



# COE COLLEGE

## STUDENT HANDBOOK

**2021-2022**

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# MISSION STATEMENT OF THE COLLEGE

Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences, and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

We believe that a liberal arts education is the best preparation for life. We believe that such an education allows students to discover what their real talents and interests are, and that it develops in them the skills, abilities, and habits of mind that will make possible a successful career in any field of endeavor, including ones that do not yet exist. Indeed, we believe that what defines a liberal arts education is its focus on cultivating in students certain fundamental abilities: the ability to think logically and analytically; the ability to communicate clearly, both in writing and speaking; the ability to use effectively computer technology; the ability to work productively as a member of a group seeking to achieve a common objective; the ability to make informed judgments, whether in the realm of ethical behavior or in that of aesthetic appreciation; the ability to foster and sustain an attitude of intellectual curiosity and creativity; and the ability to recognize and honor true excellence when found in any form or context. Furthermore, we believe that it is important for a liberal arts education to cultivate in students a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humankind. It is the mission of the College to develop in students these abilities and attitudes, and in so doing, to provide them an education that directs them toward a meaningful and successful life.

Coe College admits students without regard to sex, race, creed, color, handicap, sexual orientation, national, or ethnic origin. All students have equal access to the facilities, financial aid, and programs of the College.

## CAMPUS CIVILITY STATEMENT

This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, equitable, and accepting of all its members.

In addition:

- We acknowledge and encourage the academic experience to extend beyond the classroom into our living environment.
- We expect a campus free of incidents that create a hostile living environment.
- We expect a healthy and responsible attitude to accompany all social gatherings.
- Intoxication will not be an excuse for incidents that occur while under the influence.
- We expect that diversity of opinion will be encouraged and respected; students should be able to disagree without being disagreeable.
- Everyone has the right to be respected for their individuality.
- The members of our campus community shall respect the rights of other persons regardless of their actual or perceived age, color, creed, able-bodiedness, neurodiversity, gender identity, gender expression, national origin, race, religion, sex or sexual orientation.
- The Coe community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual is responsible and accountable for their own actions and words.

# INTRODUCTION

This document contains expectations, policies, and a code of conduct specific to students at Coe College. The process and personnel responsible for administering the expectations and policies contained in this document are housed within the Office of Student Life and include, but are not limited to: the Dean of Student Experience, the Dean of Residential Experience, the Associate Dean of Residential Experience, the Assistant Dean of Student Conduct & Civility, and Residential Life staff. This document does not create a contract between any student and Coe College or its employees. Coe College may modify, change, update, revise, or rescind this document at any time, without notice. The Student Handbook was most recently updated in August 2021.

Creating a safe, inclusive, and vibrant campus community is the work of all Kohawks. It is our hope that the expectations and policies found within this Student Handbook empower each member of our student community to help create such an environment. Further, we aim for the Student Conduct Process to provide an educational, equitable, and student-centered approach to resolve violations of expectations and policies.

Upon admittance to Coe College and receipt of a student enrollment fee, students accept the responsibility to observe all Coe College expectations, policies, rules, and regulations. Should an individual violate Coe College expectations, policies, rules, or regulations after their admittance to the institution and payment of a student enrollment fee, but prior to the start of their first enrolled semester, the admitted individual may be subject to an educational conversation, be placed on disciplinary warning, be placed on disciplinary probation, or have their admission revoked at the discretion of professional staff in the Office of Admission and Office of Student Life. Among other factors, professional staff will consider the severity of the reported behavior and whether the reported behavior requires intervention to safeguard the health, safety, or welfare of the Coe College community when determining an appropriate response.

Expectations and policies within this Student Handbook apply to all students, student groups, student organizations, and athletic teams (club or varsity). Alleged violations of Coe College expectations, policies, rules, and regulations by students (except for academic regulations and except for alleged sexual misconduct under the Coe College Title IX Sexual Misconduct Policy) shall be subject to and are within the scope of the Student Conduct Process described in this handbook. Students who engage in sexual misconduct, as defined by Title IX, shall be subject to the resolution processes listed in the Coe College Title IX Sexual Misconduct Policy, which can be found in its entirety by visiting the Coe College Title IX webpage: [www.coe.edu/title-ix](http://www.coe.edu/title-ix).

In addition to the student-specific policies found in this Student Handbook, Coe College students are expected to observe all policies found in the College & Employment Policies document. Alleged violations of the College & Employment Policies by students shall be subject to and are within the scope of the Student Conduct Process. The College & Employment Policies apply to all faculty, staff, and students at Coe College. The College & Employment Policies can be found on the Coe College website at:

- <https://www.coe.edu/student-life/student-life-resources/college-policies-student-handbook>; or
- <https://www.coe.edu/why-coe/discover-coe/human-resources/faculty-staff-resources>

Finally, Coe College students are responsible for adhering to all local, state, and federal laws. Coe College will not and cannot protect students from the consequences of violating of these statutes. Student behavior that violates local, state, and federal laws (on- or off-campus) is within the scope of the Student Conduct Process described in this handbook.

# **STUDENT CONDUCT PROCESS**

Any member of the Coe College community can report a violation of policy to the Dean of Student Experience, the Dean of Residential Experience, the Associate Dean of Residential Experience, the Assistant Dean of Student Conduct & Civility, Campus Security staff, and/or Residential Life staff. Upon receipt of a report, (a) Conduct Officer(s) will be assigned to the case. The severity of the alleged violation will inform the intervention used for processing the case. Possible interventions include: a written letter of warning, an administrative conduct meeting, an administrative hearing board, interim suspension, summary suspension, etc. Further information related to the Student Conduct Process follows.

## **Conduct Officers**

A Conduct Officer is a person authorized to: review reports of student conduct violations; charge students with violations of policy; send written letters of warning; hold administrative conduct meetings and/or administrative hearing boards; determine findings of responsibility; assess sanctions in the case of responsible findings. Conduct Officers include, but are not limited to: Residential Life professional staff, the Assistant Dean of Student Conduct & Civility, the Associate Dean of Residential Experience, the Dean of Residential Experience, and/or the Dean of Student Experience.

## **Appeal Officers**

An Appeal Officer is a person authorized to review written appeals submitted by students who are found responsible for (a) policy violation(s). An Appeal Officer has the right to determine whether or not a written appeal satisfies the appropriate grounds for appeal. Written appeals will only be considered if made on one or more of the following grounds:

- there is newly discovered evidence, which was not available at the time of the hearing and it is believed this evidence would result in a different outcome; and/or
- there were procedural errors, which had a material impact on the outcome; and/or
- the assigned sanctions are believed to be disproportionate to the finding

Should a written appeal satisfy the grounds for appeal, the Appeal Officer will uphold, adapt, or overturn decisions made as a result of the administrative conduct meeting or hearing board process. Appeal Officers include, but are not limited to: the Assistant Dean of Student Conduct & Civility, the Associate Dean of Residential Experience, the Dean of Residential Experience, and the Dean of Student Experience.

## **Written Letter of Warning**

Conduct Officers are permitted to email a written letter of warning in cases when there is a low-level offense that would benefit from and, more likely than not, be resolved by a reminder of Coe College policies.

Conduct Officers should use their discretion when determining whether or not a written letter of warning should be used. Two warnings can be sent to an individual student each academic year. After receiving two written warnings in one academic year, a student should be referred to an administrative conduct meeting.

## **Administrative Conduct Meeting**

For violations that would be better-resolved through an in-person conversation with a Conduct Officer, students will be referred to an administrative conduct meeting. To initiate an administrative conduct meeting, a Conduct Officer will send the involved student an invitation letter via email and coordinate a time to meet. At the administrative meeting, the student will be provided with information relevant to the report and charges. Students will also be able to share their perspective of the incident in question, present evidence relevant to the report, and engage in a conversation about the purpose of Coe College policies.

During the administrative meeting, the student can also request the Conduct Officer meet with witnesses to gain further insight into the alleged violation. These witnesses must have information directly related to the incident and not merely serve as a character witness. The Conduct Officer will use their discretion to determine whether or not witnesses are allowed.

After the conclusion of the administrative meeting, the Conduct Officer will determine a finding. Based upon this finding, the student will either be found responsible or not responsible for the incident in their disciplinary record. A Conduct Officer may also submit a finding that indicates there was not sufficient evidence for a responsible finding. Upon making their finding, the Conduct Officer will send a letter to the student to provide notification of the outcome.

If responsible, the outcome letter will include all sanctions and corresponding completion deadlines. If a student fails to complete the sanctions in the designated timeframe, an additional \$50.00 fine (at minimum) will be assessed per incomplete sanction.

In the case of a responsible finding, the student also has the right to appeal. To appeal, the student will need to submit a written letter to [conduct@coe.edu](mailto:conduct@coe.edu) within one week of the sending of the outcome letter. An Appeal Officer will be assigned and will make a decision based upon all available evidence, in addition to the information provided by the student. The Appeal Officer may request a meeting with the student to discuss the written appeal (at the discretion of the Appeal Officer). Written appeals will only be considered if made on one or more of the following grounds:

- there is newly discovered evidence, which was not available at the time of the hearing and it is believed this evidence would result in a different outcome; and/or
- there were procedural errors, which had a material impact on the outcome; and/or
- the assigned sanctions are believed to be disproportionate to the finding

In the case that a student fails to respond to the original meeting invitation and/or attend the administrative hearing, the hearing will automatically be held in their absence. As a result, the student will receive a \$100.00 fine, be found responsible for the incident in their disciplinary record, and be assessed additional sanctions and deadlines (if applicable). If the student fails to complete the sanctions within the designated timeframe, an additional \$50.00 fine (at minimum) will be assessed per incomplete sanction. The student can appeal using the same appeal process as mentioned in the previous paragraph.

### **Administrative Hearing Board**

In certain situations, where there is (a) repeated and/or higher-level policy violation(s), students may be referred to an Administrative Hearing Board. The Dean of Student Experience, the Dean of Residential Experience, the Associate Dean of Residential Experience, the Assistant Dean of Student Conduct & Civility, or their designee can refer a conduct case to the Administrative Hearing Board and will determine the appropriate make-up of the board. An Administrative Hearing Board may contain members of the faculty and staff, as well as trained student panelists.

To initiate an Administrative Hearing Board, a designated Conduct Officer will send the involved student an invitation letter and coordinate a time for the hearing. The invitation letter will include information about the charges being investigated. At the administrative hearing, the student will be able to share their perspective of the incident in question. The Hearing Board will further engage in dialogue with the student to learn about the incident and the student's alleged involvement. The student can also present evidence relevant to the incident or request that the Hearing Board meet with witnesses to gain additional information. The Conduct Officer overseeing the hearing will use their discretion to determine whether or not additional evidence or witnesses are relevant and/or allowed.

After the conclusion of the hearing, the Hearing Board will determine a finding. The Hearing Board will also make suggestions to the Conduct Officer regarding sanctions. Based upon the finding(s) of the Hearing Board, the student will either be found responsible or not responsible for the incident in their disciplinary record. The Hearing Board may also submit a finding that indicates there was not sufficient evidence for a responsible finding. The Conduct Officer will then send a letter to the student to provide notification of the outcome.

If responsible, the outcome letter will include all sanctions and corresponding completion deadlines. If a student fails to complete the sanctions in the designated time-frame, an additional \$50.00 fine (at minimum) will be assessed per incomplete sanction.

In the case of a responsible finding, the student also has the right to appeal. To appeal, the student will need to submit a written letter to [conduct@coe.edu](mailto:conduct@coe.edu) within one week of the sending of the outcome letter. An Appeal Officer will be assigned and will make a decision based upon all available evidence, in addition to the information provided by the student. The Appeal Officer may request a meeting with the student to discuss the written appeal (at the discretion of the Appeal Officer). Written appeals will only be considered if made on one or more of the following grounds:

- there is newly discovered evidence, which was not available at the time of the hearing and it is believed this evidence would result in a different outcome; and/or
- there were procedural errors, which had a material impact on the outcome; and/or
- the assigned sanctions are believed to be disproportionate to the finding

In the case that a student fails to respond to the original meeting invitation and/or attend the administrative hearing, the hearing will automatically be held in their absence. As a result, the student will receive a \$100.00 fine, be found responsible for the incident in their formal conduct file, and be assessed additional sanctions and deadlines (if applicable). If the student fails to complete the sanctions within the designated timeframe, an additional \$50.00 fine (at minimum) will be assessed per incomplete sanction. The student can appeal these sanctions using the same appeal as mentioned in the previous paragraph.

## **Interim Suspension**

The Dean of Student Experience or their designee has the ability to place a student on interim suspension. An interim suspension may become effective immediately and without prior notice whenever there is (a) repeated and/or serious policy violation(s), which demonstrate(s) a threat to the safety of an individual, a threat to the safety of a group, or a threat to the stability and continuance of normal Coe College functions. A student placed on interim suspension has the right to request that an Administrative Hearing Board review their case and make a determination about their responsibility related to the alleged violation(s). In order to request an Administrative Hearing Board, a student under interim suspension must submit a written letter to [conduct@coe.edu](mailto:conduct@coe.edu) within ten calendar days of receiving their interim suspension letter. Procedures for Administrative Hearing Boards are listed on the previous page and will be utilized with accepted requests from students under interim suspension.

Should a student fail to submit a written request for an Administrative Hearing Board within ten calendar days of receiving their interim suspension letter, the student will be found responsible for the alleged policy violation(s) and will be formally suspended from Coe College. Suspended students will not be permitted to remain enrolled in classes, will be removed from extracurricular activities (including athletics), and will not be permitted to be in campus housing or on campus grounds. Appropriate campus officials and students will be notified of the suspension within 24 hours.

## **Summary Suspension**

Whenever the President of Coe College determines that a student is responsible for misconduct and their continued presence on campus would threaten or endanger the safety, health, or well-being of the campus community or impair the proper functioning of Coe College, the President or their designee may summarily suspend the student without prior notice and/or conduct hearing. Summary suspension is considered final.

## **Standard of Proof**

The standard of proof used in the Student Conduct Process is a preponderance of evidence. A preponderance of evidence means the available information supports a finding that it is more likely than not a violation of policy occurred.

## **Retaliation**

Members of the Coe College community are encouraged to report any known or suspected illegal activity, policy violation, concerning behavior, etc. to the institution. One deterrent to reporting such concerns is the fear of retaliation. Retaliation occurs when someone experiences a negative consequence for reporting a concern, participating in an investigation, or participating in a process under this handbook. Examples of retaliation include, but are not limited to: intimidation, demands, threats, adverse actions (emotionally, socially, physically), discrimination, etc. Retaliation is prohibited. Retaliatory acts by students are subject to the Student Conduct Process.

## **Student Rights during the Conduct Process**

As a member of the Coe College community, it is important for students to understand their rights during the conduct process. These rights include, but are not limited to the following:

- The right to a reasonably prompt and impartial process.
- The right to receive notice should there be good cause for a delay in the process.
- The right to share personal perspective and submit a personal statement regarding the incident.
- The right to submit relevant evidence and request the insight of witnesses to provide additional information directly related to the incident in question.
- The right to be informed of the outcome and receive appropriate sanctions.
- The right to appeal a finding of responsibility with an Appeal Officer.

## **Sanctions for Misconduct**

The violation of policy may result in one or more, but is not limited, to the following sanctions:

- Oral or written reprimand
- Educational Assignments: Completing an online course; Researching a specific topic related to a violation; Writing an analysis or reflection; Following up with designated Coe College officials; etc.
- Required Compliance: Completing a directive to avoid further discipline/ remain in good standing
- Letters of Apology
- Community Service
- Fines or Restitution: Payment used to supplement costs for educational tools or preventative programming; Reimbursement for damage to or misuse of property; etc.
- Disciplinary Warning: Written notice that continuation of misconduct in general or repetition of specific conduct is unacceptable. Failure to comply with a disciplinary warning within the specified time period may be cause for further disciplinary action.
- Disciplinary Probation: The most serious and severe warning a student may receive and still remain enrolled in Coe College. During the period of probation, there may be other terms or conditions established for the student by Coe College. Violation of disciplinary probation or infraction of any Coe College expectation, rule, or regulation may be grounds for suspension or expulsion.

- Immediate removal from student housing without prior notice or refund.
- Immediate removal or deregistration from (a) class(es) without a refund.
- Suspension: Separation from Coe College for a specified period of time. Readmission must be applied for and may be contingent upon compliance with specific conditions.
- Expulsion: Termination of enrollment for an indefinite period.

### **Confidentiality to be Maintained**

Policies regarding the confidentiality of student records are in compliance with the Family Education Rights and Privacy Act of 1974, commonly referred to as FERPA. Coe College cannot release certain student records without the written permission of the student. A student has the right to review information contained in their educational records, such as their disciplinary record. A written request for such review should be submitted to the Office of the Registrar or the appropriate department on campus. Appropriate personal identification must be presented at the time of the request.

### **Disciplinary Records**

Disciplinary records are kept in the Office of Student Life. These records are maintained for a period of five years after a student graduates or for a period of seven years after a non-graduate leaves Coe College. Information from disciplinary files is released to outside persons or agencies only under legal compulsion or with written consent from the student. Information regarding financial aid, medical records, and alumni activity is kept within the individual departments. Access is limited to the personnel in each office.

### **Summer Conduct and Scheduled Breaks Procedures**

During summer sessions or scheduled breaks, students will be expected to observe all Coe College expectations, policies, rules, and regulations. Reports of alleged violations will be handled by the Student Conduct Process outlined in this policy. Coe College and the Office of Student Life maintains flexibility to adapt the aforementioned process when good cause exists, due to differences in staffing over the summer sessions, scheduled breaks, etc. Necessary changes to the process (when good cause exists) will be communicated with the student.

## **RESIDENTIAL LIFE ADMINISTRATION**

The residential life program is an integral part of the education program and support services at Coe College. Residence halls and residence hall staff provide a structure by which the experience of the classroom is joined with the out-of-class learning experience of the students. The residence hall staff assists students in developing an enriching community in the halls, as well as supports and enhances student development. The residence halls operate on the basic principle of mutual respect and consideration for the rights of all students. To ensure smooth functioning in a community living/learning environment, and for the protection of individual rights and property, abiding to rules and regulations is expected. With freedom comes responsibility for individual and group behaviors.

### **Residential Life Staff**

- **Resident Assistant (RA):** A trained paraprofessional student who lives on each floor or wing. The RA works with the floor as a peer leader, information and referral source, and college official who mediates adherence to college policies. The RA is available to help with personal concerns, establish an environment conducive to study and personal growth, and to be supportive in helping students take responsibility for their community. RAs are selected each spring semester for the following year.
- **Senior Resident Assistant (RA):** An upper-class student whose primary responsibility is assist the Assistant Directors with the daily administration of the residence halls. Senior RAs help supervise the RAs, and provide leadership and support for all residents. Senior RAs are selected in the spring semester for the following year.

- **Assistant Directors of Residential Life (AD):** A professional staff member who supervises the student staff, provides support to residents, administers residence hall procedures and policies, and deals with emergencies and crisis situations. ADs reside on campus.

## Residency Requirements

Coe College is intentionally a residential college and, as such, requires full-time students to live in residence for four years and take meals in the Coe College dining hall. Students who live in Armstrong, Douglas, Greene, Murray, Voorhees, the Whipple Fire House, and the lower E Avenue Apartments are required to purchase a full board plan. The only exceptions to the residency requirement are:

- Married students
- Students with dependent children
- Students who continue to reside with their parent(s)/guardian(s) at home and live within a 25 mile driving distance from campus
- Students who are 24 years or older by the first day of class of the current academic year

## Room Assignments and Changes

Room assignments for new students are made by the Residence Life staff, taking into account expressed housing preferences. All other students select their own rooms during room selection each spring.

Coe College reserves the right to make, adjust, or consolidate room reassignments as needed. While Coe College staff will attempt to notify residents of changes, there are select times where advance notice might not be possible. During the summer, if a resident signed up for a Coe College apartment decides not to attend Coe, their apartment may be forfeited to the next group on the waiting list. An occupant of a partially-filled room does not have the right to refuse a roommate. Anyone living in a double room without a roommate may work with Residential Life to select a new roommate within 48-hours of being notified of the vacancy. After that time a new roommate may be assigned to the space at any time. A room freeze is in effect for the first three and the last two weeks of class during the fall semester.

All student-initiated room changes must be approved by the appropriate staff. In those situations, all parties to a room change must be in full agreement and must complete appropriate forms. Room change forms may be obtained from your Assistant Director. Students are responsible for finding someone with whom to make a room change. In the case of unauthorized room changes (i.e., switching room keys, etc.), a fine of \$50.00 per individual involved will be assessed.

## Board Plan

Students may make changes to their board plan in the Student Life Office during the first week of classes in the fall and spring terms.

## Room Condition

Each room is inventoried before students arrive or when they check in. Students will be assessed the repair or replacement cost for any damages done to the room during their stay. If changes to a room inventory form are not reported and returned to a student's Resident Assistant by the seventh day of occupancy, the resident loses the option of questioning the charge for damages since it would be assumed the condition of the room was as stated on the inventory form upon arrival.

Rooms must be thoroughly cleaned upon leaving and the keys returned to Residential Life. Failure to properly check-out or sign the key card constitutes forfeiting the right to question damage assessments and will result in fines. In addition, students are responsible for any damage to the rooms caused by their occupancy. In shared occupancy spaces, the last person to check out of the space is expected to make sure it in its original condition.

If damage cannot be attributed to a specific resident, the responsibility and cost to repair the damage will be shared by all occupants of the space. Since 3M adhesive products generally minimize damage to surfaces, students should try using these to decrease damage to the walls, doors, etc. Nails are prohibited anywhere on campus. Painting, stenciling, wall papering and borders are prohibited in all housing facilities.

## **Room Inspection**

Coe College shall have access to all residential units for the purpose of inspecting for potential health and safety reasons, damage, cleanliness, or maintenance requirements. The college will attempt to provide 24-hour notification prior to entry for inspection. When possible, a room will be inspected by two Coe College officials. Coe College reserves the right to enter a room without notification if it believes an emergency exists (such as something burning) with respect to life or damage to property. A request for repairs constitutes consent for entry.

Rooms will be inspected on a timely basis for the purpose of inspecting the condition of college property, locking windows, and disconnecting electrical appliances. Damage to college property will be repaired following inspections and the cost for such repairs will be assessed to the resident(s) assigned to the room. Routine apartment walk-throughs may occur over college breaks to assess the conditions of the premises.

## **Room Search**

A room search may be made by Coe College authorities in accordance with the terms of the contract each resident student has with the institution. The conditions of a search are: Approval must be granted by the Dean of Student Experience or their designee including the specific reasons prior to the search. Only those items and/or procedures specified in the statement shall be subject to college action. The student will be given a written receipt upon request for all confiscated items.

Whenever possible, there will be two authorized persons present, as well as the student occupant(s) who may be requested to open drawers, luggage, lockers, etc. In the event the occupant chooses not to cooperate, the authorized college personnel will carry out the search. The occupant of a room may request the presence of two students during the search of their room.

## **Room Keys**

Students are issued a room key at the beginning of the academic year. Keys may not be loaned or duplicated. If a key is lost, it should be reported to an Assistant Director of Residential Life or Student Life Office within 24 hours. The student will be charged \$100.00, which is the current replacement cost of the key. The residence hall staff reserves the right to insist on a lock change and assess the student the charges. In the event a student is locked out of their room, the AD, Senior RA, or Campus Security will unlock the door and a \$5.00 lock out charge will be assessed.

## **Check-Out Process**

There are a number of steps to follow to help you check out properly, quickly and efficiently. These steps will also help eliminate or minimize any damage charges. Damage charges are determined by a professional staff member once the room has been vacated.

- Establish a check out time with your RA or Senior RA at least three days before leaving. Residents may wish to ask the RA for a pre-inspection to determine what the resident must accomplish prior to checking out. Please remember that if your RA is not available, another RA may check you out.
- Thoroughly clean your residence. Wash the walls; sweep/scrub/vacuum floors; empty and wash wastebaskets; wipe off desks, shelves and window sills; clean the blinds; wipe out drawers; remove all tape/adhesives from surface areas. Apartment or house residents must clean all common areas within your living space, including living rooms, dining rooms, kitchens, bathrooms and basements.

- Lofts must be dismantled and removed from the building the week BEFORE final exams begin. This will avoid disruption of study during finals week.
- Return all Coe College property and original furniture to its original location. Make sure the windows and screens, smoke detectors, and drapes/blinds are all in working order. Make sure all items affixed to the wall (3M strips, adhesive items, etc.) are removed, as well.
- All personal belongings must be out of your room before you have a RA inspect it for the last time. Remember to check all drawers and closets.
- Check over your inventory sheet with a RA, then sign it in the space designated for checking out.
- Turn in your keys to the RA. If you do not return your keys, it will result in being billed for a recore.
- Failure to check out with your RA will result in a \$50.00 fine and you forfeit your right to appeal any charges for damages found upon the room being inspected.

## **Express Checkout Process**

Express checkouts are an option for any student at the end of each semester. By using this Express Checkout Form, you understand and agree that:

- You waive all rights related to damages which may be assessed and charged to your student account;
- You will not be able to appeal damage charges;
- A Residential Life staff member will complete the Room Condition Form (RCF) after you hand in your keys;
- Any items remaining or left behind will be considered abandoned and disposed at your expense.

Students are expected to complete the following before turning in an Express Checkout form:

- Room is empty of all personal belongings.
- All furniture is in the room and in good condition.
- Tape, tacks, nails, 3M hooks/strips, and sticky tack should be removed from the walls, door, ceiling, furniture, etc.
- All surfaces are wiped down and clean.
- Carpet is vacuumed or floor is swept.
- Windows are closed and locked.
- Blinds or shades are down and closed.
- All trash has been removed and disposed of appropriately.
- Lights are turned off.
- Door is closed and locked.
- Key in express checkout envelope and deposit in drop box at your building's or area's staff office.

\*Fines may be assessed for each item not completed.

Once these items have been completed, you will sign your Express Checkout Envelope. Seal the envelope and place it in the drop box designated for your building or area. Greene, Voorhees, Murray, Armstrong/Douglas Halls, and Morris House each have drop boxes.

If your Express Checkout Form is not appropriately turned in to one of these locations, your check out will be considered an improper check-out, resulting in a \$50.00 being added to your student account. By using Express Check-out, you agree to forgo the standard checkout process, which would require you to checkout in person with a member of the Residential Life staff. Express Checkout packets are available from any Residential Life staff member, in your hall lobby, or in the Residential Life Office.

If you suspect that you may be charged for items or damage in the room, the Office of Residential Life suggests that you do not use Express Checkout. Any appeals for damages in rooms or apartments on campus must be made in writing to [residencelife@coe.edu](mailto:residencelife@coe.edu).

## Damage, Repair, Cleaning, and Check-Out Charges

After a student room is vacated, Residential Life staff will examine the room and assess any damage, repair, and cleaning costs. Damage noted will be compared to a student's original move-in inventory sheet, and new damage will be charged to the student. In the case of multiple residents, if it cannot be determined which student caused the damage, the cost will be shared by all the residents of the room/apartment/house. Students will be held accountable for any damage caused to college property. The price of the damage will cover replacement/repair of the damaged item and labor. The charges for any damages will be determined by Coe College's Residential Life staff and Physical Plant. Other typical room related charges include but are not limited to:

Failure to remove chairs, couches, appliances, etc. (per item).....	\$100.00 (at minimum)
Improper check-out (i.e. late, incomplete room condition form) .....	\$50.00
Failure to check-out (loss of room deposit or equivalent).....	\$100.00
Failure to clean properly (per hour-minimum 1 hour) .....	\$25.00
Replace lost or non-returned key.....	\$100.00
Lock/core change .....	\$100.00
Building/outdoor key replacement.....	\$100.00
Furniture not assembled (i.e. bunk beds) .....	\$25.00
Wall Damage (per wall damaged).....	\$50.00
Missing furniture.....	current cost to purchase new furniture

If charged for damage, the damage fee will appear on the student's bill. If a student wants to appeal a charge, the student must email their appeal to [residencelife@coe.edu](mailto:residencelife@coe.edu). Please note that damage appeals will not be accepted over phone.

## Coe College Breaks/Vacations

The residence halls are closed during Winter and Spring breaks. Everyone is required to vacate the halls within 24 hours of their last class or final exam. Students found in the building after closing or before the halls open will be fined and may be subject to disciplinary action. No overnight guests are allowed during breaks. All students are encouraged to leave campus during breaks. Residential Life, maintenance, and/or housekeeping will be entering rooms during break periods for maintenance, upkeep, etc.

Students returning early from any break, including summer, without prior approval from the Residential Life staff will be charged an additional fee for each night of their stay. Students who gain unauthorized access to a building will also face disciplinary and/or criminal charges.

# ADMINISTRATIVE EXPECTATIONS AND POLICIES

## Personal Possessions

Coe College accepts no responsibility for damage, theft, or loss of individual property for any reason whatsoever. **The College advises each student to keep their room locked and to obtain renter's insurance, which covers personal belongings.**

## Prohibited Items

The following items are prohibited in the residence halls and surroundings areas:

- personal air conditioners or air conditioning units
- private exterior antennas
- gas or charcoal grills
- personal refrigerators greater than 4.5 cubic feet (limit of one refrigerator per room)

- extension cords and power strips (surge protectors are permitted)
- halogen lamps, lava lamps, and other lamps with increased risk for causing fires
- toasters, toaster ovens, pizza ovens, hot plates, or other items with an open heating element
- space heaters
- candles, candle warmers, incense, or any other open-flamed or burning items\*
- fireworks or other explosives (see weapons policy)
- weapons including prop or theater weapons (see weapons policy)
- laboratory chemicals
- fish tanks larger than 10 gallons (see pet policy)
- hover boards, electric skateboards, or similar items containing batteries with increased risk for causing fires
- bikes, skateboards, rollerblades, etc. are not permitted for indoor use in campus buildings
- natural Christmas trees
- hookahs

#### \*Candles and Incense

For fire safety reasons, candles, incense, or any other open-flamed devices are not permitted in any college-owned residence. Students with religious observance needs not met by this policy may contact their Assistant Director of Residential Life, Associate Dean of Residential Experience, or Dean of Residential Experience.

### **Weapons Policy**

Possession of weapons and materials that endanger the campus are prohibited in college-owned housing, college buildings, college property, and/or vehicles on campus. These prohibited items include, but are not limited to: firearms, ammunition, air guns, pellet guns, knives/swords with blades over 3” long, bow and arrows, prop/play guns, tasers/stun guns, and explosives (including fireworks). Violations of this policy process may result in fines, removal from campus housing, interim suspension, and/or other disciplinary action. Students who store and/or use fireworks on campus will be subject to a \$100.00 fine (at minimum).

### **Loft Policy**

Lofts are permitted in designated residence halls from our approved vendor. Homemade lofts are not permitted. Lofts must allow for doors to open completely. For fire safety purposes, it is recommended that lofts be constructed, so that the distance between the top of the mattress to the ceiling be maximized (at least 3 feet is ideal). At the end of the year, lofted beds must be dismantled prior to finals week and the room, along with its furnishings, must be restored to its original condition. Please note that Coe College assumes no responsibility for injury due to loft use and/or construction. Students are responsible for any damage to the room and to personal property caused by the loft.

### **College Furniture Policy**

All residence hall furniture must remain in the student’s room at all times. The possession of any Coe College lounge furniture or any other College furnishings not originally assigned to the room will be liable to disciplinary action, including fines. The student will be held responsible for any damage done to furniture owned by Coe College and/or for Coe College furniture that is moved/missing.

### **Moving College Property**

All Coe College property, including residence hall furniture, furnishings, and artwork may only be moved with authorization from the Director of Physical Plant and/or the Dean of Student Experience or their designees. Students or their guests who remove Coe College furniture, furnishings, or artwork from its designated space will be liable to disciplinary action, including fines and/or restitution for loss or damages. This includes removing residence hall room furniture (such as desks, chairs, dressers, beds, frames, etc.) during the move-in process.

## **Exterior Display Policy**

Signs, banners, and other displays may be affixed to the exterior of residential units only with the permission of Associate Dean of Residential Experience, the Dean of Residential Experience, or the Dean of Student Experience. Window displays visible to the public are limited to appropriate seasonal decoration.

## **Cable TV**

Cable television is provided in all residence hall rooms, lobbies, and apartments. Tapping into any of these cables is not permitted. To do so will result in disciplinary action and may lead to the loss of cable service. Satellite dishes are not allowed on college property.

## **Storage Policy**

Coe College provides storage as it is available. Coe College accepts no responsibility for loss, theft, or damages to any items in storage for any reason whatsoever.

All storage items must comply with fire regulations. Any items stored must be in a sealed box, clearly marked with the name and address of the owner. Any items left unclaimed will become the property of Coe College. Note: No college furniture, including bed ends, may be stored in Coe College storage.

## **Pet Policy**

With the exception of fish, pets are not permitted on-campus. Fish tank capacity may not exceed 10 gallons per room. Tanks must be properly cleaned and fish must be properly cared for according to the instructions of aquarium professionals. Residence hall sinks, toilets, and showers should not be used for the disposal of gravel from an aquarium. Students found responsible for damaging Coe College plumbing while cleaning their aquarium will be subject to disciplinary action and fines.

A fine of \$100.00 will be charged for a first time violation of the pet policy. This fine is subject to being doubled for subsequent violations. Consistent violations may result in removal from student housing.

Guests are not permitted to bring their pets into campus buildings, including campus residence halls. Residents are responsible for violations of the pet policy by their guests.

Emotional support animals and service animals are not subject to this pet policy. Please review the following.

## **Assistance Animal Policy for College Housing**

Coe College recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Emotional Support Animals (ESAs)” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Coe is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the college’s programs and activities. Coe is also committed to allowing ESAs necessary to provide individuals with disabilities an equal opportunity to use and enjoy college housing. This policy explains the specific requirements applicable to an individual’s use of an ESA in college housing. Coe reserves the right to amend this policy as circumstances require. This policy applies solely to ESAs which may be necessary in college housing. It does not apply to “service animals” as defined by the ADAAA.

Although it is the policy of Coe College that individuals are generally prohibited from having animals of any type in college housing, Coe will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an ESA that is necessary because of a disability and reasonable. However, no ESA may be kept in college housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

## Definitions of the Assistance Animal Policy

- **Emotional Support Animal (ESA):** Emotional Support Animals are a category of animals (assistance animals) that provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered. Service Animals under the ADA and Coe College's Assistance Animal Policy. In most cases ESAs provide the necessary support to individuals with mental health disabilities without any formal training or certification. It is important to note that animals that may be needed because of a disability may be identified by various names. For example, an individual may identify the animal as a companion animal, therapy animal, or ESA. The question in determining if an ESA will be allowed in college housing is whether or not the ESA is necessary because of the individual's disability to afford the individual an equal opportunity to use and enjoy college housing and its presence in college housing is reasonable. However, even if the individual with a disability establishes necessity for an ESA and it is allowed in college housing, an ESA is not permitted in other areas of the college (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, student union, etc.). **ESAs are not pets.**
- **Owner:** The "owner" is the individual who has requested the accommodation and has received approval to bring an ESA into college housing.
- **Accessibility Services Office:** The Accessibility Services Office collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all Coe programs and activities.
- **Service Animal:** A Service Animal is any dog, miniature pony, or simian that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
- Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to an individual with mobility disabilities, and helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

## Assistance Animal Policy Statement

Service animals are permitted on the Coe College campus. To facilitate appropriate acceptance of service animals in classes and other campus areas, students with service animals are strongly encouraged to affiliate with the Accessibility Services Office prior to bringing service animals into classes. As stated in the ADA, service animals must be harnessed, leashed, or tethered while in public, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. ESAs may be considered for access to College housing. Assistance Animals, including service animals, may not reside in college housing without prior approval from and subsequent registration with the Accessibility Services Office.

## Procedures For Requesting ESAs in College Housing

Criteria for Determining If Presence of the ESA is Reasonable

- A. Coe College housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of ESAs is not an undue administrative burden or fundamental alteration of college housing, Coe reserves the right to assign an individual with an ESA to a single room without a roommate.

- B. However, for all requests for ESAs, Accessibility Services shall determine on a case-by-case basis of whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial or administrative burden; (2) fundamentally alters college housing policies; (3) poses a direct threat to the health and safety of others; or (4) would cause substantial property damage to the property, including college property.
- C. Coe may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with ESAs:
  - a. The size of the animal is too large for available assigned housing space;
  - b. The animal's presence would force another individual from individual housing (e.g. serious allergies);
  - c. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
  - d. The animal is not housebroken or is unable to live with others in a reasonable manner;
  - e. The animal poses health risks from zoonotic diseases or safety concerns regarding containment that cannot be sufficiently mitigated for inclusion in the communal livingsetting;
  - f. The animal's vaccinations are not up-to-date;
  - g. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
  - h. The animal causes or has caused excessive damage to housing beyond reasonable wear andtear;
  - i. The animal is not at least twelve months old.

Coe will not limit room assignments for individuals with ESAs to any particular building or buildingsbecause the individual needs an ESA because of a disability.

### **Access to College Facilities By ESAs**

An ESA must be contained within the owner’s privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief.

When an ESA is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. ESAs are not allowed in any college facilities other than college residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

### **Dominion and Control of ESAs**

Notwithstanding the restrictions set forth herein, the ESA must be properly housed and restrained or otherwise under the dominion and control of the owner at all times. No owner shall permit the animalto go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from college housing.

### **College Housing Procedures for Service/ESAs**

ESAs, including service animals, **may not reside in college housing without prior notification and registration.** Documents required for review of requests for ESAs in college housing must include the following:

- A. Documentation of Medical and/or Psychological Conditions by a licensed healthcare professional within the state of Iowa or the requesters documented home state.
  - a. The form should include information specifically addressing:
    - i. the nature of the proposed owner’s disability;
    - ii. the date[s] of the medical diagnosis and prescription for such an animal;
    - iii. how the animal is necessary to provide the proposed owner access to the housing program;
    - iv. the relationship between the disability and the assistance the animal provides.
- B. A written request from the prospective owner explaining:
  - a. the need for the animal
  - b. the type of animal

- c. the date when the animal will be acquired
- d. description of the animal (e.g. weight, breed, etc.), whether the animal is housebroken, the animal's name, and photograph of the animal and owner.

Prospective owners should be aware that it may take up to two weeks for requests to be reviewed. Insufficient documentation may result in accommodation delays or denial. No documentation showing the disability or disability-related need for an ESA is required if the disability or disability-related need is readily apparent or already known to the College.

In the event that an ESA is approved to be in college housing, one representative from the Accessibility Services Office and one representative from the Residence Life Office will meet with the student owner to review and sign the **Acknowledgement and Release of Information Consent Form**.

Once this has been completed, the owner must follow all sections of the Coe College Service and ESA Policy, including Handler Responsibilities. Permission to have a non-service ESA in college housing does not extend to other campus facilities or to common areas of the residence hall (e.g., lounges, class/meeting rooms, laundry rooms).

### **Owner Responsibilities for an ESA**

If the college grants an owner's request to live with an ESA, the owner is solely responsible for the custody and care of the ESA and must meet the following requirements:

- A. The owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the owner's responsibility to know and understand these ordinances, laws, and regulations. The college has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The college reserves the right to request documentation showing that the animal has been licensed.
- B. In the event that the animal is a dog, owners must take responsibility for obtaining a dog license from the City of Cedar Rapids within 30 days of bringing a service or assistance dog to campus, and abiding by all other Cedar Rapids animal control ordinances. Owners are also responsible for ensuring that animals are under their control and adhering to any College or City cleanup rules.
- C. The owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by Coe College.
- D. The owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the ESA and/or discipline for the responsible individual. Any care that cannot be reasonably conducted in the owner's room must be done at an off-campus location (grooming, flea treatments/baths, bathing, etc.)
- E. Coe College will not ask for or require an individual with a disability to pay a fee or surcharge for an approved ESA.
- F. An individual with a disability may be charged for any damage caused by his or her ESA beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. This includes damage done to other students' property or belongings. The owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the college's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The college shall have the right to bill the owner's account for unmet obligations under this provision.
- G. The owner must fully cooperate with college personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

- H. ESAs may not be left overnight in college housing to be cared for by any individual other than the owner. If the owner is to be absent from their residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the ESA is contained, as appropriate, when the owner is not present during the day while attending classes or other activities.
- I. The owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- J. The animal is allowed in college housing only as long as it is necessary because of the owner's disability. The owner must notify the Accessibility Services Office in writing if the ESA is no longer needed or is no longer in residence. To replace an ESA, the new animal must be necessary because of the owner's disability and the owner must follow the procedures in this Policy when requesting a different animal.
- K. College personnel shall not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
- L. The individual must provide written consent for Accessibility Services to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
- M. Routine maintenance of the animal is expected and includes flea and tick prevention, de-worming, and annual examinations. Coe has the right to request updated veterinary verification at any time during the animal's residency.
- N. All animals should have a tag that identifies the owner and contact information in case of emergency. Dogs, cats and ferrets are required to be licensed and wear a rabies tag.
- O. There cannot be more than one registered Emotional Support or Service Animal in a residential living space at any given time.
- P. All animals must be caged/kenneled any time that the owner/handler is not present in the living space.
- Q. The owner must identify a location and person(s) off-campus as the emergency contact should someone need to care for the ESA unexpectedly.

### **Removal/Relocation of ESAs**

The college may require the individual to remove the animal from college housing if:

- A. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
- B. the animal's presence results in a fundamental alteration of a college program;
- C. the owner does not comply with the owner's responsibilities set forth above; or
- D. the animal or its presence creates an unmanageable disturbance or interference with the college community; or
- E. the owner becomes unable to provide necessary care for the ESA.

The college will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Accessibility Services Office and may be appealed to the Dean of Student Experience or their designee.

Should the ESA be removed from the premises for any reason, the owner is expected to fulfill their housing obligations for the remainder of the housing contract. Should owner be required to remove the ESA it must be removed from the premises within 72 hours of the owner being informed of the decision.

## Non-Retaliation Provision for ESAs

Coe College will not retaliate against any person because that individual has requested or received a reasonable accommodation in college housing, including a request for an ESA.

## Etiquette with Service Animals/ESAs

1. Do not pet service/ESAs without permission of the owner/handler
2. Do not feed service/ESAs without the permission of the owner/handler.
3. Do not deliberately startle and/or antagonize the service/ESA.
4. Do not separate or attempt to separate the service/ESA from their owner/handler.

## Emotional Support Animal Fines & Fees

The following is a list of common fines/fees that can be associated with issues, destruction, requirements of having an Emotional Support on the Coe College campus. Please note, this is not a complete list and fines/fees/cost association could be different depending on situation.

Item	Classification	Price
Retainer	Property Damage (Personal)	\$200+
Furniture	Property Damage (Coe)	Current cost to replace/fix item(s)
Flooring	Property Damage (Coe)	\$25/hour for labor, up to \$4,000 to replace flooring
Flea Treatment (must be done off-campus)	Personal Care	\$10-60+
Training Course (8+ weeks)	Personal Care	\$50-150+
Annual Vet Exam	Personal Care	\$45-55+
Emergency Vet Visit	Personal Care	\$250-500+
Grooming	Personal Care	\$50-80+
Unregistered Animal	Policy Violation	\$100/day

### Examples of past issues experienced by ESA owners at Coe:

- Roommate's retainer chewed by owner's ESA. Owner paid \$200 and moved out of room.
- ESA chewed items purchased by roommate. Owner reimbursed roommate and moved out of room.
- ESA continually urinated in room when owner was absent. Owner required to take ESA off-campus.
- ESA urinated in several locations in apartment causing \$3200 in damage that was billed to the owner.

## Confidentiality and Authority with ESAs

Information regarding disability is considered highly confidential, is maintained in separate, secure files with limited access, and is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand, and are not subject to challenge by someone other than the person utilizing the service or ESA.

# **BEHAVIORAL EXPECTATIONS AND POLICIES**

## **Alcohol and Other Drugs Policy**

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, Coe College students are informed that policies are in place, which prohibit the possession, use, and/or distribution of any illicit drugs on Coe College property or as a part of any Coe College-sponsored activity (unless specific permission is given for students of legal age to consume alcohol moderately). Coe College students are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs or alcohol use on Coe College property or at Coe College-sponsored activities. Coe College affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and/or alcohol abuse by students could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students through Coe College Counseling Services and Coe College Health Services. Other resources may include assessment, individual counseling, educational programs, materials, and referral to community agencies, all of which might include a fee.

## **Philosophy of Alcohol and Other Drugs Policy**

Coe College opposes the illegal use and/or abuse of alcohol and other drugs in the college environment because of the serious problems related to the misuse of alcohol and other drugs. Illegal use and/or abuse of alcohol and other drugs can lead to a loss of effectiveness in human life and can hinder the educational process. Therefore, Coe College urges all students to exercise mature judgment and social responsibility when making decisions regarding the use of alcohol and other drugs.

In compliance with state and federal laws, Coe College prohibits the unlawful possession, use, manufacture, or distribution of alcohol and/or other drugs by students. Students who violate the alcohol and other drugs policy will be subject to disciplinary action.

## **On-Campus Alcohol Guidelines and Policies for Students**

Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the Coe College community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events both on and off campus. This includes encouraging responsible drinking habits by those individuals who choose to drink and respecting the rights of those individuals who choose not to drink. These guidelines apply to all forms of alcohol including, but not limited to liquid, vapor, or powder.

### **Coe College students are required to observe and abide by the following expectations:**

- Students under 21 years of age shall not possess, distribute, or consume alcohol anywhere on Coe College property or at a Coe College-sponsored event. Students under 21 years of age that are found to be in possession of alcohol shall have their alcohol confiscated.
- Students who are 21 years of age or older are permitted to possess and consume alcohol within the privacy of their own room, provided that the door remains closed.
- Students must be 21 years of age or older to host, formally or informally, any activity that includes alcoholic beverages.
- Students who are 21 years of age or older may not provide or otherwise share alcohol with persons who are under 21 years of age.
- Students who are 21 years of age or older may not provide or otherwise share alcohol with persons who are intoxicated.
- Alcohol is not permitted in public areas of the residence halls (including, but not limited to: restrooms, hallways, stairwells, elevators, lounges, chapter rooms, patios, balconies, etc.).
- Alcohol is not permitted outdoors on campus (unless at an approved campus event by officials).
- Alcohol is to be transported in a covered, opaque packages when brought on-campus.

- Students are prohibited from possessing or using kegs and kegerators in all campus residences, campus buildings, and campus grounds.
- Alcoholic beverages in containers greater than one gallon are prohibited on campus.
- Common source mixtures of alcohol and are prohibited due to the potential danger of unknown alcohol content or presence of other substances.
- Drinking activities that employ peer pressure are prohibited. Prohibited activities, include but are not limited to: chugging, drinking games (example: beer pong, etc.), etc. Drinking activities that force the consumption of alcohol is considered dangerous and therefore is not allowed.
- Drinking games with non-alcoholic beverages (ex: water pong, etc.) is prohibited.
- Alcohol may not be used as an incentive or award at social events or college activities.
- Student activity fee funds may not be used to purchase alcohol.

Failure to observe or abide by any of the above listed requirements and expectations will result in disciplinary action through the Student Conduct Process. In addition, please be reminded that Coe College students are responsible for adhering to all local, state, and federal laws. Coe College will not and cannot protect students from the consequences of violating of these statutes.

### **Social Function Guidelines and Policies for Students**

All student social functions have basic expectations and guidelines. Due to the increased liability at social functions where alcohol is present there are additional expectations. Social functions where alcohol is present shall meet the following guidelines:

- Social functions may only be held in the following locations: on-campus houses, new and old apartments, the Hamptons, and the TKE house.
- Social functions may only be held on Friday or Saturday evenings (after 6:00 p.m.).
- Should students wish to hold a social function at another time, this must be approved by their Assistant Director of Residential Life or another higher-level administrator.
- All approved social functions must end by no later than 2:00 a.m.
- Social functions may not be held during May Term, Summer Term, or when classes are not in session (i.e. Thanksgiving Break, Winter Break, Spring Break, etc.). Further, social functions may not be held during Finals Week or on the weekends for Admissions Campus Visit Days.
- Coe College reserves the right to prohibit students from hosting or attending social functions during other specified times. Examples include: in the case of local, state, or national emergencies; public health crises; etc.
- All students who reside in the location of a social function must attend a Risk Management Session led by an Assistant Director of Residential Life or another higher-level administrator prior to having a social function approved.
- The host(s) of a social function will not provide alcoholic beverages to their guests. Regarding alcohol, all social functions will be considered BYOB (bring your own beverage).
- The host(s) and sober host(s) will provide an ample supply of snacks, water, and other non-alcoholic beverages for their guests.
- All alcohol present at a social function must remain in the approved apartment or house. Alcohol is not permitted in public spaces of the building, including, but not limited to: public restrooms, hallways, stairwells, lounges, chapter rooms, patios, balconies, etc.
- Students are prohibited from charging entrance to a social function or charging for snacks and water.
- All social functions must have at least one host. Hosts must:
  - be full-time students enrolled at Coe College;
  - live in the apartment or house where the function is to be held;
  - be at least 21 years of age if alcohol will be present at the function;
  - have attended a Risk Management Session led by an Assistant Director of Residential Life or another higher-level administrator

- All social functions must also have at least one sober host. Sober hosts:
  - must be full-time students enrolled at Coe College;
  - do not have to be a resident of the apartment or house hosting the social function;
  - must have attended a Risk Management Session led by an Assistant Director of Residential Life or another higher-level administrator;
  - must be present and cannot consume alcohol before and/or during the social function
- Please note: The host and the sober host can be the same person, provided they are a resident of the apartment or house that is hosting the function, they do not consume alcohol before and/or during the event, and they are 21 years of age or older.
- The host(s) must:
  - Register the event –To register the event, please fill out the Social Event Registration Form before 9:00 a.m. on the Friday prior to the function. All students serving as host(s) or sober host(s) for the function must be notified of their roles and be aware of their responsibilities for the event.
- The sober host(s) must:
  - Monitor the entrances to the function to prevent uninvited guests from entering.
  - Please note: Students who are present at a function and are not listed as approved party attendees may be held responsible through the college conduct process and disciplined as appropriate.
  - Monitor the number of guests at the function to ensure occupancy does not exceed the fire code capacity of the particular facility.
  - Provide ample snacks, water, and other non-alcoholic beverages for all guests for the duration of the event.
  - Help maintain order and ensure responsible behavior.
  - Ensure all persons are capable of safely returning to their place of residence.
- Advertising for a social function and emphasizing the presence or use of alcohol is prohibited.

Due to fire code capacities, social functions in these apartments may not exceed 15 people:

- All College-Owned Houses
- E Avenue apartments
- 4-Plex
- 8-Plex
- Hampton Court Apartments

Due to fire code capacities, social functions in these apartments may not exceed 30 people:

- Brandt House
- Morris House
- Schlarbaum House
- Spivey House

### **Additional Guidelines for Other On-Campus Student Events**

- All on-campus events with alcohol must be registered as social functions with the Dean of Student Experience, Director of Campus Life, or their designee.
- Event hosts are required to review College Risk Management guidelines.
- Third-party vendors such as Sodexo shall be used for the purchase and serving of alcohol.
- The host(s) of the event is responsible for ensuring alcoholic beverages do not enter the event if such use has not specifically been permitted.
- The host(s) of the event is responsible for clean-up of any garbage and recycling. Clean-up should take place at the conclusion of the event.
- Security must be present at all campus events, aside from apartment/house social functions.

## **Illegal Substance Policies for Students**

Illegal drugs are not permitted on Coe College property. Institutional knowledge of the possession, use, distribution, sale, and/or manufacture of any drug will subject the involved student(s) to investigation and the disciplinary process.

### **The following actions are prohibited according to the Coe College Illegal Substance Policy:**

- Misuse of over-the-counter drugs.
  - Misuse or sharing of prescription drugs.
  - Improper use of any prescription medication, including the use of prescription drugs without a prescription or consuming prescription medication in excess of what a provider has prescribed. Such improper use will be interpreted as illegal drug use.
  - Possessing, using, and/or being under the influence of any form of illegal drug.
  - Distributing and/or selling any form of prescription drug or illegal drug.
  - Manufacturing and/or selling any form of prescription drug or illegal drug.
  - Possessing paraphernalia (i.e., rolling papers, pipes, bong, etc.) for intended or implied use of any form of illegal drug.
  - Possessing paraphernalia that contains or appears to contain illegal drug residue.
  - Purchasing or passing prescription drugs or illegal drugs from one person to another.
  - Using mail services (including campus mail services) to purchase, pass, or distribute prescription drugs or illegal drugs.
- 
- Please note: Marijuana and cannabis products are considered illegal in Iowa.
  - Please note: If a student is confronted for the smell and/or sight of drugs on-campus, that student can be found responsible of a policy violation. For example, if a student is confronted for the smell of marijuana on their person or in their room, that student may face charges and be found responsible for violating college policy.

Evidence that a student has engaged in any of the activities listed above will result in disciplinary action through the Student Conduct Process. In addition, please be reminded that Coe College students are responsible for adhering to all local, state, and federal laws. Coe College will not and cannot protect students from the consequences of violating of these statutes.

## **Civil Laws and Sanctions Regarding Alcohol and Other Drugs**

**Alcohol Laws** – Iowa State Code states that it is unlawful for any person “to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age, and a person or persons under legal age shall not individually or jointly have alcoholic liquor, wine, or beer in their possession or control.” The law further states that “no person under legal age shall misrepresent the person’s age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine, or beer from any licensee or permittee.” Penalties range from a simple misdemeanor to a serious misdemeanor. In Iowa the legal drinking age is 21.

**Drug Laws** – Iowa State Code states that it is unlawful for any person not authorized by Chapter 124 of the state code “to manufacture, deliver, or possess with intent to manufacture or deliver a controlled – or counterfeit – substance or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance.” Penalties range from a simple misdemeanor to a felony. For greater detail of these laws, see Chapters 123 and 124 of the Iowa State Code.

The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13, of the United States Code.

A number of different penalties (sanctions) may be imposed by the magistrate or other representatives of the civil judicial system. Penalties include criminal charges, ranging from a simple misdemeanor to a felony. Sentencing may include one or more of the following: monetary fines, incarceration, and community service. Penalties may be different for persons under or over the age of 18 years old.

Persons under 18 who violate drug and alcohol laws may be turned over to juvenile authorities or are dealt with through the court system. Persons over 18 are dealt with through the court system. Persons over 18 who are charged with the use or possession of illegal drugs are treated as adults. Fines, jail sentences, and community service are at the discretion of the magistrate or district court judge.

### Health Risks with Alcohol and Other Drugs

People who abuse alcohol or drugs risk damage to both their mental and physical health including, but not limited to:

Alcohol and Other Drugs	Health Risks
<b>Inhalants:</b> Solvents, Aerosols, Thinner, Paint, Lighter Fluid, Gas	liver, nerve, brain damage; heart failure; respiratory arrest; coma; suffocation; death
<b>Narcotics:</b> Heroin, Morphine, Codeine, Methadone	pulmonary edema; convulsions; respiratory arrest; coma; death
<b>Depressants:</b> Alcohol, Benzodiazepines, Barbiturates, Chlorohydrins	nausea; severe anxiety; agitation; hallucinations; tremors; shakes; delirium; convulsions; death
<b>Stimulants:</b> Methylphenidate, Cocaine, Phenmetrazine, Amphetamines	convulsions; hypertension; coma; cardiac arrests; pulmonary edema;
<b>Hallucinogens:</b> Marijuana, LSD, PCP, MDMA, Mescaline, Psilocybin	paranoia; delusions; psychosis; hallucinations; convulsions; flashbacks; death

These examples are not intended to be all-inclusive. It is recommended that you consult your physician for a more extensive description of health risks associated with the use of substances such as nicotine, caffeine, depressants, and stimulants. Related pamphlets on health risks are available in the Health Services Office in the Lower PUB.

### Resources

The College has a commitment to assist members of the Coe community with treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the College counseling service, Tanager Place, or the Director of Health Services.

### On-Campus Resources for Alcohol and/or Drug Concerns

- Health Services... (319)399-8617  
*Provide referrals to local hospitals and medical specialists. Offer educational materials and provide campus wellness programs.*
- Counseling Services... (319)399-8843  
*Provide counseling and brief psychotherapy to students. Provide crisis intervention for students in distress.*

### Off-Campus Community Resources for Alcohol and/or Drug Concerns

- Alcoholics Anonymous... (319)365-5955
- The Fellowship Club (Alcohol)... (319)364-9897
- Area Substance Abuse Council... (319)390-4611
- Sedlacek Treatment Center... (319)362-6226
- Crisis, Suicide Information... (319)362-2174
- Abbe Center (Mental Health)... (319)398-3562
- Foundation II Crisis Center... (319)362-2174

Domestic Violence.....	(815)777-3680
YWCA – Sexual Assault.....	(319)363-5490
St. Luke’s Hospital Emergency.....	(319)369-7122

**National Resources for Alcohol and/or Drug Concerns**

Cocaine Helpline.....	1-800-COCAINE
National Council on Alcoholism Information Line .....	1-800-NCA-CALL
National Institute on Drug Abuse.....	1-800-622-HELP
Pride Drug Information Hotline.....	1-800-241-9746

**Smoking Policy**

In accordance with Iowa’s Smoke Free Air Act, no smoking whatsoever is permitted inside Coe College buildings or on Coe College property (buildings, grounds, parking lots, etc.) This applies to Coe College students and their guests or visitors. It is legal for people to smoke on public sidewalks. This policy prohibits the use of, but is not limited to, cigarettes, e-cigarettes, vaporizers, hookahs, cigars, and similar products on College property. Student violations of this policy will result in a \$100.00 fine per incident. This fine is subject to increase on subsequent violations.

**Disorderly, Disruptive, or Indecent Conduct Policy**

Inappropriate conduct which is disorderly, disruptive, or indecent is prohibited at Coe College. Disorderly, disruptive, or indecent conduct includes actions that may impact the health or safety of the Coe College community or may disrupt other students’ ability to engage in their customary functions and activities in their academic or residential communities. In addition, disorderly, disruptive, or indecent conduct that occurs at an off campus function sponsored by Coe College or at an off campus event with student participants is prohibited. This includes, but is not limited to misconduct during: off campus study experiences, off campus athletic competitions, and off campus Coe College events and gatherings, etc. This policy may also apply to off-campus conduct that has a continuing negative impact on the Coe College community.

**Guest and Visitation Policy**

A resident serves as host when entertaining fellow students in their residence hall room. Therefore, a resident is responsible for the conduct of fellow students when hosting them in their residence hall room. Similarly, a student serves as host when entertaining outside guests (family and friends who are not Coe College residents) on campus. Therefore, a student is responsible for the conduct of their outside guests while hosting them on campus (in campus buildings and on campus grounds). Students have the responsibility of ensuring that the rights of others are not infringed upon by their guests. The rights of Coe College students always supersede the rights of guests.

Visitation refers to brief visits to a host student's room and/or lounge. Residents of a room must decide when it is mutually convenient to have guests visit. Guests may not stay on campus more than three consecutive nights.

It is the responsibility of students to inform their guests of all Coe College expectations and policies. Students will be held financially and legally responsible for any actions of their guests. Any guest who fails to observe Coe College expectations, Coe College policies, or is disruptive to residents will be asked to leave.

The campus-wide hours of visitation are 24 hours every day. No overnight guests are allowed during Coe College breaks. Coe College reserves the right to amend the visitation hours for outside guests in the case of local, state, or national emergencies, public health crises, etc.

## **Courtesy and Quiet Hours Policy**

Courtesy hours stay in effect 24 hours a day in all Coe College residences. Students are strongly encouraged to respectfully talk to their peers who are responsible for bothersome noise or disruption. Students are expected to respect and comply with the request of other residents to lower noise to a reasonable level (including on weekends).

Excessive noise, continual noise, and/or other disruptive behavior in any residential area is not acceptable conduct. This includes noise and/or disruptive behavior within the residence halls and apartments, campus houses, and outdoor areas adjacent to all residential communities.

A student's right to sleep, study, and relax in an environment with limited noise is an important consideration for residential communities at Coe College. To that end, Coe College has a standard for quiet hours.

Quiet hours are as follows:

- **11 p.m. to 9 a.m. – Sunday through Thursday**
- **2 a.m. to 9 a.m. – Friday and Saturday**

During quiet hours, noise should not be audible outside of a resident's room. At certain times of the year, more restrictive quiet hours may be established by the Residential Life staff (such as finals week).

## **Damage, Vandalism, and Theft Policy**

Members of the Coe College community are expected to respect Coe College property. In instances where Coe College property is dirtied, damaged, destroyed, or stolen, by either willful or reckless actions, the responsible student(s) will be subject to disciplinary action and required to pay for repair or replacement of the property. Repeated acts or more severe acts may result in additional disciplinary action.

In the event of necessary common area cleaning, repair, or replacements (i.e. to the lounge, lobby, hallway, stairwell, restrooms, etc.) due to damaged or stolen property, students will be given the opportunity to identify the person(s) responsible. If, after 48 hours, the responsible person(s) have not been identified, an entire wing, floor section, or hall may be charged the cleaning, repair, or replacement costs.

In instances where a student damages, vandalizes, or steals the property of another student, the student responsible for the damage, vandalism, or theft will be subject to disciplinary action and will be required to pay restitution for the other student's property.

## **Tampering with Safety Equipment Policy**

Students who tamper with safety equipment are subject to disciplinary action. Tampering includes, but is not limited to: altering, covering, removing, or damaging safety equipment; activating alarms (such as fire alarm stations) without proper cause; discharging or removing safety equipment (such as fire extinguishers) without proper cause; etc. Safety equipment includes, but is not limited to: fire extinguishers, fire alarms, door alarms, exit signs, emergency signs, etc. Persons identified as having tampered with safety equipment will be subject to a fine of \$100.00 (at minimum), in addition to the costs needed to repair or replace the equipment.

If fire extinguishers are discharged or alarms are activated without proper cause, residents will be given the opportunity to identify the responsible person(s). If, after 48 hours, the responsible person(s) have not been identified, a charge may be assessed to an entire wing, floor section, or hall.

If the College incurs a charge from the Cedar Rapids Fire Department resulting from the false activation of a building's fire alarm, then this charge will be assessed to the responsible person(s). If, after 48 hours, the responsible person(s) have not been identified, the costs incurred may be assessed to an entire wing, floor section, or hall.

In order to limit damage to campus buildings and safety equipment, sports cannot be played in the hallways of buildings unless approved by Residential Life professional staff. The sports prohibited in hallways include, but are not limited to: baseball, softball, basketball, frisbee (or other flying discs), football, golf, tennis, soccer, biking, rollerblading, skateboarding, etc.

### **Non-Compliance Policy**

All students are expected to comply with expectations, guidelines, policies, and directives established by Coe College. Non-compliance with Coe College expectations, guidelines, policies, and directives will result in disciplinary action.

All students are expected to comply with reasonable requests made by Coe College staff (professional or student staff) for a student's identifying information such as their name, room number, identification number, and/or identification card. Withholding information and/or providing false information is considered non-compliance and will result in disciplinary action.

Further, students who harass, abuse (either verbally or physically), or otherwise fail to be cooperative with a Residential Life staff member (student or professional staff), Campus Security officer, or any other Coe College official, while that person is performing their assigned duties, is considered to be non-compliant. Such demonstrations of non-compliance will result in disciplinary action.

### **Dangerous Behavior Policy**

Any student behavior with a potential negative impact on the Coe College community may result in disciplinary action.

Dangerous behavior includes, but is not limited to:

- failing to comply with health and safety guidelines;
- threatening, attempting, and/or causing physical harm to another person or persons;
- hanging out of building windows;
- throwing objects out of building windows;
- walking on the ledges of buildings, walls, rails, or fences, etc.;
- climbing the sides of buildings or walls;
- accessing and/or entering the rooftops of college buildings;
- unauthorized access of campus buildings or rooms;
- failing to heed emergency alarms, such as fire or severe weather alarms;
- failing to heed the instruction of emergency responders or college personnel, etc.
- Please note: students who fail to leave a building for a fire alarm and/or heed the instruction of emergency responders or college personnel are subject to a \$100.00 fine.

Dangerous behavior with malicious intent (intending to do harm) may result in immediate removal from campus housing and additional disciplinary action.

### **Student Self-Endangerment Policy**

If the Dean of Student Experience or their designee is notified of student conduct that may threaten or endanger the safety, health, or well-being of the Coe College community, the Dean of Student Experience or their designee will assess the report and gather information as necessary to understand the circumstances surrounding the report.

Whenever possible, the student will be notified of a report of concern and given the opportunity to provide any information for the Dean of Student Experience to consider when assessing the factors below. Each report will be assessed on a case-by-case basis, and will entail consideration of the following factors:

- the severity of the reported behavior or risk;
- whether the reported behavior requires intervention to safeguard the health, safety, or welfare of the Coe College community;
- any medical information that is available;
- the impact of the student's behavior on academic, residential, or extracurricular activities;
- whether there are sufficient support measures or accommodations that Coe College could implement that would be likely to significantly mitigate any risk of harm;
- prior behavior or potential future behavior
- whether similarly-situated individuals have been treated the same way
- whether, if possible, a voluntary leave, behavioral contract, or plan of care is feasible or advisable; has been discussed with the student

If, based on its assessment of these factors, Coe College believes that there is an ongoing significant risk of harm to the Coe College community that it cannot manage adequately, it will take steps to immediately remove a student from campus if the student is not cooperative. Such a removal will apply to any student, whether disabled or not, who engages in conduct that demonstrates a need for immediate removal after review of the above factors. Students have the right to file an objection to a removal within ten calendar days of notice of a removal, and may seek reconsideration of a removal upon presentation of changed or updated circumstances, such as additional medical information, at any time after a removal. Objections and requests for reconsideration should be directed to the Dean of Student Experience.

If a student returns to campus following an emergency leave under this section, Coe College may implement conditions for return, which may include examination by an independent or Coe College medical professional, release of relevant medical records, compliance with treatment plans, demonstrated ability to meet the institution's academic and conduct standards, interviews with school officials, personal statements, and a decrease in the conduct at issue.

### **Student Success Policy**

Students who (in the judgment of the Dean of Student Experience or their designee) are unable to attend their registered course(s) regularly and/or have missed three weeks or more of classes during a single term are subject to immediate suspension from housing on campus. This policy has been established, in an effort to intervene on behalf of a student who may need access to additional resources not offered by Coe College and to limit the effect of absences on their financial and academic standing at this institution. An evaluation of the student's situation will be made by the Dean of Student Experience or their designee, the faculty teaching the student's courses, and other professionals depending on the student's situation.

### **Anti-Hazing Policy**

All acts of hazing by any individual student, student group, student organization, or athletic team are prohibited at Coe College. No individual, group, organization, or team may perform an act that is likely to cause physical or psychological harm to another person within the Coe College community. Such damaging behavior is expressly forbidden in relation to the admission, initiation, pledging in, etc. for group affiliation. Students are entitled to be treated with consideration and respect.

Any individual student, student group, student organization, or athletic team found to be involved in hazing activity or behavior will face disciplinary action and may be subject to suspension or expulsion from Coe College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being hazed or abused.

Physical or psychological hazing is against the law in the State of Iowa.

As stated, hazing is not acceptable at Coe. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment or ridicule as a condition of membership. Any requirement or suggestion that the use of alcohol is necessary for acceptance into an organization is strictly prohibited. Additional prohibited activities include, but are not limited to:

- paddling in any form;
- creating excessive fatigue;
- generating physical or psychological shock;
- requiring mandatory quests, treasure hunts, scavenger hunts, or road trips;
- forcing the wearing of apparel that is conspicuous and not normally in good taste;
- engaging in hazardous or distasteful stunts;
- participating in morally degrading or humiliating games and activities;
- and any other activities that are not consistent with the policies and regulations of Coe College.

### **Missing Persons Policy**

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Dean of Student Experience should be notified. Students under the age of 18 years will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that they may be in danger, the Security Office, x8888, and/or the Cedar Rapids Police Department, (9) 911, should be notified. If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At Coe College's discretion, in addition to a confidential contact, Coe College reserves the right to contact a parent and/or guardian.

### **Student Accident/Death Policy**

In the event that a student suffers a serious accident, the Security Office (x8888) should be contacted immediately. A Residential Life staff member or Security Officer will assist the injured student and ensure that prompt medical care is received.

In the event of the death of a student, the hospital and/or appropriate police agency will notify family members. After this notification, the Dean of Student Experience or their designee will contact the family. Residential Life staff will assist with notification of roommates and/or friends in the residence halls.

### **Parental Notification Policy**

At the discretion of the Dean of Student Experience or their designee, the parents or guardians of students whose actions may threaten or endanger the safety, health, or well-being of the Coe College community may be notified regarding the behavior(s). This may include alcohol or other drug abuse, self-inflicted harm, etc.

### **No Contact Order Policy**

In the event a student wishes to manage or lessen their contact with another student, that student can request a No Contact Order through the Student Life Office.

In order to make this request, the student must provide basic details about the reason for the request and the name of the student with whom they would like to have no contact. No Contact Orders (NCOs) are an action outside of the formal conduct process and are not noted in a student's conduct record or academic transcript. No Contact Orders prevent students from making intentional contact with each other in-person, through third parties, and/or through other means (i.e. email, phone, social media, etc.) while enrolled at Coe College.

College administrators are authorized to issue a No Contact Order prohibiting contact between students when there is a reasonable concern that contact would put a student at risk of physical or psychological harm. College administrators will evaluate all information provided when deciding whether a No Contact Order should be issued, including, but not limited to:

- the presence of allegations, threats, or evidence of physical violence;
- the presence of allegations, threats, or evidence of emotional abuse or harassment;
- when continued contact could have a material impact on the college conduct process;
- when there are allegations of serious and/or pervasive violations of college policies

There are mutual expectations for all students involved in a No Contact Order. Both parties involved in the NCO must submit to the directives established in the order. Retaliation against someone who has established a no-contact order is prohibited. Students who violate the established directives will be subject to the conduct process and sanctions.

No Contact Orders can be issued by the following administrators: Dean of Student Experience, Dean of Residential Experience, Associate Dean of Residential Experience, and Assistant Dean of Student Conduct & Civility. The Dean of Student Experience also reserves the right to designate other administrators with the ability to issue NCOs.

Coe College will review all No Contact Orders at the end of each semester. NCOs will remain in effect until the graduation or withdrawal of at least one of the students. A student can request modifications or the rescission of an NCO. In order to seek changes to an NCO, a student must contact the administrator who issued the order. The administrator will then consult both students involved before making a determination on modifications to the NCO.

No Contact Orders will not be granted to students with interpersonal conflicts that do not impact the physical and/or psychological well-being of one of the parties. Instead, these students should seek assistance to resolve their conflict through other channels, such as: mediation with Residential Life staff, counseling services, etc.

### **Media/Photo/Video Release Information**

Photographs, video and recordings may be taken by the college or its designees in public areas of the Coe College campus and at off-campus college events. The College may use such photographs, video and recordings to document, promote and provide information about the college and its programs without prior consent by individuals depicted or recorded in them. Public areas include but are not limited to outdoor areas, classrooms, laboratories, athletic and recreation facilities, residence hall common areas, dining facilities, lounge areas, meeting rooms and performance spaces.

A student has the right to refuse to permit release of any or all information about their likeness, and/or the use of their image or voice (if clearly identifiable in photographic, video or recording), without the student's prior written consent. Any refusal must be received in writing by the Marketing Office ([marketing@coe.edu](mailto:marketing@coe.edu)) prior to date of record at the start of the academic year and designate the information not to be released in new materials in the future. Prior refusal of permission to release a student's likeness and/or use of image or voice via the mandatory forms on My Coe will be honored.

## **INFORMATION ON STUDENT HEALTH SERVICES**

**Office Location:** Lower P.U.B. on the Coe College campus

**Office Phone:** 319-399-8617; **Office Fax:** 319-399-8269;

**Office Email:** [o-healthservices@coe.edu](mailto:o-healthservices@coe.edu); **Website:** <http://www.coe.edu/campuslife/healthservices>

## Office Hours:

Appointments available:

- Monday, Wednesday, Thursday, Friday from 9am-12pm and 1pm-4pm
- Tuesday from 9am-3pm
- Closed on college holidays

Appointments can be scheduled by using this link: <https://goo.gl/GN78tG>

Night or weekend emergencies: Student's should seek treatment at one of the local emergency rooms or urgent care centers.

## EMERGENCY ROOMS:

Mercy Medical Center	701 10th St SE	319-398-6041	Open 24 hours/day
St. Luke's Hospital	1026 A Ave NE	319-369-7105	Open 24 hours/day

## URGENT CARE:

MercyCare North	5264 Council St NE	319-221-8444
MercyCare South Edgewood Road	2815 Edgewood Rd SW	319-396-9097
Immediate Care Center	6911 C Ave NE	319-832-1463
Westside Urgent Care	2375 Edgewood Rd SW	319-396-1983
U of IA Quick Care-North Liberty	720 Pacha Parkway, North Liberty	319-384-8801

## About Health Services

Coe College Health Services is a comprehensive outpatient clinic which can meet most basic health needs of students. Medical problems that go beyond the scope of the Health Services Nurse Practitioner are referred to appropriate off-campus facilities and are not covered by Coe College.

Coe's Student Health Services is staffed by a Registered Nurse who is overseen by a Nurse Practitioner. Nurse Practitioners have a graduate degree, advanced education, and clinical training beyond their experience and education as a Registered Nurse. They are licensed to practice by the Iowa Board of Nursing. In addition to clinical care, Nurse Practitioners focus on health promotion, disease prevention, health education, and counseling. In the state of Iowa, Nurse Practitioners have the ability to practice independent of a physician and have full prescriptive rights.

## Health Services Fees

All of the services performed in Coe's Health Services Clinic are free to all Coe College students (including part-time, commuter, and non-traditional students). The student's insurance is utilized when the student seeks healthcare elsewhere, such as other specialty physician visits, walk-ins, urgentcare visits, the emergency room, lab testing, x-rays, and prescription medication.

## Health Services Provided

- Health promotion (weight reduction, nutrition, smoking cessation, fitness, and stress reduction counseling)
- Assessment, evaluation, diagnosis, and treatment of minor illness and injury Diagnosis of medical conditions
- Diagnostic tests (i.e. strep screen, mono test, urinalysis, pregnancy, blood sugar)
- Sexual health education (contraceptive counseling, pregnancy and STI (sexually transmitted infection testing, and emergency contraception)
- Women's health issues (pap smears, breast, and pelvic exams)
- Prescriptions for medications, when appropriate seasonal influenza vaccinations

- Travel health counseling and vaccines
- Referral to allergist as needed for immunotherapy
- Tuberculosis Screening
- Initial evaluation and treatment for mental health conditions with possible referral to psychiatrist and/or therapists
- Physical Exams for uninsured students
- Free reference materials on a variety of health topics
- Kohawk Wellness Program/Fitness Programs
- Refresh Sleep Program
- Medical referrals as necessary

If x-ray or other imaging studies are indicated, students will be referred to either St. Luke's hospital, Mercy hospital, or RCI in Cedar Rapids. You must take your insurance card. These services are not paid for by Coe College.

### **Medications and Health Care Supplies**

A limited selection of over-the-counter (OTC) medications such as throat lozenges, decongestants, antihistamines, acetaminophen, ibuprofen, nasal sprays, and antacids are available at the Health Center. In addition to ice pack, heating pads, and soaking basins. Condoms, dental dams, and lubrication are available to all students, free of charge. Crutches and a wheelchair are available through loan.

### **Hospitalization/Insurance**

If a student should require hospitalization, these costs are not covered by Coe College. Each student is responsible for their own expenses. All students must carry some form of medical insurance. To request information regarding independent insurance carriers you can call the Dean of Students Office at 319-399-8843 or the Health Services Office at 319-399-8617.

Parents are notified of the hospitalization of a student by the college if the student is under 18 years of age, is unconscious, or gives their consent for such notification. Parents are not notified of a student's hospitalization by the college if the student is over 18 years of age and does not wish for parent notification.

### **Insurance**

Many students are covered by family health insurance as long as they are in school. Students must check to be certain they have insurance coverage and know the procedures for using their insurance. To request information regarding independent insurance carriers you can call the Student Life Office at 319-399-8843 or the Health Services Office at 319-399-8617. Coe College does not offer medical health insurance policies.

### **Confidentiality**

All health records are maintained strictly confidential and securely filed. Information is released only when a student's permission is given by written consent.

### **Prescription Medications**

Students should bring an adequate supply of their prescription medication. For controlled substances (ADHD medications, anti-anxiety medications, etc.) it is highly recommended that the student obtain a lock box for storage of these medications. Prescriptions given to Coe College students at Health Services can be filled at any pharmacy in the area, with the closest located within walking distance at First Avenue Hy-Vee Pharmacy.

## Special Health Problems

Please inform Health Services of any special health condition or needs you may have. It is important that your roommate and/or Resident Assistant be aware of your health problems (e.g., diabetes, seizures, asthma, etc.). This ensures proper treatment is given if a medical emergency occurs.

## Allergy Immunotherapy

Coe Health Services will no longer be providing allergy immunotherapy services. This decision was made after careful review of the Journal of Allergy Clinical Immunology update on guidelines for administering immunotherapy in the clinic setting. We will refer immunotherapy services to a specialized allergy clinic.

## Special Diets

Provisions can be made through Sodexo Food Service for students who have dietary restrictions. You may also call Sodexo Food Service at 319-399-8648.

## Class Excuse Policy

Coe College Health Services will not provide medical documentation of illnesses/class excuses. Health Services receives many calls a day from students and faculty asking for class excuses or for verification of illness or fevers. Many health services visits are requested by students who have conditions that do not require a health provider's evaluation (i.e.: head colds, headache, vomiting). This causes undue burden on Health Services to provide care to students whom are only requesting an appointment for class excuse purposes. In addition to the time burden, it is difficult to discern as a practitioner if giving a class excuse is appropriate. For example, some students with simple colds would request a medical excuse while others with similar illnesses appeared to be able to remain in class and perform well. Since Health Services remains an advocate for the student, we are not in a position to judge motives of students in an attempt to determine whether any given request for an excuse is valid.

In the event of illness, it is necessary for the student to become informed consumers of their healthcare and receive optimal care. As a healthcare practitioner, it is necessary to teach appropriate healthcare consumerism. The practice of providing medical class excuse sends a mixed message to the student about appropriate use of health care resources.

## Immunization Policy

All students are required to have proof of immunization on file in Health Services prior to class registration. **Class registration will be held if proof of immunization is not submitted.**

### REQUIRED Immunizations:

- Two doses of Measles (Rubeola), Mumps and Rubella, or two MMR (Measles, Mumps, Rubella) vaccines after 15 months of age (shot series are usually at 15 months and 5 years of age).
- Diphtheria/Pertussis/Tetanus (DPT) series and a Tetanus booster if 10 years have elapsed since the last Tetanus immunization.
- Polio series.
- Proof of chicken pox disease or date of the Varicella vaccination.

### RECOMMENDED Immunizations:

- The Hepatitis B series is **highly recommended** for all students. It is **required** for Nursing and Athletic Training majors.
- Meningitis vaccine is **highly recommended**. The state of Iowa requires that incoming students who will be residing in a campus residence hall receive information regarding the risks associated with Meningococcal disease.
- The student who resides in campus housing must affirm whether they have received the vaccine against Meningococcal disease and must provide the date of the vaccination, if any. A waiver must be signed if the student elects **not** to receive the Meningitis vaccination.

## **Your Rights and Responsibilities as a Patient**

Members of the Coe College Health Service staff strongly believe that each person is entitled to certain rights as a patient of Health Services. In addition, each patient has certain responsibilities. Together, these ensure that each individual receives appropriate medical care and personal service.

### **Each Health Service Patient Has the Right To:**

- Access to care and treatment regardless of race, creed, sex, national origin, or sexual orientation
- Consideration and respect for personal dignity and privacy
- Know and identify the health care professionals providing the service
- Expect that their diagnosis, prognosis and methods of treatment be explained clearly and in terms that they can understand
- Clear and concise explanations of their condition and of all proposed procedures, including the risks and possible problems or side effects that may result
- Refuse treatment to the extent permitted by law
- Be informed about Health Service regulations and policies governing their conduct as a patient
- Know what alternatives exist for their care and treatment
- Seek medical treatment off campus at their expense
- Consult with a specialist, at their expense

### **Each Health Service Patient Has the Responsibility To:**

- Provide, to the best of their knowledge, accurate information relating to health matters
- Follow the treatment plan recommended by those primarily responsible for their care
- Accept personal responsibility if they refuse treatment
- Know and abide by Health Service rules, regulations, and policies during their time at the clinic
- Assume financial obligations for services received over and above basic on-campus health services
- Respect the rights of other patients, Health Service personnel and others they may come in contact with.

## **General Information**

**Medical Records:** A medical record is maintained on all students. Medical records are kept for 5 years from date of graduation. If you need medical records transferred, a written release is required.

**Confidentiality:** Your medical records are kept in strict confidence. Only with your written release can your records be copied and sent to a third party. Information will be shared with a parent or guardian only with written permission from the student. Occasionally, information regarding the physical or mental health status of a student may be shared with the Dean of Student Experience if there is a concern about student safety or the safety of others. If at any time you would like to review the contents of your medical records, contact the Director of Health Services.

## **Wellness Programs**

The Health Services coordinates a variety of wellness activities throughout the year and works closely with other departments in health promotion.