

MINERAL AREA COLLEGE
College Park
Policies and Procedures
For Students Residing in College Park
2018-19

The following policies and procedures shall govern the social, behavioral, and living standards expected of all students in order to respect others, and enjoy a successful college experience. The purpose and intent of the following policies and procedures is to foster a pleasant housing experience for single adults that enables students to live in an environment that is enjoyable and conducive to successful college life. *Student/residents must maintain a minimum of 6 credit hours per semester to live at College Park. Loud noise, juvenile behavior, minor or criminal behavior and disruption of other's peace will not be tolerated. Students are expected to exhibit good moral behavior and to be respectful of College property. All policies and procedures are under the control of College Park Management, with assistance from Campus Security.

Conduct which threatens or endangers the health or safety of any person on College property or at College-sponsored events and any violations not listed will follow Board Policy items under Article 5 Students 5.71 Student Conduct 5.72 Student Due Process.

Students who have not reached the age of 18 by move-in day will need to meet with the Dean of Students to discuss the various risks, pros/cons, to living in an unsupervised environment. The parents are required to sign the housing agreement with the understanding that their student must comply with all requirements, policies and procedures.

*Students must be currently enrolled and attending at least 6 credit hours each semester(s). If students fall to or below 6 credit hours, they will be put on probation and required to report to the Dean of Student Services for consultation. If students drop all classes they are no longer considered a current student at Mineral Area College, and therefore, must leave College Park.

Scholarship Philosophy

It is the philosophy of Mineral Area College to assist students financially for merit achievement or economic need, and ensure each student a safe, comfortable and quiet environment in which to live and study while attending college and participating in areas and activities directly related to receiving a scholarship. Students who have been gifted a full or partial Room & Board scholarship have earned a benefit not afforded other self-paying students, and as such, are held accountable and are expected to be excellent role model students and citizens. It is a privilege to live in College Park with all or part of the living expenses paid for by the college operating funds. Residents on full or partial Room & Board scholarships are expected to perform well academically and participate in student related activities associated with the scholarship.

**Text that is italicized applies specifically to scholarship students.*

I. Noise and Quiet Time

- A. The primary purpose of College Park is to offer a temporary home away from home, with conditions conducive to reasonable relaxation, study and sleep while away at College.
- B. It is difficult to set specific standards regarding levels of noise which will satisfy all residents. Individual levels of noise tolerance vary widely. Given varying schedules and needs, students must be able to work, study, and rest at all times without undue interference or disturbance. **Courtesy hours (hours to study, relax and sleep) are in effect 24 hours a day, seven days a week.** At **NO** time may a

resident, group of residents, or residents and invited guests create excessive noise or loud conversation which will disturb or offend other residents from any outside yard area, or through any roommates', or neighbor's adjacent floors or walls.

- C. Residents may **not** practice musical instruments in College Park **at any time**. Arrangements for practice and the storage of musical instruments should be made with the Music Department (Fine Arts Building), which has storage and practice rooms available for student use.
- D. Residents may not play a television, VCR-DVD, CD, radio, or stereo system so loudly as to disturb or offend any roommates', or neighbors from any outside yard area, or through any neighbor's adjacent floors or walls.
- E. Incidents involving residents who violate the Noise and Quiet Time Policy will be addressed as follows:

1st Offense--\$25 fine

2nd Offense--\$50 fine

3rd Offense --\$100 fine, may result in Eviction, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester.*

II. Guest and Occupancy Policies

- A. Non-resident visiting guests of College Park are defined as individuals who are not affiliated with Mineral Area College (i.e. non-students) or who are students of Mineral Area College, but do not reside in College Park.
- B. The rules regarding inviting and socializing with non-resident and resident visitors of College Park residents will be strictly enforced. College Park residents are permitted to have non-resident visiting guests in their assigned spaces as long as the guests do not infringe on the primary rights to privacy of others, and guests do not violate College and College Park policies including, but not limited to misuse of keys, noise, visitation guidelines, hours and quiet hours.
- C. It is the responsibility of the resident to familiarize their non-resident guests with College Park regulations and **be with their guest at all times**. The resident of College Park is responsible for the actions of a guest; including damages caused by respective guests, and may be subject to fines, penalties and disciplinary action if the guest violates College or College Park policies. Guests violating any policies will be required to leave Campus, and may be permanently banned from returning for any reason or referred for possible legal action. College Park Management and Mineral Area College Campus Security reserve the right to refuse visitation rights of any non-resident.
- D. Non-resident and resident visiting guests will be required to leave the residence of any resident of College Park as soon as Visiting Guest Visitation Hours are over. **NO** non-resident guests may remain at College Park from 12:00 midnight to 8:00 a.m. All guests must leave College Park by 12:00 midnight. **Visiting residents must return to their own residence by 12:00 midnight or use the College Park Clubhouse which remains open and available 24/7.**
- E. **For reasons of fire safety and evacuation, maximum occupancy of College Park apartments will be limited to a total of no more than 20 people at any one time.**
- F. **All non-resident visitors must be at least 18 years of age or older. This means younger friends, brothers, sisters, cousins, etc. are NOT allowed anywhere on College Park campus without their parent present at ALL times. NO BABYSITTING!**

- G. Published Non-Resident and Resident Guest Visitation Hours are daily from 8:00 a.m. -12:00 a.m. midnight.
- H. Visitors and residents of other apartments may NOT be present in another person’s apartment unless the current residing occupant is present at all times. **This means visitors or residents from another room can NOT remain in your apartment or bedroom while you attend classes, or leave the room/apartment for any reason.** All residents must be in their own apartments from 12 Midnight – 8 am, unless they are in the clubhouse or off campus. This privilege is limited to established visiting hours.
- I. Incidents involving residents who violate the **Guest and Occupancy** Policies noted above will be addressed as follows:

1st Offense— \$25 fine and immediate removal of guest(s).

2nd Offense -- \$50 fine and immediate removal of guest(s).

3rd Offense – \$100 fine, immediate removal of guest(s), may result in Eviction, *the loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester.*

- J. **Residents are required to secure and lock their apartments and bedrooms when leaving. You may NOT give your College Park keys to anyone at any time to have access to your apartment or bedroom. No resident may leave their College Park keys in any unsecured area (i.e., under a door mat, hidden outside the apartment, etc.). Found keys will be confiscated by College Park staff and fines may be levied in accordance with section L below. As referenced in section VI (H), due to public safety concerns, no resident may alter, tamper with, or otherwise modify any locking mechanism at College Park.**
- K. **You are not allowed to “borrow” or use another resident’s apartment or bedroom for any reason without the expressed CONSENT AND PRESENCE of that resident. MAC students and/or College Park residents in violation of this policy may face disciplinary action and/or fines, and visitors who are not College Park residents or MAC students that violate this policy may be subject to an issuance of a Trespass notice and/or enforcement of applicable criminal law.**
- L. Incidents involving residents who violate and/or misuse a residents keys or rooms as noted in J and K above will be addressed as follows:

1st Offense -- \$100 fine and immediate removal of guest.

2nd Offense -- \$200 fine, immediate removal of guest, may result in Eviction, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester.*

Non-residents in violation will be issued a No Trespass Notification and may be held criminally liable. It should be noted that Mineral Area College reserves the right to proceed with prosecution for illegal entry into a residence, in addition to any other internal disciplinary action.

III. Overnight Guests ARE NOT ALLOWED.

- A. No overnight guests are allowed at College Park at any time for any reason. Incidents involving residents who violate the Overnight Guest Policies will be addressed as follows:

1st Offense— \$25 fine and immediate removal of guest.

2nd Offense --\$50 fine and immediate removal of guest.

3rd Offense –\$100 fine, immediate removal of guest, may result in Eviction, *the loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester.*

IV. Pool Usage and Vandalism

- A. Authorized hours of usage for the College Park pool are 8:00 a.m. to 9:00 p.m., beginning on Memorial Day in May, and closing at the end of Labor Day in September. Pool use is not authorized at any time outside of those dates and hours, or whenever the gate to the pool area is locked. Incidents involving residents and/or guests who violate the Pool Usage policy will be subject to the following:

1st Offense— \$25 fine and immediate removal of guest(s).

2nd Offense -- \$50 fine and immediate removal of guest(s).

3rd Offense – \$100 fine, immediate removal of guest(s), may result in Eviction, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester.*

- B. Any resident found defacing, altering, tampering with or destroying Mineral Area College, College Park, or other resident's property will promptly be cited by College Park Management and/or Campus Security, and referred to the Dean of Student Services for eviction from College Park, *and dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship related activities for the rest of the semester.* Other consequences and penalties may include dismissal from Mineral Area College with the loss of any Security Deposit along with restitution for the amount of damage, *and the possible loss of scholarship at the end of the current semester,* and referral for prosecution.

V. Theft

- A. Any resident found stealing Mineral Area College, College Park, or other College Park resident's property will promptly be cited by College Park Management and/or Campus Security, and referred to the Dean of Student Services for eviction from College Park, *and dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship related activities for the rest of the semester.* Other consequences and penalties may include dismissal from Mineral Area College with the loss of any Security Deposit along with restitution for the amount of the theft, *and the loss of scholarship at the end of the current semester,* and referral for prosecution.

VI. Room Condition Standards

- A. For safety and health reasons, and continuous maintenance and repair of College property, **residents will always keep rooms and porch areas in clean and good condition throughout the term of the residents housing agreement.** Clean and good conditions include but are not limited to the following: absence of dirt, debris, and any unsanitary and or unhygienic conditions. Unacceptable conditions include, but are not limited to excessive messiness, garbage, or abandonment of personal property at move-out time.
- B. When each resident moves in, a room inspection will be completed by the resident and College Park Staff. Together both parties will agree on and list the original room conditions.
- C. When each resident gets ready to check out, there will be a room inspection completed by the resident and College Park Management, and compared with the "Move In" inspection. Necessary charges will be assessed for any extraordinary cleaning and maintenance that will have to be done by College Park, and missing or damaged College-provided equipment, furniture or property. This includes Charter installed equipment, modems, and power cords.

- D. When damage occurs, the incident must be reported immediately (within 24 hours) in order to facilitate repair to prevent additional damage and possibility of additional assessments of the resident or residents assigned to the Residence.
- E. If damage occurs in the community areas of any residence, the porch area, or the Club House, and no one accepts responsibility, all residents of the assigned room (or the complex) will be charged equally.
- F. Any noxious odor detected from inside or outside of the confines of all or an individual resident's room and community/common area is prohibited. Causes of such odors may include cigarette smoke, burning incense, candles, dirty laundry, dirty dishes, trash, garbage, etc. Every resident has the right to live free of health risks and intrusive odors so as not to offend or disturb others.
- G. Room safety and health inspections will occur regularly and frequently throughout the term of the housing agreement. Unsatisfactory conditions that are observed by College Park Management may result in the apartment's resident(s) being cited and fined. Necessary charges will be assessed for any extraordinary cleaning and maintenance that will have to be done by College Park, and missing or damaged College-provided equipment, furniture, or property, as well as Charter equipment. Students will receive written notification of the costs of damages, and these costs will appear on the student's account with the Business Office.
- H. Because of the level of public safety involved, disabling or tampering with automatic locking doors, Fire Protection Equipment such as smoke detectors or fire extinguishers and/or College Park appliances is strictly prohibited, and will result in a **\$100** fine and any additional charges assessed for the cost of damages. These charges will appear on the student's account with the Business Office. These types of violations include, but are not limited to the following: having an open flame or burning ember (i.e., burning candles, incense, etc.), **creating by negligence or intent, a fire hazard by failing to deactivate any heating element or appliance (i.e., curling iron, clothes iron, etc.)** or tampering in any way with door **or window** locking mechanism. Residents are also required to secure/lock the exterior apartment door any time that at least one of the residents in that apartment will not be present inside.
- I. **Community Cleanliness:** Residents of a given apartment complex share a common responsibility for maintaining those common areas shared by the residents of that apartment. Common areas must be maintained in a clean, orderly and sanitary condition at all times, as this impacts the safety and health of all residents at College Park. Common areas include the kitchen, the bathrooms, and the living room.

Residents of a given apartment complex also share a common responsibility to maintain the porch and stairwell area of their assigned apartment. In order to maintain a safe environment and to meet with fire code regulations, you are required to keep the porches and stairwells clean and **uncluttered at all times**. Apartment furniture is NOT allowed outside. **Clothing or linens may not be dried on the porch or in outside areas. Residents may not have or allow any items to be stored on the porch or outside area of the apartment that, in the judgment of College Park staff, interferes with safe entry or exit from the apartment. Any question in this regard should be referred to the management of College Park. Temporary and Portable BBQ grills are NOT allowed at College Park due to Fire Safety Standards and Restrictions. Permanent grills are available for residents' use and are located at both ends of the pavilion.**

- J. Intentional misuse or abuse of utilities (i.e., setting or utilizing extremes in the temperature ranges for heating or cooling, **allowing window or doors to remain open while heating or cooling systems are running, etc.**) and/or failure to maintain your apartments/rooms sufficiently as described above will result in disciplinary action and/or fines.

1st Offense- \$25 fine.

2nd Offense- \$50 fine.

3rd Offense -- \$100 fine, may result in Eviction, loss of security deposit, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester* .

- K. Littering:** It shall be a violation of the policy of Mineral Area College for a person to throw, abandon, place, or cause to be thrown, abandoned or placed, any injurious, unsanitary or hazardous substance of any kind on the real property of Mineral Area College, its roads, waters in this state or streams, or on any property owned, operated or leased by Mineral Area College without the expressed consent of the administration of Mineral Area College. These prohibited substances include but are not limited to the following: glass, water balloons, eggs (broken or whole), wire, nails, tacks, cans, garbage, trash, refuse, discarded paper or rubbish of any kind, nature or description.

All offenses under section K will carry a \$25 fine for each violation.

VII. Room Entry and Health/Safety Inspections

- A. Resident's Right to Privacy:** The resident's right to privacy while living at College Park is important to Mineral Area College, however, the College, reserves the right to enter and check the rooms for, but not limited to, room inspection, maintenance, health and sanitation, emergencies, and violations of College or College Park policies and/or the Safe Schools Act. When feasible, every effort will be made to provide at least 24-hour notification prior to an inspection.
- B. Entry to Other Rooms:** The housing contract is for one bed space only, therefore, residents should not enter any roommate's room without their permission. To do so without prior permission is a violation of the law. Empty rooms must not be entered without permission from College Park Management. Entering/using a non-rented bedroom may result in any or all of the roommates being assessed a fine for the use of the room, and/or possible eviction.
- C. Room Changes:** may be requested by residents to move from one apartment to another, **but it must be approved by College Park Management prior to any move.** Students will be required to pay a transfer fee of \$25. If a move to another apartment or bedroom within an apartment occurs without prior approval of the management, the transfer fee will be \$50, and resident may be required to move back to the original room assignment. Residents may not intentionally abuse or ignore a roommate's rights in order to secure a private room or extra space in an apartment. Unauthorized moves may be grounds for disciplinary action and charges for the additional space. College Park reserves the right to move a resident mid-semester if there is only one person left in a 4 bedroom unit with no cost to the resident.
- D. Entry Door:** The lock on the main entrance door to all apartments has been changed to an automatic locking system to ensure safety for our residents. We understand that students sometimes forget their keys as they leave their apartment so we have established a 3-pass system. The first three times you require assistance to get into your apartment there will not be any charge. However, anything over 3 times will be charged a fine of \$5 every time thereafter. To acquire access to your room you will need to contact the office between the hours of 8 am- 4 pm. After hours (4:01 pm- 7:59 am), you may call the RA on duty. **You will be REQUIRED to verify your room assignment and provide management and RAs a photo ID to gain access to your room. You cannot ask to be let into someone else's room/apartment. Please know that if you gain access to your room in any destructive or illegal manner it will result in fines and damages being charged to your account.**

VIII. Tobacco-Free Buildings and Grounds

In an effort to respect the health rights of all students, faculty and staff, MAC has a “Smoke-Free Environment” policy.

In March 2014, the Board of Trustees voted to pursue the concept of a completely TOBACCO-FREE CAMPUS policy, which would take effect Aug. 1, 2015. Check www.MineralArea.edu for more information about the pursuit of this policy. This will include all forms of tobacco including smoking, smokeless, e-cigarettes, and any other innovative products allowing for tobacco consumption. The pursuit of this policy demonstrates the college’s commitment to providing a healthy educational setting and workplace, not only for its students and employees, but also for those who visit the campus and outreach centers.

A. Residents who violate the **Tobacco-Free** Policies will be addressed as follows:

1st Offense-\$25 fine

2nd Offense-\$50 fine *and may result in the loss of eligibility to participate in one or more scholarship related activities as designated by College Officials*

3rd Offense -- \$100 fine, may result in Eviction, loss of security deposit, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials and loss of scholarship at the end of the current semester .*

IX. Alcohol Abuse

- A. Drinking or possession of any alcoholic beverages is prohibited in College Park buildings, College buildings, on College premises, and during College activities.
- B. This policy is extended to include any College Park bedroom and community areas including refrigerators or storage areas, inside the College Park Club House, and on the grounds and parking areas, as well as vehicles of both residents and guests. **Containers originally designed and /or manufactured for the purpose of storing an intoxicating beverage (i.e., beer cans, wine bottles, empty liquor bottles, etc.) are prohibited. Any items considered contraband or designed for the participation in games/activities (such as cups, tables, etc.) with the intent to consume alcohol is prohibited.**
- C. **Constructive Possession – It is the policy of College Park to advocate personal responsibility on the part of all residents who share an apartment. To this end, College Park utilizes the legal principle of constructive possession to further the goals of community safety and responsibility in College Park. Constructive possession means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, for the purpose of policy enforcement the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be demonstrated by the resident(s) to the satisfaction of College Park Management that there was no reasonable way the resident could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment raising the issue, and proof of such must be submitted in writing to the Dean of Students within 5 business days from the date of occurrence. The Dean of Students will review the information and render a final decision as to the acceptability of the defense claim raised by the resident(s) in question.**

- D. Residents who violate the alcohol policy will be subject to appropriate action in accordance with the following established procedures:

1st Offense-\$50 fine OR Completed participation in "Choices", a program designed to provide awareness of drug and alcohol abuse, within 14 days of offense. Failure to successfully complete the "Choices" program will result in an automatic hold being placed on your academic records until \$50 fine has been paid or the "Choices" program has been completed.

2nd Offense-\$100 fine *and may result in the loss of eligibility to participate in one or more scholarship related activities as designated by College Officials*

3rd Offense -\$200, may result in Eviction, loss of security deposit, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials, and loss of scholarship at the end of the current semester.*

It should be noted that Mineral Area College reserves the right to proceed with prosecution for underage drinking in addition to any other internal disciplinary action.

X. Drug Abuse

- A. It is the policy of College Park to implement a **Zero Tolerance on drugs**.
- B. The unlawful use, possession, manufacturing, trafficking, and/or distribution of narcotics, drugs (including synthetic or look alike substitutes) and/or chemicals/apparatus commonly associated with narcotics use, possession, manufacturing, distribution, and/or sales is considered to be drug abuse.
- C. **Constructive Possession – It is the policy of College Park to advocate personal responsibility on the part of all residents who share an apartment. To this end, College Park utilizes the legal principle of constructive possession to further the goals of community safety and responsibility in College Park. Constructive possession means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, for the purpose of policy enforcement the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be demonstrated by the resident(s) to the satisfaction of College Park Management that there was no reasonable way they could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question that is raising the issue, and proof of such must be submitted in writing to the Dean of Students within 5 days from the date of occurrence. The Dean of Students will review the information and render a decision as to the acceptability of the defense claim raised by the resident in question.**
- D. Residents found in violation of the above will result in **Eviction from College Park, loss of security deposit, dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship-related activities for the rest of the semester, and loss of scholarship**, dismissal from Mineral Area College, and/or referral for prosecution.

XI. Possession of Weapons

- A.** Possession of weapons and/or imitations of weapons, regardless of their functional condition, are strictly prohibited inside any residence of College Park, or upon the property, parking lot or surrounding property of College Park and the Mineral Area College campus.
- B.** Prohibited weapons include, but are not limited to, the following descriptions:
1. Firearms and/or ammunition of any kind or description;
 2. Any projectile-firing device such as paint ball, pellet, arrow, etc. firing or capable of firing any formed or shaped solid or semi-solid projectile;
 3. Any knife with a blade length exceeding 4 inches (except common cutlery maintained in the kitchen area);
 4. Any self-locking or spring-activated knife, such as a switchblade or spring-blade stiletto knife, regardless of blade length;
 5. Any club, flail or other blunt force instrument;
 6. Any blowgun or other air-powered projectile device;
 7. Any slingshot or other similar stored kinetic-energy weapon;
 8. Any chemical-based weapon, including those designated as mace, pepper mace, tear gas, or other chemical-based device;
 9. Any accelerant/chemical propellant device, which uses an accelerant, propellant or other combustible substance to cause a chemical or exothermic reaction resulting in propulsion energy.
- C.** Exception to this policy: In the event an individual who is a currently commissioned peace officer licensed in the State of Missouri resides at College Park, the provision of Section B (1), (3), (5), and (8) will not apply, as Missouri Revised Statute §571.030 specifically grants authority to a licensed Missouri Peace Officer to possess such items in the performance of their duty. In that event, the individual peace officer will bear full responsibility for the safety and security of such weapons from the access or control of any unauthorized party.
- D.** Residents found in violation of the above will result in **Eviction and forfeiture of security deposit, dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship-related activities for the rest of the semester and loss of scholarship.** *Violation(s) of section XI may subject the individual to criminal prosecution under prevailing statutory law.*

XII. Possession of Fireworks, Explosives, and/or Dangerous Chemicals

- A.** The use, possession, manufacturing, distribution, or sales of fireworks is prohibited at College Park, and includes the parking lot and curtilage areas.
- B.** Explosives and dangerous chemical agents, whether genuine or simulation, are strictly prohibited at College Park. Prohibited items include, but are not limited to the following:
1. Gasoline, diesel fuel, alcohol-based fuels, or other highly flammable liquids, except those which may be contained in the tanks of motor vehicles or approved storage containers within the cargo areas of such vehicles.
 2. Compressed Liquid Propane, Acetylene, Oxygen, or other harmful, flammable, and/or hazardous gases, with the exception of Oxygen in approved medical dispensing systems, for use in the bona fide treatment of a medical condition as prescribed by a licensed physician.
 3. Acids, paint thinners, solvents, or other chemical catalysts that are listed as flammable based on manufacturer's warnings or ruling of the State Fire Marshall.

- C. Exceptions: This policy shall not apply to common household cleaning products in quantities reasonably necessary for use in the housekeeping duties of the residents.
- D. Violations of this policy will result in disciplinary action, up to and including eviction from College Park and/or removal from enrollment at Mineral Area College.
 - 1st Offense-**\$100 fine
 - 2nd Offense-**\$200 fine, Eviction, loss of security deposit, *loss of eligibility to participate in one or more scholarship-related activities as designated by College Officials and possible loss of scholarship at the end of the current semester. Violation(s) of section XII may subject the individual to criminal prosecution under prevailing statutory law.*

XIII. Disclosure of Criminal History

- A. Mineral Area College and College Park are charged with the responsibility of providing a safe environment for all residents of College Park. Since Mineral Area College and College Park are required to comply with the provisions of various federal laws, state laws and other legislative acts such as the 1994 Safe Schools Act and the 1990 Crime Awareness and Campus Security Act, it is necessary for College Park to collect confidential information related to the criminal history of applicants for residency, and the ongoing arrest and criminal history.
- B. Applicants and residents of College Park are required to disclose in confidence to the managing Director of College Park, information related to any convictions of criminal offenses that occurred prior to becoming a resident of College Park, and any arrests and/or convictions for criminal offenses that occur while a resident of College Park. This disclosure must be in writing and completed during the residency application process, and once residency is established, updated within 72 hours from the time of any further arrests and/or convictions while a College Park resident.**
- C. Failure to comply with this requirement may result in disciplinary action, up to and including denial of request for residency, or termination of College Park residency

XIV. Pets

- A. Pets are not allowed in the residences.** Visiting pets are not allowed either. The only animals that are allowed are service/therapy (ESA) animals and should be registered with the Housing Office during the application process. Additional information will be available upon request. All service/ESA animals must be registered with the Access Office. The Americans with Disability Act governs the use of service animals by individuals with disabilities. The Fair Housing Act governs the use of emotional support animals (ESA's) by individuals with disabilities in housing. Any resident found in violation of this policy is subject to disciplinary action, fines, and/or removal of the pet without notice. Violation of this policy will result in the following:

\$100.00 fine per day charge until pet is removed.

XV. Parking

- A.** Parking at College Park requires that all residents must register their vehicle at time of check-in. Residents will be issued a parking permit at no cost to them. Residents are required to adhere the parking permit to their windshield so that it is visible to staff and security. Any vehicle without a parking permit parked at College Park between the hours of Midnight and 8 a.m. are in violation of policy and may be issued a fine/ticket, or be towed at the vehicle owner's expense. Visitors are allowed between the hours

of 8 a.m. and Midnight and should park in the designated visitor parking spaces. Any vehicle parked in a staff space or handicap space without proper verification to do so, will be ticketed and fined, and /or towed at vehicle owner's expense. **Failure to display your assigned parking tag, or failure to properly register your vehicle will result in a \$25/day fine until the vehicle is properly registered and tag is properly placed in vehicle.**

XVI. Fines and Disciplinary Action

- A.** College Park Management in coordination with Mineral Area College and its Department of Public Safety has the authority to assess monetary fines and penalties. Student due process is defined within section XVII, "Student Due Process Policy for College Park.
- B.** **All fines must be paid by the end of the semester in which they are issued. Failure to pay fines by the end of the semester will prevent the resident from enrolling in future semester courses and/or maintaining residency at College Park. The resident will not be able to receive grades, and a hold will be put on their account so that the service of mailing of official transcripts will not be available. A resident may not be eligible to participate in one or more scholarship related activities as designated by College Officials, and the scholarship may be lost at the end of the current semester.**

Please note: All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. The latest version of these policies and procedures is available for inspection by College Park residents at the Manager's Office during normal business hours. For more detailed information, consult the College Park Housing Stipulations and Understandings.

****Amenities at College Park such as: laundry room, computer lab, and club house are for residents ONLY. Visitors at the swimming pool and in the TV room of the clubhouse must be at least 18 years of age and accompanied by the resident at all times.**

XVII. Student Due Process for Violations of College Park Policy:

- A.** When the alleged misconduct represents a violation of College Park policies and procedures, the Dean of Students or the Director or Assistant Director of College Park will issue a notice of inquiry within five (5) business days of the misconduct or discovery of the misconduct. This notice of inquiry may take the form of a citation or written letter, at the discretion of the Director or Assistant Director of College Park.
- B.** Definitions of misconduct and/or violations of College Park Policy are found within the College Park Policy manual, available to all residents of College Park through the Director or Assistant Director of College Park, and are provided to all residents at the orientation process for new residents.
- C.** The guidelines and student due process for violations of College Park policy shall generally follow those outlined in section 5.72(B) and (C) of the MAC Student Handbook, with the exception that qualified appeals of College Park discipline shall be referred to the Dean of Students, who will review the appeal for eligibility and merit, issuing a written decision to the student filing the appeal after investigation is complete. Students filing an appeal of College Park discipline must meet the eligibility guidelines and time limits **ARTICLE V - STUDENTS** established under section 5.72(C). Only those disciplinary actions involving eviction from College Park are eligible for the appeal process, under the provisions listed in section 5.72(C)3b.i-iii. Appeal decisions by the Dean of Students are final and represent the completion of student due process under this section.
- D.** In instances where the student misconduct represents a violation of one or more criminal laws, as well as a violation of College Park policies or procedures, the Dean of Students may elect to provide temporary student due process, withholding finalization of student due process until the adjudication of criminal charges through the criminal justice system. This temporary student due process may involve discipline

up to and including suspension of a student from residing or visiting the College Park premises, and/or temporary suspension from the College.

COMPLAINT RESOLUTION

Individuals seeking information regarding the process of complaint resolution may consult with any of the following offices or individuals for assistance. Complaints may be filed as follows:

College Housing: Complaints in regard to room and board should be filed with the Director or Assistant Director of College Park.

Criminal Misconduct: Complaints of criminal misconduct should be filed directly with the Mineral Area College Director of Public Safety. Complaints relating to violations of federal law should be filed directly with the federal agency having jurisdiction. **ARTICLE V - STUDENTS 133**

XVIII. Computer Use Section

- A.** The use of Mineral Area College's computers, peripherals, software, supplies, and network systems are intended to carry out the College's educational mission and the legitimate operational functions of the College and its students. Violations of this policy are subject to disciplinary action within the scope and authority of Mineral Area College.
- B.** Prohibited computer activities and/or actions:
Prohibited computer activities and/or actions for College Park residents include, but is not limited to the following:
1. Harassment of person(s) or organizations, whether on or off campus, for any reason.
 2. Sending or receiving material of a profane, pornographic, threatening, or illegal nature.
 3. Sabotage, misuse, or abuse of College Park computer hardware or software, whether from on or off campus, through the introduction of viruses or mechanical tampering with equipment.
 4. Unauthorized alteration of the College's computer files.
 5. Unauthorized production or reproduction of programs or the resale/redistribution of copies of printed material to any non-College organization or individual.
 6. Plagiarizing, altering, or tampering with the work of others.
 7. Theft of intellectual or tangible property, including that which may constitute copyright infringement.
 8. Actions intended for personal financial gain or the conducting of a private business through College hardware, software, or network resources.

Mineral Area College does not discriminate on the basis of race, color, national origin, gender, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status. For more information, call the Title VI, IX, Sec. 504 and ADA coordinator at (573) 431-4593 or U.S. Dept. of Education, Office of Civil Rights. If you have special needs as addressed by the Americans with Disabilities Act and need this publication in an alternative format, notify the ACCESS Director, (573) 518-2152 or Mineral Area College, P.O. Box 1000, Park Hills, MO 63601. Reasonable efforts will be made to accommodate your special needs.

After you have read and reviewed the College Park Policies and Procedures, please sign and remove this page and return it to the College Park Management to be put in your resident file.

My signature signifies that it is my responsibility to fully read and abide by the Policies and Procedures for residents residing at College Park. I also understand that any question(s) pertaining to the clarity of College Park Policies and Procedures is to be addressed in writing directly to the Director or Assistant Director.

I also understand that failure to abide by College Park Policies and Procedures may result in disciplinary action, up to and including any of the following: warnings, fines, loss of participating privileges and/or scholarship eligibility, eviction and loss of security deposit, dismissal from Mineral Area College, and in the event of criminal wrong doing, referral for prosecution of criminal charges.

I further understand that my warnings, offenses, and violations will continue to accumulate for my entire stay at College Park as a resident, even if the resident leaves and returns in between semesters.

Residents Signature

Date