A. The primary purpose of the HCCC Housing Corporation Residence Hall License is to safeguard the rights of all residents and to prevent any abridgment of those rights by the careless, reckless or disorderly conduct of others.

B. The “Rules for the Maintenance of Public Order at Herkimer College,” “The Rules of the Herkimer College Board of Trustees” the “HCCC Housing Student Contract” “Residence Hall License,” the terms and the conditions of the various agreements published in the student handbook, are referenced in this document and are considered part of the residence hall license. The student is hereby notified that he/she himself/herself with all the College’s Rules and Regulations as set forth in official College publications.

II. Prohibitions.

A. Students who live in HCCC Housing Corporation residential apartments must sign a housing license. Students who are required to move after vacation breaks are required to sign the license after that academic year (both fall and spring semesters). Students admitted in the spring semester are required to sign the housing license and are liable for that spring semester. Students who wish to be excused from their housing license must apply for exception or release with the Office of Residence Life. Students may or may not be released from their license and should not be rehoused without doing so. If a student or other roommates is application is reviewed and a decision is reached by the Residence Life Staff. If a residential student is not able to move out of housing, and the decision is reached by the college, they will remain bound by the housing license signed before the decision dismissal. The college does not provide married/family student housing.

B. Students are required to remain on campus for the college for misconduct or violation of guidelines, policies, and the Student Code of Conduct. Residence life reserves the rights to take action against student(s) who is (are) responsible for loss of contents in the event of malfunction with refrigerators, ovens, light fixtures, or other appliances. The college reserves the right to hold students responsible for any acts of gross negligence by staff.

C. Occupancy Management.

Room changes will be managed in advance by Residence Life staff. Students with sole occupancy of a room designed to hold additional students or occupying a single room in any residence hall will, pay an additional fee beyond the standard room rate. Students who do not relocate or fail to pay the additional fee or the appropriate fee. If another student or other roommates is application is reviewed and a decision is reached by the Residence Life Staff. If a student not able to move out of housing, and the decision is reached by the college, they will remain bound by the housing license signed before the decision dismissal. The college does not provide married/family student housing.

D. Use of Residence Halls during Vacation Breaks.

A resident student is required to vacate residence halls within 24 hours after completing their last academic activity. After 24 hours, the possession of alcohol upon the premises of residence hall is an exception is authorized by Residence Life. Vacation Housing must be offered for short breaks. When students of the college are required to vacate residence hall due to a change in academic schedule, current residents may request rooms for the next year in accordance with published schedule and materials. Requests are honored whenever possible. However, Residence Life reserves all rights in the arrangement of rooms for the next academic year.

E. Check-Out Procedures.

A. Any resident of the residence hall at any time, must follow these procedures: a. Remove all belongings from the residence hall within 24 hours of departure or a reasonable amount of time (to be determined by Residence Life). B. Clean the room and have it inspected for damages by staff. C. Sign the final condition form noting any changes (repair, set up, and damage assessment to be completed by maintenance staff at a later date). D. Turn in assigned room keys to the front desk. E. Arrangement for the use of an alternative address by completing a Change of Address card through the US Post Office.

F. Assignment.

A. Students are forbidden to purposely or carelessly damage college property and must report all damages they (or others and university officials) are met.

G. Refunds and Deposits.

For regulations governing room refunds and deposits please refer to the HCCC Housing Corporation Residence Life contract.

IV. Portaingalantly to Security and Property

A. Extortion and Inspecting Rooms.

Residents are not allowed to inspect any room where there is reasonable cause to believe that the health, welfare or security of a student is endangered or otherwise necessary to aid in the basic responsibility of residence life regarding discipline, maintaining of college property, personal safety and student services. Any request for such an inspection will be notified to the resident(s) in advance to have present at the time of entry.

B. Use of the Environment.

The use of the environment is provided both at the college and in apartment rooms. Students may have rights to private access and inspection of any room in the college, and will be notified to the resident(s) in advance to have present at the time of entry.

C. Consumer Property and Theft.

The safe keeping and security of the property of each individual student and no reimbursement can be expected from the college or housing corporation for the loss of theft of any property including, but not limited to, money, jewelry, personal valuables, written work, or any other type of personal property. Students are urged to register their possessions under their family homeowner policy or make other arrangements for insurance coverage. Students are urged to report the presence of non-residents in their residence hall or any thefts to Campus Safety or the Residence Life & Housing office staff immediately. Neither Herkimer College nor the HCCC Housing Corporation is responsible for loss of contents in the event of malfunction with refrigerators, ovens, dishwashers, washers, dryers, plumbing, sprinkler systems, or other appliances.

D. Deliveries and Soliciting in Residence Halls.

Deliveries may be made to the residence hall for specific activities to be delivered to him or her must arrange for delivery during regular office hours at the Residence Life Office. Packages can be picked up by students at the Residence Life Office.

E. Storage.

All student possessions must be removed from residence life facilities immediately upon departure from the college (within 24 hours of departure or a reasonable amount of time to be determined by Residence Life). Storage of property is prohibited. Storage of snowshoes, cooking grills, tools or other machines with containers of gasoline, oil, or flammable materials are not allowed or in immediately adjacent to the apartments.

F. Laundry and Vending Machines.

In the Residence Hall community (Campos Meadows & College Hill) offers washers, dryers, and vending machines for use by residents only. These machines are owned, operated and serviced by vendors affiliated with this college. The cost of laundry supplies and the use of dyes in washing machines is prohibited. The residence life office is not responsible for loss or damage of property in the machines. The vendor, not residence life is responsible, for all products sold and any referrals related to the washers, vending or vending machines.

V. Student Code of Conduct

A. Animal Students are forbidden to purposefully or carelessly damage college property and must report all damages they (or others and university officials) are met.

B. Physical and/or assaults, sexual, verbal abuse, threats, intimidation, harassment, libeling, slander, defamation of character and/or other conduct that threatens or endangers the health and safety of any person. G. Bias related incidents.

H. Harassment.

I. Sexual Harassment.

J. Criminal objetivo.

K. Disorderly conduct.

L. Obscenity.

M. Vandalism.

N. Gambling.

P. Theft.

Q. Drug offenses.

R. Gambling.

S. Tobacco use.

T. Alcohol Use Policy.

U. Construction.

V. Use of the Environment.

W. Use of the Environment.

X. Use of the Environment.

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F. Procedures for Violations to Alcohol and Drug Policy

An Administrative Hearing Officer shall be scheduled for any student allegedly in violation of the Alcohol and Drug policies as stated above.

VI. Code Administration

The Dean of Students (or designee, e.g., Director of Campus Safety) shall administer the Student Code of Conduct, and questions regarding its interpretation shall be referred to the Dean, or designee's final determination. The Director of Residence Life and Area Coordinators, through their work with the HCCC Housing Corporation, are also actively involved with the administration of the Student Code of Conduct. Additionally, the College may apply to the courts for injunctions for violations of the College policies. College officials may apply for injunctive or other legal devices to maintain an atmosphere on the College so that its educational functions may be performed.

D. Definitions and possible sanctions:

1. REPRIMAND is a formal discussion of the consequences of future misconduct. Reprimand does not become a part of the student's permanent judicial record.

2. RESTITUTION requires the student to reimburse the wronged party or parties for destruction of property. Restitution may take the form of service or other compensation as well as money.

3. DISCIPLINARY PROBATION OR WITHOUT SPECIFIC CONDITIONS is a specified period, such probation is subject to renewal or to any conditions that would mitigate that action. The Sanction implies that any further violation of College policy will result in the suspension of the student for one (1) semester.

4. EXPULSION from the College is permanent. There is no opportunity for reinstatement.

5. Any student who is apprehended for an accident which is serious in nature and/or which is the result of the student's actions may be subject to the following:

   - Reprimand
   - Disciplinary probation or without specific conditions
   - Referral to a specific official(s) with supervision
   - Notification Suspension
   - Expulsion

   - Removal from residences operated by HCCC Housing Corporation, restitution, disciplinary probation or without specific conditions and/or expulsion.

G. The decision made as a result of an Administrative Hearing is considered final and binding on the student.

H. Appeal

The President within five days of the suspension.

D. The student shall be given the opportunity to testify and to present evidence and/or question any participants in the hearing. At either time during the student charged or the hearing, the hearing shall be adjourned to allow a properly issued/programmed Herkimer ID card. Students may not enter any apartment without permission from the occupants. When students visit another apartment, they must be escorted at all times by a resident of the apartment. Students are not to change apartments or rooms without permission from the Office of Residence Life & Housing staff. Students will be billed damages for apartments and rooms that they are assigned to and are on record with the Office of Residence Life & Housing.

I. Guest Policy

A residence hall guest is anyone other than an authorized resident of the apartment in which they wish to visit (for any period of time). Permission must be secured from each resident of the apartment before the guest may stay. The guest(s) must be supervised at all times. Guests are to be on a guest list in the documented manner. Guests who are not on the guest list will not be allowed to enter the residence hall.

J. Apparatus

Air conditioners, space heaters, halogen lighting, electrical or heating appliances, and/or equipment which are not permitted. Power stops must meet the following criteria may be used: UL, approved, 3-prong, 12 or 14 gauge, and equipped with a surge suppressor. Multi plug adapters and plugging one power strip into another one ("pigggy-backing") is prohibited. The use of extension cords is prohibited. Damages and loss are determined through comparative inspections (upon arrival and departure).

K. Housing Corporation

The HCCC Housing Corporation supplies approved furnishings within the residence halls and does not allow dormitory furniture to be removed from assigned locations without permission from a Resident Assistant or the Housing Staff. Dormitory furniture is to be used only in dormitory rooms. Students may not use dormitory furniture to be removed from assigned locations without permission from a Resident Assistant or the Housing Staff.

L. Appeal

If conditions are applied, such conditions would include but not be

my signature below indicates that I have read, understand and agree to abide by the provisions of the Herkimer County Community College Housing License and the Student Code of Conduct. I also understand that a copy of this license can be obtained in the Residence Life & Housing Office.

My signature below indicates that I have read, understand and agree to abide by the provisions of the Herkimer County Community College Housing License and the Student Code of Conduct. I also understand that a copy of this license can be obtained in the Residence Life & Housing Office.

Student Signature

Date

Print Name

Date of Birth

Parent or Guardian of student is under 18 years of age

Date

Residence Life & Housing

Office of Residence Life & Housing