removal from housing. Terrace doors should remain locked and the blinds should remain secured and closed at all times. Failure to lock terrace doors will result in moving the residents to an upper floor.

Emergency Exits

Lakeside – All residents must use the main stairwell. End stairwells are alarmed and to be used for emergency exits only. Students should at no times be found entering these stairwells or letting other students onto a floor from these stairwells.

ABAC Place – Abide by the posting on the individual doors.

Doors should never be propped for any reason.

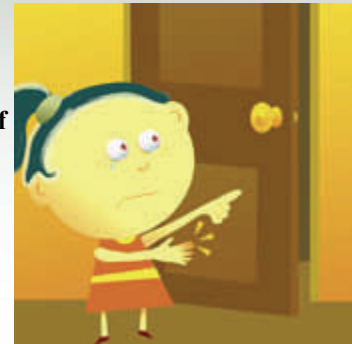
Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: \$50 fine, Judicial Educator Module 7

2nd Offense: \$100 fine

3rd Offense: Referral to the Dean of Students



Fighting

Fighting is not tolerated for any reason at ABAC. Students may be removed from housing and/or suspended from the college for being involved in a fight. Students will also be held liable for all Federal, State, and local laws violated as a result of the incident.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

Each Offense: The student will be required to appear before the Dean of Students or Assistant Director of Housing, Judicial Educator Module 2. The sanction can range from a warning to suspension from the college.

Fire Arms/ Ammunition/ Fireworks/ Explosives/ Flammables/ BB's/ Paintballs/ Etc...

Possession of these items may result in immediate suspension from Housing and/or College. This is also to include the ammunition used by the above mentioned guns. Knives may not exceed 2 inches or in an offensive manner by Georgia state law (*Georgia Code 16-11-127.1*). Steak knives are exempt from this rule unless removed from kitchen or are or used in as a weapon.



Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

All Weapon Violation will include Judicial Educator Module 22 and the following:

Firearms: Criminal proceedings and referral to the Dean of Students

Ammunition: \$50 fine, Judicial Educator Module 5

Knives: \$25 fine per knife and Judicial Educator Module 5

Fireworks: \$50 fine and Judicial Educator Module 5

Explosives: Criminal proceedings and referral to the Dean of Students

Air Soft BB's and Air Soft Guns: \$50 fine and Judicial Educator Module 5

BB Gun: \$50 fine and Judicial Educator Module 5

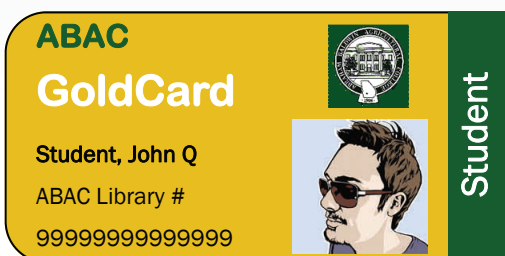
Paintball Gun and Paintballs: \$50 fine and Judicial Educator Module 5

Gambling

Gambling is prohibited by State Law. Gambling is not permitted anywhere in the residence halls. Gambling is defined as any game or wager where money exchanges hands, be it before, during, or after the actual game/wager takes place.

Identification

All students are required to carry a picture ABAC ID with them whenever they are on campus. Do not lend your ID to anyone for any reason. IDs must be surrendered to any ABAC college official (Public Safety, faculty, staff, or CA) upon request. IDs will be required to enter the ABAC Dining Hall and other campus activities. IDs are made in the One Stop Shop, located on the 2nd floor of the Branch Student Center. The first ID is free. If you lose or damage your ID, you can obtain a 2nd ID for \$10, a third for \$25, and \$50 for the fourth. Fake ID are prohibited and the student will be turned over to the Police for prosecution.



Sanctions (for misuse of ID):

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: Judicial Educator Module 7

2nd Offense: \$25 fine

3rd Offense: \$50 fine

Keys (Bedroom)

Each student is issued a key to his/her room and a key card (Gold Card) to enter their residence hall. It is the student's responsibility to maintain and return his/her key to the hall staff immediately upon check-out. You will be charged a Should you lose the Gold Card, you will be charged for the replacement of your card. **DUPLICATION OF COLLEGE OWNED KEYS IS PROHIBITED** and subject to disciplinary and legal action. **Under no circumstances should a resident lend or give his or her key to anyone.**

Sanctions (for lending keys):

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: Judicial Educator Module 7

2nd Offense: Residence Life Probation, \$25 fine

3rd Offense: Possible removal from housing, \$50 fine

Kicked In Doors

Doors should not be forced open. A damaged door will be charged to the residents of the apartment unless the responsible party is identified. The cost of a kicked in door is \$100 divided among all residents of the room.

Sanction for kicked-in doors:

Each Offense: Judicial Educator Module 20

Lock-outs

Students are encouraged to keep their keys on them at all times. When a student is locked out of their room they should call the CA on duty to be let into their rooms. Lakeside residents should call 229-445-0232 and ABAC Place residents should call 229-256-1088 or 229-256-1091. At no time should students try to break in their doors during lockouts. Kicked in doors will result in additional fines, see **Doors** section.

Sanctions (for lending keys):

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: Warning

Each Additional Offense: \$10 fee

Excessive lockouts may result in further disciplinary actions.

Meetings- Hall/Section/Floor

During the course of the year, residence halls will have **MANDATORY** hall, floor, and section meetings. These meetings are required for the dissemination of important information. You are required to attend these meetings or make arrangements with the coordinator prior to the meeting if you are unable to attend. Students who miss meetings without being excused will be subject to a fine. Students will also be responsible for knowing any information given at the meetings they missed.

Sanction:

\$50 fine

Musical Instruments

In order to facilitate an atmosphere conducive to studying, the playing of instruments, unless muted, in or around the residence hall is not allowed. Please use the practice room in the music building to practice your instrument. Please note that guitar amplifiers and drum sets are not allowed in the residence hall.

Noise/Quiet Hours



Quiet hours are observed in each of the residence halls and outside areas surrounding the residence halls from 9:00 pm to 9:00 am. Residents and their guests are required to be reasonably quiet during these times so as not to infringe upon the rights of other students. During finals, 24-hour quiet hours will be in effect in all residence halls. The remainder of the time is consideration hours. Electronic devices should be kept at reasonable volume. Students must respect the wishes and needs of those living around them. Violators of this policy will be subject to disciplinary action from the coordinator and the device used during the violation may be confiscated. The most common noise complaints come from above and below apartments, please be considerate of your neighbors when moving around your apartment. Do not run and jump.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: The resident will be given a written warning by Residence Life Coordinator, and Judicial Educator Module 3.

2nd Offense: The resident will be charged \$25, and be placed on Residence Life probation

3rd Offense: The Area Coordinator will impose a fine of \$50 and may require a written assignment on a special topic. The Area Coordinator can move the student to another room or hall. If sound/audio equipment was used to produce the noise, then equipment will be confiscated and the student will be required to remove it from the building at the earliest possible time.

4th Offense: The student is referred to the Student Judiciary Committee.

Off-Campus Violations

According to the ABAC Student Code of Conduct the College reserves the right to apply the Code of Conduct to a student's actions which occur off campus when the student's behavior and conduct pose a risk or threat to the ABAC community and/or the normal operation of the College. ABAC students should understand that their behavior off-campus is associated with their status as a student of Abraham Baldwin Agricultural College. Behavior that risks the safety of the student themselves, also risks the safety of the population at large when the behavior is of a high risk nature such as alcohol violations, disorderly conduct, criminal actions, and other high risk behavior. Off-campus violations will be handled as if they occurred on-campus in regards to judicial proceedings and sanctions.

Pets

Students are not permitted to have pets in the residence halls due to safety and sanitation regulations. Fish are permitted provided they live in a properly maintained aquarium no larger than one gallon. No other animals can be kept in an aquarium (i.e. turtles, snakes, rodents of any type). Students found in violation of this policy will be immediately required to find a place for the animal to stay and be subject to a fine and disciplinary action. Animals are not permitted to be kept around the residence halls or in the parking lots.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: The student will be required to remove the pet from ABAC property immediately. A \$50 fine will be levied by the Residence Life Coordinator and damage done by the pet will result in monetary fines to the resident

2nd Offense: More than one offense is considered a flagrant violation and is referred to the Student Judiciary Committee



Pranks

Jokes can be funny, but they may lead to damage of personal or college property, to a physical confrontation, to a charge of harassment, or to embarrassment or humiliation. Students involved in this type of misconduct will be subject to disciplinary action, restitution, and possible dismissal from the hall. Pranks should be avoided.

Mischief, Pranks, Athletics, Practical Jokes, Water Balloons, Water Guns, etc.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: \$25 fine and the Residence Life Coordinator will require the student(s) to clean up any mess that was made, and Judicial Educator Module 5. Sanctions may range from a written warning to community service (up to 10 hours). Students will pay for all damages in addition to the fine.

2nd Offense: The Residence Life Coordinator will require Community Service (10-15 hours) and a \$50 fine. Students will pay for all damages in addition to the fine.

3rd Offense: The student will be charged \$100 and is subject to be referred to the Student Judiciary Committee and may face removal from campus living. Students will pay for all damages in addition to the fine.

Roller Blades and Skateboarding

The use of roller blades is prohibited in the residence halls or on campus.



Room Checks (Health and Safety Inspections)

Room checks are performed every two weeks; Staff members will perform health and safety inspections of each room. Staff members will visually inspect each room to assure that college property is maintained properly, reasonable standards of cleanliness are maintained, sanitation is being observed, and maintenance concerns are being reported. If you are not in your room during the inspection, staff members will leave a note indicating that your room was inspected. If a problem is discovered during the room check, the CA conducting the check will leave a note requesting that you attend to the problem within 24 hours. If room condition is the same after 24 hours, a note will be left for you to see the Area Coordinator. If unauthorized appliances or other items are found, the staff member will confiscate the appliance and a note will be left for you to see the Area Coordinator. The Housing Staff reserves the right to ask you to clean your room at any time if cleanliness and safety are compromised.

Sanctions:

1st Offense: Written warning

2nd Offense: \$50 fine, Judicial Educator Module 21.

3rd Offense: \$100 fine and possible dismissal from the Residence Hall.

Roommate Agreements

Residents must complete a roommate agreement within 24 hours of receiving it from their community assistant. Every time a roommate moves in or out, a new agreement must be completed. Residents who violate the roommate agreements will be subject to disciplinary actions, which may include involuntary room or building changes.

Sanctions:

1st Offense: Written warning

2nd Offense: Judicial Educator Module 18, mediation with Residence Life Coordinator

3rd Offense: Residence Life probation and possible involuntary relocation

Smoking/Tobacco



ABAC Place and Lakeside are tobacco free facilities. A resident may smoke in designated outside areas only. Chewing tobacco and dip may only be used outside away from housing property. The designated tobacco area is across the street from ABAC Place. At Lakeside, the designated area is located at the end of the building under the smoking shed near the pavilion area, the lakefront Gazebo, and midway into the parking lot. Violators of the tobacco policy will be referred to the Residence Life Coordinator. **Throwing butts on the ground may result in a littering fine, regardless of where the smoking occurs**

Sanctions:

1st Offense: Written warning

2nd Offense: \$10 fine, Judicial Educator Module 16

3rd Offense: The student will be fined \$50 and may be subject to additional sanctions rendered by the RLC. These sanctions may include community service, research, or loss of hall privileges

4th Offense: The student will be fined \$100 and may be removed from the Residence Hall.

Students found smoking in rooms will be charged \$400 for room restoration

Sub Woofers and Surround Sound

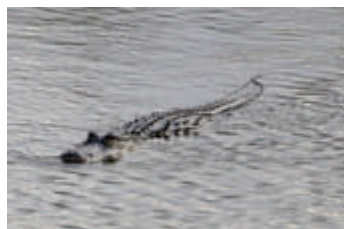
Sub Woofers and Surround Sound equipment are not allowed in the residence halls.

Sanctions:

1st Offense: Item confiscated and \$25 fine, Judicial Educator Module 3

2nd Offense: \$50 fine and the item will be confiscated

3rd Offense: \$100 fine and the item will be confiscated



Swimming in Lake

There is absolutely no swimming allowed in Lake Baldwin.

Sanctions:

1st Offense: Written warning

2nd Offense: Referral to the Dean of Students

Stolen Street or Traffic Signs

Possession of stolen street and traffic signs is a felony. Public Safety will be notified. No such signs are permitted in the residence halls unless they were purchased from a retail store and proof of purchase is provided prior to placing the sign in the room.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: \$50 and the sign will be confiscated and turned over to ABAC Police

Trash Disposal

All trash will be taken to the trash dumpsters located around the properties. Do not use the trashcans in the common areas. Pour out all liquids out before putting containers in the trash to avoid leakage. Use heavy-duty trash bags. Leaking bags will result in damages, which may result in monetary fines. Do not pour grease down the sink, or dispose of any item down the commode that is not toilet paper. Commodes and sinks that are stopped up due to improper use may result in a damage charge.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: 10 hours mandatory grounds service, Judicial Educator Module 21

2nd Offense: 20 hours mandatory grounds service, and \$50 fine

3rd Offense: 40 hours mandatory grounds service, \$100 fine, and Residence Life probation



Unauthorized Guests and Visitors

See Visitation

Underage Guests

Regular visits by underage guests (younger than 16 must be approved by the AC. Students will not be allowed to baby-sit in the residence halls. No guest under the age of 16 is permitted.

Vandalism & Theft



The first warning is given during the first mandatory hall meeting of each semester.

Public Safety will be notified. Vandalism and theft of state property is considered a felony.

Anyone guilty of vandalism or theft will be referred to the Dean of Student Life and Housing. The Dean may hear the case or refer the case to the Student Judiciary Panel.

Visitation

It is the responsibility of all residents to adhere to the visitation policy described within this *Guide to Residential Living*. If a resident of the opposite gender or a non-resident attempts to visit a resident within the 100 building it is the responsibility of the any and all residents to make sure that the guest has signed in at Town Hall. Lakeside residents should sign their guests in at the front desk of Lakeside. If the guest enters the apartment, for any length of time, a visitation violation has occurred and all parties involved with be held responsible.

Residents may entertain guests of the opposite gender in their room during the designated visitation hours posted in their hall. Lakeside and Building 100 have 12 hour visitation from 12:00pm to 12:00am. All guests must sign in at the desk and must be escorted at all times. The Lakeside desk is located in the front lobby and the ABAC Place desk is located in the back of Town Hall.

Guests must be escorted in the halls at all times by the resident they are visiting. Guests must be escorted from the hall at the end of the visitation hours. All visitors must have a valid ID on their persons at all times. Unescorted persons may be issued a trespass warning and escorted off campus by Campus Police. Students who wish to have



an overnight guest of the opposite sex must register the guest with a member of hall staff (building 200 only). Overnight guests may only stay 3 nights per month. Overnight guests are permitted with the approval of the resident's roommates in 200 building of ABAC Place. All overnight visitors must be registered with the hall staff. Guests must adhere to all policies of the hall while visiting. Residents caught violating the visitation policy will be subject to having their visitation privileges revoked. Please be courteous to your roommates in regards to visitation. Residents of Building 100 and Lakeside must register their guest with their respective desk staff. Each **apartment** should be limited to five guests unless permission has been granted by the Student Life & Housing office. Large gatherings should

utilize the common areas of the buildings.

Sanctions:

1st Offense: Written warning, Judicial Educator Module 11

2nd Offense: The Residence Life Coordinator upon a finding of responsibility for a visitation violation may suspend the visitation privileges of all students involved in their respective residence halls for a period of a full week. During this period those students who are sanctioned may not have guests of any kind. Roommates that are found signing in guests for their roommates who have lost visitation privileges will be subject to the same penalties that the AC has levied upon the first roommate. The student will also be fined \$50.

3rd Offense: The Residence Life Coordinator upon a finding of responsibility for a second visitation violation may suspend the visitation privileges of all students involved in their respective residence halls for a period of one month. During this period those students who are sanctioned may not have a visitor of the opposite gender. The student will be fined \$75.

4th Offense: The Area Coordinator will refer a third violation to the Student Judiciary Panel, who upon a finding of responsibility for a third visitation violation may suspend the visitation privileges of all students involved in all residence halls for a period of one semester. During this period, those students who are sanctioned may not have a visitor of the opposite gender.

Water guns/Water Balloons

The use of water guns or water balloons is prohibited in or around the residence halls. Students wishing to have a water fight must do so at the intramural fields and water guns or balloons must not under any circumstances be brought back to the building. You must clean up the water balloons after your game. Students caught violating this policy will be subject to disciplinary action which will include community service and a fine per water balloon confiscated. If water balloons are found in the apartment, each resident may be held responsible.

Sanctions:

Water Gun Offense : Item confiscated and \$25 fine

Water Fights: \$25 fine

Water Balloon (unused/without water): Item confiscated and \$25 fine

Water Balloon 1st Offense: Item confiscated and \$50 fine

Water Balloon 2nd Offense: Item confiscated and \$100 fine

Water Balloon 3rd Offense: Residence Life probation, Item confiscated and \$150 fine

Weapons

The possession of weapons on college property is a criminal violation and will be prosecuted. "Weapon" includes, but is not limited to, any pistol, revolver, rifle, shotgun, or other weapon designed or intended to propel a missile of any kind; knives over 2 inches in length or used for offensive purposes (*Georgia Code 16-11-127.1*); razors; throwing stars; nun chucks; switch blades; butterfly knives; BB and pellet guns; and similar objects. Violators of this policy may be removed from the residence halls immediately, without a refund of fees. Bullwhips may be stored in residence hall rooms but may not be used in or around the residence halls. Whips must be used at the rodeo arena. Any student violating this regulation will have the whip confiscated and be subject to disciplinary action. **All weapons will be confiscated.**

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

All Weapon Violation will include Judicial Educator Module 22 and the following:

Firearms: Criminal proceedings and referral to the Dean of Students

Ammunition: \$50 fine and Judicial Educator Module 5

Knives: \$25 fine per knife and Judicial Educator Module 5

Fireworks: \$50 fine and Judicial Educator Module 5

Explosives: Criminal proceedings and referral to the Dean of Students

Air Soft BB's and Air Soft Guns: \$50 fine and Judicial Educator Module 5

BB Gun: \$50 fine and Judicial Educator Module 5

Paintball Gun and Paintballs: \$50 fine and Judicial Educator Module 5

All Other Weapons: \$50 fine and Judicial Educator Module 5

Window/Window stoppers

Nothing, for any reason, is to be thrown out of a residence hall window, and screens should not be tampered with. The windows are not to be used as entrances and exits nor for moving belongings in and out of the buildings. Safety screens on windows may not be propped open. The screens should be latched at all times. Violators of this policy will be subject to disciplinary action. Flags and other decorations of any type are not allowed to be hung in or around windows in order to preserve the aesthetic nature of the building. Window stoppers are never to be tampered with or removed from the window at any time for any reason.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: \$10 fine

2nd Offense: \$50 fine and the Residence Life Coordinator may require the student to complete a research paper on a special topic

3rd Offense: Considered a flagrant violation and is referred to the Student Judiciary Committee.

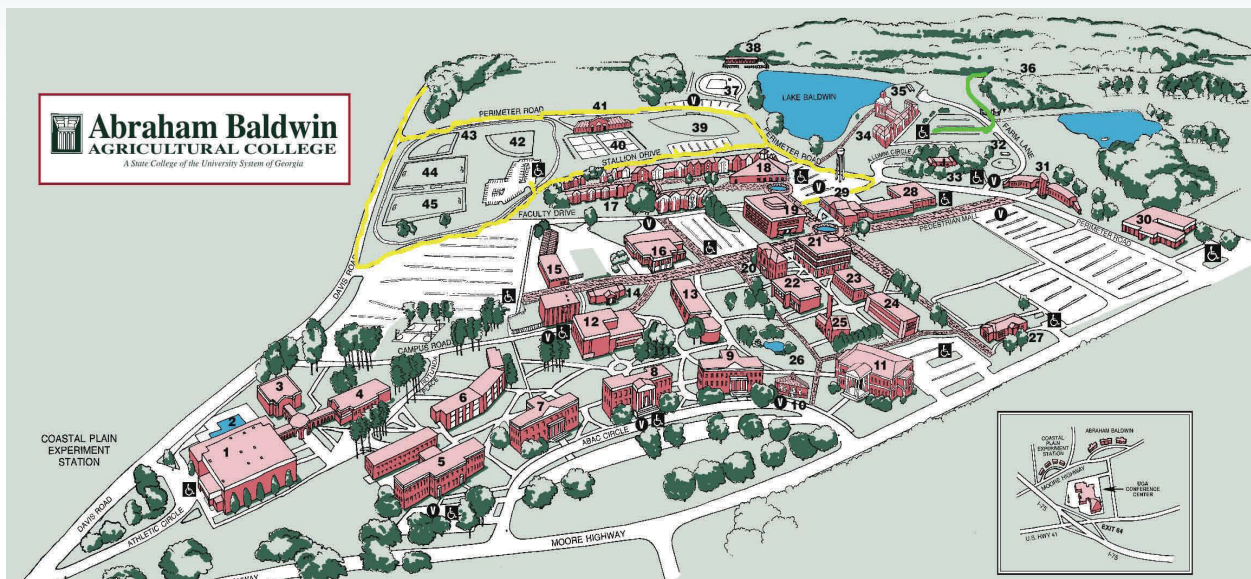
EMERGENCY PROCEDURES

Bomb Threat

If a bomb threat is announced in your residence hall, follow the instructions of the residence hall staff and/or Public Safety Officer. It is important that you remain calm and cooperate fully.

Evacuation

Evacuations from residence halls should take place in an orderly fashion. Students should proceed to the nearest exit (**DO NOT USE MAIN STAIRWELLS IF AN EMERGENCY EXIT IS CLOSED AND NOT BLOCKED**). Evacuation Routes for ABAC Place can be found on the back of the apartment doors. Lakeside evacuation routes are directed down main stairwell or one of two emergency wing stairwells. In the event that campus must be evacuated students should proceed to the nearest campus exit. In the event of a train derailment or accident which necessitates a campus evacuation, ABAC PLACE Residents should evacuate using one of two DAVIS Road exits and Lakeside Residents should evacuate using Farm Lane through Woodruff Farm.



Fire Alarms

Students will be given the procedure for fire alarm safety during the first hall meeting. The college requires the residents and their guests to adhere to all procedures in the case of a fire alarm sounding in the residence hall. Failure to evacuate the building is not only a safety hazard, but a violation of college policy. Students can expect 4 fire drills a semester to ensure students are familiar with vacating procedures.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

1st Offense: \$100 fine and The student will be required to write a three-page (double spaced) typed essay regarding fire safety in the Residence Halls., Judicial Educator Module 10

2nd Offense: Referral to the Student Judiciary Committee

Tampering with Smoke Detectors, Fire Extinguishers, and Fire Alarms

The first warning is given during the first mandatory hall meeting of each semester. Each offense is referred to ABAC Police and may carry criminal charges.

False Alarms: Students found responsible for making false alarms may be removed from the Residence Hall by the Dean of Student Life and Housing. Criminal charges could be filed as well.

Sanctions:

The first Warning is given during the first mandatory hall meeting of each semester.

All Offenses: Referral to the Dean of Students and ABAC Police



Fire Safety Regulation

Each residence hall will cover fire safety regulations during the first hall meeting of the term. Safety regulations should be followed whenever a fire alarm sounds. Do not consider any alarm a false alarm. When the alarm sounds, you must vacate the building immediately. If you see smoke in the hallways, keep low to the ground as you move to the nearest exit. Once you are out of the building, move away from the building and do not block emergency personnel and equipment. You may not re-enter the building until you receive notification from Public Safety or the residence hall staff.



Medical Emergencies

In the case of a severe medical emergency, notify the hall staff immediately. The staff cannot transport students to a doctor or emergency room. If you are unable to find a hall staff member, please contact either the Health Center (ext. 5030) or 911 (9-911 from a campus phone). If someone has fallen, do not move the student without authorization from a medical professional.

Tornado Procedures

In the event of a tornado warning, the emergency siren will sound. When you hear the siren, leave your room and proceed to the first floor designated as a tornado safety area. ABAC Place residents will go to the stairwells on ground level and/or hallways on the ground floors. Lakeside residents will go to the first floors. During the tornado warning, students must stay clear of all windows. You must stay in the tornado shelter area until the hall staff or Public Safety gives an all clear sign.

HOUSING CONTRACT POLICIES/PROCEDURES

Abandoned Items

Residents are required to take all items with them at the time of final check out. Because of space restrictions any items left in the rooms after the student has moved out will be considered abandoned and disposed of within 24 hours. Students leaving large items will be assessed a fee for removal.

Application/Reapplication

Application to Housing should be made online via Banner Web. There is a non-refundable \$235 reservation fee that must be paid before the application is accepted. Students may go to the Housing website or call 229-391-5140 for more information. Reapplication should be made beginning the first week of February. During the month of February there is a non-refundable \$200 renewal fee (\$150 will be applied to the Fall Housing balance). After February, the renewal fee will increase to a non-refundable \$300 (\$150 will be applied to the Fall Housing balance) and a room in 200 building cannot be guaranteed. (See **Re-Application for more information.**)

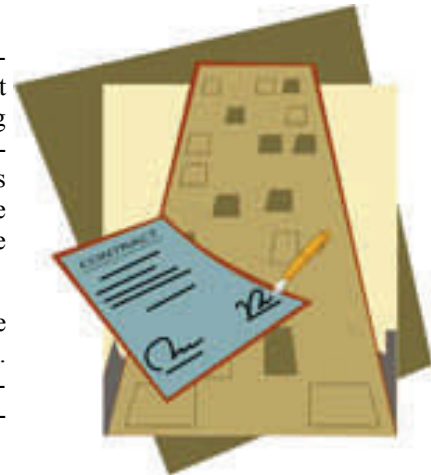
Cable

ABAC provides basic cable access in all hall rooms. Residents with cable ready televisions need only to connect the cable to their TV. Students without cable-ready TVs must buy an adapter. Cable cords and adapters can be purchased from stores such as Radio Shack, Wal-Mart, Kmart, and Target. Contact CityNet at 229-382-3003 (City of Tifton will answer, tell them cable TV) to purchase additional premium packages. You can get a free cable cord, up to 12 feet, from the CityNet Office located at 114 Kent Rd. across from Tift County High.

Cancellations

Student or ABAC may cancel Housing contract under the circumstances indicated below (See Housing Contract for more details).

- A. If on the first day of classes, Student does not occupy the assigned space by 9AM or if notice of delay in arrival is not filed in writing with the Office of Student Life and Housing by 9AM, ABAC reserves the right to assign that space to another student. The right of cancellation in this situation is reserved exclusively by ABAC and in no way releases the student from obligation to pay for a space in the Residence Hall.
- B. The student may request cancellation of the contract because of injury or illness which necessitate withdrawal from ABAC. The student must provide proper documentation from a licensed professional in order to request termination to the Student Life and Housing Office.
- C. ABAC reserves the right to terminate the contract and take possession of the room at any time for violation of the contract, Residence Hall policies and procedures, ABAC Student Code of Conduct; for reasons of health and safety; or when the student exhibits behavior which is incompatible with the maintenance of order and community in the residence halls. No refund will be made.



Upon termination of this contract or withdrawal from ABAC, student has 24 hours to vacate his or her space.

Items left in the room after 24-hour period will be removed.

A resident who forfeits the privilege to live in the residence halls and who is asked to vacate the room as a result of a disciplinary action is still responsible for contract and monetary responsibility associated with the contract.

Check-in/Check-out

To check into a residence hall, students should report to the appropriate hall during the designated check-in hours. You must complete all paperwork required. Students found moving into their rooms without following proper check-in procedures will be subject to disciplinary action and eviction. ID cards will need to be activated at the beginning of each semester for the individual apartments as the cards deactivate at the end of each semester during the breaks.

If you withdraw from housing during the semester, you must come to the Town hall if in ABAC Place and Lakeside Lobby for Lakeside and see a staff member to checkout. At that time your room will be inspected for damages and your keys collected. If there are damages, you will be assessed the amount of the damages. During the regular check-out period at the end of the semester, students are expected to vacate their rooms two hour after their last exam. You must go to the hall office to check out with the hall staff during the designated check-out times. At that time, your room will be inspected for damages and your key collected. Over the break, between December and January, you may leave your belongings in your room. We urge you to take all valuables home because ABAC will not be responsible for your belongings. Failure to checkout properly, turn in your keys, and sign out on the inventory card and roster will result in improper check-out and lock- change fines. Please note that if you move out of your room before your contract is up, you will be charged full contract amount.

Circuit Breaker/Outlets

Should you at any time experience a loss of power in your room due to a tripped circuit breaker, you must contact a member of the hall staff. An evaluation of the cause will be performed and you, or those in the rooms around you, may be required to make adjustments in the use of the appliances plugged into your outlets.

Community Building

The area coordinator and community assistant will, through the course of the semester, present many activities. These activities may be social, emotional, educational, community service, etc. These programs will be designed to enhance your experience of residence life. These programs are for you--make sure you take full advantage of them!

Community Damages

If a damage occurs in a common area (such as hallways, lobbies, study rooms, and bathrooms, etc.) and hall staff is unable to determine the responsible party, then floors, wings, or entire building may be charged for repairs and/or replacement of damaged items. If you see someone vandalizing any of the property, call the Housing Staff at 229-391-5140 or ABAC Police at 229-391-5060.



Computers

Residents are allowed to have computers in their rooms. The resident assumes full responsibility for the total safety of the computer, which includes physical as well as electrical. Keep your computer locked in bedroom when not in use.

Consolidation (Moving students together who don't have roommates)

All students who enter into a housing contract are assigned double room accommodations unless prior arrangements have been made with the Housing Office. **Students without roommates are subject to consolidation unless they pay for a private room. Bed must not be pushed together and may result in a \$150 fine for repeated offense with warnings.**

Damages

Students are responsible for the condition of their rooms while living in the hall. Students will be charged for any damage done to their rooms unless the responsibility can be established elsewhere. To ensure that you are not charged for damages you are not responsible for, note the damages on your check-in form. In addition, students can be held responsible for the expense of repairing damage or loss done to the community areas and/or excessive trash in the hallways, courtyards, or any other common areas.

Decorations

Students are allowed to decorate their rooms, but there are some restrictions. Please consider fire and safety regulations when decorating rooms. Students may not hang items (such as flags or posters) on the ceiling due to fire regulations. Flags, aluminum foil, and other decorations of any type are not allowed to be hung in or around windows in order to preserve the aesthetic nature of the building. Residents are allowed to have flags on the inside of their room provided that it is not visible from the outside when the windows are open. Door decoration – must be approved by the Residence Life Coordinator of your building prior to placing them on the door. Door decorations that cover the peep holes will be removed. If you should display anything offensive, you may face disciplinary action as well as being required to remove the offensive material. Dry erase boards are not allowed on the outside apartment doors. All decorations in common area must be approved by all roommates.



When decorating your room, please be advised that students should only use thumb tacks, small finishing nails, and adhesive material that will not remove paint or leave the wall stained or discolored. All adhesive materials must be able to be removed when you leave. Any material left on wall (tape, glue, etc.) and excessive nail holes will result in a monetary fine.

Deliveries

Residents are responsible for any deliveries (flowers, pizza, etc.) initiated by them to the Residence Halls. Please be aware of the visitation policy contained in this *Guide to Residential Living*. The resident is required to meet the delivery person in front of the Residence Hall! Staff will not be responsible to sign for or receive such deliveries. Special accommodations will be made for Valentines Day and when the Student Life & Housing Office is notified before hand. In these cases flower and gift should be delivered to Town Hall or the Lakeside Desk. Residents will still be responsible for food deliveries.

Dining Hall



Freshman Plan Options: Rate: \$1,100

Dining Services is offering two different meal plans this year, which allow the flexibility to select a meal plan that will fit your dining desires. Each meal plan includes "unlimited seconds" (for residence dining meals). You can eat as much as you like, with the exception of steak or similar premium entrees.

Unlimited Meals plus \$85 Dining Dollars

The Unlimited Plan is designed for students who like to dine frequently and prefer unlimited visits in the all-you-can-eat Donaldson Food Court. Dining Dollars can be used at the two C-Stores, Pizza Hut, Subconnection, and the Library Coffee Shop.

14 Meals per week plus \$100 Dining Dollars

This plan gives students 14 meals a week to enjoy in the all-you-can-eat Donaldson Food Court. Dining Dollars can be used at the two C-Stores, Pizza Hut, Subconnection, and the Library Coffee Shop.

Upperclassman Plan Options: Rate: \$630

All Upperclassmen students will automatically be registered for the Upperclassman meal plan option. Students may "trade up" to any of the plans listed above for more options and the flexibility associated with the meal plans.

120 Block Plan plus \$85 Dining Dollars

This plan gives students 120 meals to enjoy in the all-you-can-eat Donaldson Food Court. Dining Dollars can be used at the two C-Stores, Pizza Hut, Subconnection, and the Library Coffee Shop.

For menus, hours of operation, and more information go to <http://www.abac.edu/dining>.

Door Mats

Door mats are not allowed.

Freshmen Residency Requirement

ABAC requires all new students to live on campus unless they meet one of the following criteria: living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a fifty mile radius of Tifton; married (must provide copy of marriage certificate); single parent (must show birth certificates); twenty-one years of age, prior to September 1 of the current academic year (must provide drivers license or positive identification); attended another college for a minimum of two semesters (this does not include early enrollment classes taken while in high school).

Furniture

Apartments and Suites are fully furnished. Any furniture brought in by the students must be removed upon final check-out or students will be charged a removal fee. No furniture belonging to the college may be removed from the rooms (this includes private rooms) as adequate storage facilities do not exist. Students are responsible for the furniture in the room. As the resident checks in, they will be responsible for their set of furnishings. Any damage incurred to the furniture will be charged to the student(s) living in the room. Rooms must be returned to their original arrangement upon check out. Failure to do this will result in a monetary fine. Students may not move beds together when the other bed in the room is unoccupied.

Furniture in lobby areas is for the use of all students within the hall. This furniture may not be removed or taken to any student's room. Any student caught with common area furniture or furniture which is college property that does not belong in a student's room, will be required to pay a removal fee to move the furniture to its original station and will be subject to disciplinary action for theft of state/college property.



Heating/Air Conditioning

The residence hall rooms are individually heated and cooled. The Housing staff requires that the thermostats in all rooms be set no lower than 72 degrees during the summer and no higher than 68 degrees during the winter. Lakeside residents will not have the ability to change their thermostats beyond a set range. ABAC Place residents found abusing their thermostat privileges will lose the ability to control their own heating and air at their own cost. This issue should be discussed among all roommates and agreed upon in the roommate agreement completed at the beginning of the semester. Power usage overages as determined by the average for the Residence Halls for two consecutive months will result in billing for the overages for each resident of the affected apartments. Warning letters will be sent for the first month of overages.

Holiday Breaks

Student Housing will not be available during the Christmas break. Residents will not be required to remove their belongings during these breaks, but are strongly encouraged to secure or remove all valuables. ABAC assumes no responsibility for theft, destruction, or loss of money, valuables, or other property during this period. Students will not be allowed access to the building for any reason during these breaks.

Housekeeping

Housekeeping is provided for all common areas in the residence halls. This includes the lobby areas, hallways, laundry rooms, and public restrooms. Residents are responsible for the cleanliness of their personal spaces. The housekeeping staff regularly cleans all public areas including bathrooms, corridors, and lobbies. However, it is an expectation that you also assist in helping to maintain a reasonable level of cleanliness in these public areas. The staff is here to keep the building clean, but not necessarily to clean up after you.



Housing Assignment

Housing assignments for presently enrolled students are done prior to fall arrival and early registration during the spring semester, with contracts terminating at graduation of each spring semester. Students will be required to complete a housing re-application form with the Housing Office each semester prior to early registration. When completing this form, you will be asked your housing preference for the following semester. Any changes you wish to make in your housing assignment should be noted at this time. New student assignments will be sent to applicants approximately 4 weeks prior to the beginning of the semester.

An attempt will be made to honor building and roommate preferences whenever possible. However, no guarantee is given regarding these requests.

Housing Contract

The Housing Contract is very important. You should read it carefully and completely prior to signing it. Your contract is binding for the entire academic year, consisting of fall and spring. If you enter into a Housing Contract, you will be held to the contract for the academic year. You must be a full-time student enrolled at ABAC to be eligible to live in college housing. Students who drop to less than full time (below 12 hours) must receive approval to remain in the hall from the Housing Office.

Insurance of Personal Property (Renters Insurance)

The college does not assume liability for the loss, damage, or theft of personal property of students. Residents wishing to protect themselves from the possibility of losses should cover their belongings with the appropriate insurance. In some instances, students may find they are covered or can be covered at an additional charge under the

terms of an existing homeowner policy carried by their parents. It is the responsibility of the students to find and secure adequate insurance coverage. You should also record serial numbers and a description of all belongings in case of loss.

Laundry Facilities

Each residence hall has laundry facilities in the hall. Money can be added to the student GOLD CARD (ID) in their General Dollar Account for use in the machines. The student may add money using one of four Value Transfer Stations (VTS) on campus. They are located in the computer room of Town Hall, lobby of Lakeside, the Student Center-2nd Floor near vending machines, and on the 2nd floor of the Library. Students must follow the maintenance instruction located over the washers and dryers in each building. Students who detect a problem with a washer or dryer should notify 229-391-5140 or contact a CA. Each notification should include building, floor, machine number, machine type (washer or dryer), and a description of the problem. Misuse of equipment may result in damages for which residents will be responsible.



Lobbies/Study Rooms/Common Areas

Each residence hall has a number of common areas designated for student use. Each hall has a main lobby/lounge with a television for student viewing. Students are asked to be considerate of each other while watching television. Some lobbies contain recreational equipment such as billiards and foosball for student use. Please see your hall staff about use of recreational equipment. Other common areas may include kitchens, study rooms, or other television lounges. See the hall staff to inquire about common areas in your designated hall.

Please note that all students are responsible for the common areas. Theft or damage done to common areas will be assessed to all students when the responsible party cannot be determined.

Lofts

Lofts are not permitted in the residence halls. All beds must stay on the floor unless store bought bed risers are used. Wooden platforms and cinder blocks are not acceptable. Students may not build lofts in their rooms. Students caught with a loft will be charged for its removal.

Mail

All mail to students is delivered to the ABAC College Post Office, located on the 1st floor of the Student Center. No mail is delivered to the individual residence halls. To receive mail, please make sure to supply anyone who might send items to you of your correct address:

Name
ABAC #
2802 Moore Highway
Tifton, GA 31793-2601

Students are not required to obtain a post office box, but may acquire one if they so desire.



Maintenance/Repairs

If maintenance problems occur in your room or in common areas, please inform a hall staff member by going by Town Hall or the Front Desk at Lakeside. Emergency maintenance requests after hours should be report to the CA on duty. Lakeside residents should call 229-445-0232 and ABAC Place residents should call 229-256-1088 or 229-256-1091. The Maintenance Personnel will not take maintenance requests from students.

Mattresses

Each student is provided with one mattress per bed. Students may bring a mattress from home but be advised that students cannot remove the standard hall mattress from the room. Special beds and mattresses may be placed in the room if a licensed physician orders it for legitimate medical reasons. A medical note from the physician must be presented to the Dean of Student Life & Housing.

Meal Tickets

All students living on campus are required to purchase a meal ticket. Freshmen residents must purchase the unlimited meal plan while all others may select a plan of their choosing. A doctor's notation is required from students with special dietary needs. Food service is provided to the residents and proper identification is required to enter the dining hall. Your student ID serves as your meal ticket. **See Dining Hall.**

Official Withdrawal

Any resident who officially withdraws from the college or who is withdrawn from the college for other reasons must vacate college housing by 5:00 pm of the day of withdrawal. Failure to do so will result in a lock change fee and disciplinary action. Any student who is withdrawn from the college for disciplinary reasons and who refuses to vacate the hall may be subject to criminal trespassing charges. Students who withdraw will be responsible for the entire amount of the contract.

Parental Notification

ABAC reserves the right to notify the parents of a student (who is under the age of 21) upon all alcohol/drug offenses. A letter will be sent home on all offenses of each case.

Parking



All students operating a motor vehicle on the college campus must register the vehicle at the ABAC Police Office located in Weltner Hall. See the ABAC Parking and Regulations Handbook for further information. If you should receive a ticket and you wish to appeal it, you can sign up at the ABAC Police Office to appear before Traffic Court.

LAKESIDE PARKING

Lakeside residents will not be allowed to park in any lot other than the Lakeside lot between 8:00 am and 5:30 pm. Parking in Faculty/Parking spaces will result in a \$50 parking ticket.

Pest Control

All residential units are treated for pests. If you encounter a problem with pests in your room, please notify the hall staff immediately so a work order can be called in. To help control pests, follow these guidelines: store all food in sealed containers; do not leave food or dirty dishes out; empty all cans and bottles and rinse with water; and do not leave doors open to allow pests to come in, do not leave standing water within apartments. Lakeside will be treated on the 3rd Tuesday of every month and ABAC Place will be treated on the 2nd Tuesday of every month.



Problems which arise between treatments should be reported to the Student Life & Housing Office at Town or the front desk at Lakeside as maintenance requests.

Re-Application

During the Spring Semester students are asked to re-apply for housing for the upcoming Academic Year as well as for the summer semester. Signs will be posted and every attempt is made to make students aware when this should be done. This procedure is preferred before early registration. At the time of re-application, the student will be asked to pay a \$150 pre-payment which will be applied to the fall semester housing fees, plus a \$50 programming fee. These fees are non-refundable. Failure to reapply by March 1 will result in a \$250 pre-payment fee,

plus a \$50 programming fee which is non-refundable and will be applied to the fall housing charges. These fees are non refundable if you fail to return for the Fall Semester.

Recreation Equipment

The office in the residence hall has some recreation equipment available for check out. To check out such equipment you must present your ABAC identification card. Your card will be kept until the equipment is returned. The equipment can be used 12:00 pm - 12:00 am. Only office authorized equipment may be used in the residence halls.

Reservation Fee

Each student is required to submit a \$235 non-refundable housing reservation fee with his/her application. \$50 of this fee is a Programming fee, which makes it possible to have events that will maximize your time spent in your home away from home.

Room Changes/Hall Changes

Students must submit their room change request to the Assignment Coordinator in the Housing Office (Town Hall). The Housing Office will **try** to accommodate room changes when possible, but no guarantees will be given. Room changes will incur a **\$150 room change fee to cover the cost of cleaning and maintenance to the room in preparation for a new resident**. Please note you may not request a room in which there are students living. All students changing rooms must officially check out of their old room and into their new room.

Room Cleaning

The cleanliness of each room is left up of the residents of that room. However, rooms that are excessively messy may constitute a fire, safety, or health hazard; residents can be required to clean and a fine may be assessed. Rooms must be left clean and neat upon each check out. Rooms not left in “move-in” condition for the following semester will be assessed a room cleaning fee based on the amount of cleaning required.

All residents are responsible for the cleanliness of their bathroom facilities. Bathroom facilities will be checked during room inspections. Failure to comply with cleanliness standards could result in disciplinary sanctions. A Common Area Responsibility Release (CARR) Form must be signed to relieve any student from the responsibility of a common area charge.

Room Condition Report

Before resident check in, the community assistant completes a Room Condition Report. Students are asked to check their room condition report for their assigned room. This report lists all existing deficiencies in the room so that the student will not be held responsible for prior damage. Students must sign the form when they check in, and must complete a new form for any room changes. Furniture is designated side A and side B in double occupancy rooms, as the resident checks in. Students are responsible for assigned furniture. Failure to return the Room Con-

dition Sheet to the office could result in the student being held responsible for any damages in question. All corrections to the room condition report must be turned in to the Area Coordinator with in first week of classes.

Room Entry

As all campus residence units are state property, the college reserves the right to enter a room for purposes of routine inspections, repairs, and improvements. The college also reserves the right to enter a room at any time when there is reasonable suspicion of a violation of college rules and regulations, illegal activities, or potential threat to the well being of the residents.

Safety

Room Safety – Students are responsible for their own safety and their belongings. You are urged to lock your door at all times, even if stepping out for a second. Do not bring non-essential valuables to school. Keep your key with you at all times and never lend it to anyone, including a relative. Upon entry into a room, staff members will always lock the door, regardless of whether it was locked when they entered the room. All maintenance personnel will be identified by a uniform. If you are unsure of whether the person is authorized to enter your apartment, you may call the Housing office at 391-5140.

Car Safety – Lock your car at all times and do not leave valuables in plain view in your car or the back of your truck bed. Leaving your door unlocked may result in your insurance company refusing to replace your valuables.

Personal Safety – Never walk alone at night and avoid poorly lit areas. Call boxes are located throughout campus that will dial 911 automatically for your safety. If something does not feel right, it is best to call for assistance.

Building Safety – Don't allow people to enter the building with you whom you do not know. Never agree to sign in a guest you do not know. Guests must always be escorted by their host resident. Please report solicitors (people selling items or services) and unauthorized visitors to the Residence Life Staff. If something doesn't look right or feel right, it probably isn't and should be reported.



Storage

There is no storage area in the residence halls. Residents must make provisions for themselves.



Telephones

Each residence hall unit is wired for service. Students must contact AT&T to activate the telephone line in their apartment or suite at their own cost. Students must also supply their own telephone. Students making a local call must dial nine (9) before dialing number. A telephone for emergencies is located on each floor.

Students making fraudulent or harassing phone calls, charging calls to a false third party or an unauthorized credit/calling card are considered breaking the law and will be subject to arrest and disciplinary action by the college.

Television at Lakeside & Town Hall

At least one television with cable is located in a common area in each hall. Students may use this television. Volume should be kept at a reasonable level and the television should be turned off when not in use. Inappropriate material should not be viewed at any time in these public areas.

Value Transfer Stations (VTS)

Four VTS machines are located on campus. One is located in each residence hall, the Library and in the Branch Student Center. These machines can be used to check the balances on your GOLD CARD and add money to your General Dollars Account. Your General Dollar Account can be used in the laundry rooms, vending machines, and for purchases in the Bookstore. If you experience any problems, please call the Gold Card Office at 229-229-5010.

Vending Machines

All residence halls are equipped with drink and snack machines for the students' convenience. Students should report any problems with vending machines to the hall staff immediately. Any student, who loses money in the machine, and wishes to receive a refund, must contact the Town Hall for assistance. Damage to the machines will result in the removal of the vending equipment and common damage fines unless the person(s) responsible is found. If money is lost in a Value Transfer Station (VTS), see Stefanie Hightower in the Gold Card Office in the One-Stop-Shop.



STUDENT LIFE & HOUSING ORGANIZATIONS

Campus Activities Board (CAB)



The Campus Activities Board allows ABAC students the opportunity to become effective and productive leaders, as well as develop diverse cultural, educational, recreational and social programming for the student body of ABAC. If you are interested in becoming a part of this organization please contact the advisor, Chris Maurer at (229) 391-5140.

www.abac.edu/cab

Residence Hall Association (RHA)



If you have any suggestions regarding the rules and regulation of Abraham Baldwin Agricultural College's Student Housing, you may voice your opinion as part of this organization. RHA is always seeking leadership to provide a voice to the students that live within student housing at ABAC. If you are interested in becoming a part of this organization please contact the advisor, Sharon Sims at (229) 391-5178.

www.myspace.com/abacrha

Information Regarding This Publication

All residents will be held accountable for the content of this *Guide to Residential Living*.

For additional information regarding the policies and procedures listed in this publication, contact the Dean of Students in the Student Life & Housing Office at Abraham Baldwin Agricultural College at 229-391-5140 or come by the Office in Town Hall.

Sanctions listed in this *Guide to Residential Living* are only guideline and may be adjusted by ABAC Student Life & Housing personnel depending on the circumstances of the individual case.

Changes in this *Guide to Residential Living* will be given to the student in writing. ABAC Student Life & Housing reserves the right to make changes with proper written notification of such changes.

IMPORTANT PHONE NUMBERS

Admissions and Registrar	229-391-5004
Bookstore	229-391-4925
Student Development (Counseling/Career Services)	229-391-5135
Dining Hall	229-391-5170
Financial Aid	229-391-4910
Gold Card Office	229-391-5010
Information Center	229-391-5001
Job Placement	229-391-4985
Health Services	229-391-5030
Student Life & Housing (Town Hall)	229-391-5140
Student Life & Housing (Lakeside Desk)	229-391-5176
Library	229-391-4990
Student Success Center	229-391-4785
Campus Police	229-391-5060 or 911