

Residence Life Handbook

DEPARTMENT OF HOUSING &
RESIDENCE LIFE & JUDICIAL
AFFAIRS

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Department of Housing and Residence Life & Judicial Affairs

MISSION STATEMENT

The Department of Residence Life & Judicial Affairs supports the Student Services mission through the development of safe, comfortable living learning communities that are conducive to academic success and personal and social development.

COMMUNITY LIVING EXPECTATIONS: THE BASICS

Introduction

- Blinn College is a multi-campus postsecondary educational institution with a residence life program contained on the Brenham campus. Residence halls and on campus apartments are available for students to live in while pursuing their educational endeavors. Blinn College has the responsibility to ensure that residence life is supportive of the educational mission of the institution while maintaining a safe and supportive housing experience for each student. This publication is subject to change without notice. Additional information that the resident may find helpful is included.
- By completing the Residence Life Application and signing the Housing Agreement students agree to adhere to the Blinn College policies and procedures set forth in this document while residing on campus. Lack of familiarity with applicable policies does not constitute a reasonable defense for violation of policies. Blinn College reserves the right to institute additional policies and procedures applicable to Blinn College Residence Life and to amend or modify any policy or procedure contained herein as Blinn College determines to be appropriate.

Housing Agreement

- Each resident must electronically sign the Housing Agreement as part of their housing application. The Housing Agreement the full academic year that the resident is enrolled at the Brenham Campus of Blinn College. Spring Housing Agreements are available for those students who only attend summer.

Room Assignments

- The Housing Office reserves the right to move residents to another hall for safety reasons, to conserve energy, to conduct repairs, or other circumstances deemed necessary by College staff.
- **Room Changes** - No room changes are made until after the first day of class in a long semester. Summer students may only request a room

change after the start of their respective summer term due to an extreme circumstance. Residents who wish to make a room change should contact their Hall Director/Apartment Manager for availability. All room changes must be approved by the Main Housing Office. Any resident requesting a new roommate will usually be required to change rooms. Residents changing rooms must follow standard check-out procedures. Failure to follow this process will require the students to return to the assigned room and/or be assessed a fee.

- **Hall Transfers** -If space is available, residents may be permitted to transfer to another residence hall or apartment. This change must be made in the Housing Office. The same procedure must be followed in checking out of the room as stated above.
- **Special Housing Assignments** - Students with disabilities requiring special housing arrangements must complete an application for housing to the housing office and submit justification to Department of Housing & Residence Life.
- **Room Consolidation** - The Department of Housing & Residence Life reserves the right to make assignment and reassignment of accommodations as considered necessary. Residents will be required to consolidate in order to allow residents wishing to occupy a private room to do so. Residents occupying single rooms must select one of the following options:
 - Elect to contract and pay the additional fee for the private room. This option is permitted only if space is available and approved by the Housing Department.
 - Choose to move to another half-filled room in the same building.
 - Residents, who are directed to consolidate, but fail to do so, will be billed automatically for a private room. Residents who refuse to accept an assigned roommate, or who elect to pay for a private room after a roommate is assigned, will also be automatically charged the private room rate prorated from the date single vacancy occurs.
 - If a resident is occupying a double room without a roommate, the resident must:
 - Keep the unoccupied half of the room in the condition that would allow someone to move into the room on short notice.
 - Agree to accept a roommate assigned by the Department of Housing & Residence Life.

Criminal Background Check

- Blinn College conducts criminal background checks on all housing residents prior to acceptance into campus housing and prior to each semester. Additional background checks may be conducted at any point during the school year. Students with a pending Class B or higher charge will not be allowed to live on campus until verification of dismissal from the court has been provided to the Judicial Officer. Should a student be charged with a criminal offense during the course of a semester which would preclude them from being a housing resident, that resident will not be eligible to remain in housing. The student may reapply for housing at a later date, but will be subject to all housing requirements.

Attendance Policy/Below Hours

- Students who live in campus housing are required to enroll in a minimum of 12 credit hours per semester and remain enrolled in 12 hours throughout the semester. Students are required to attend all of their classes regularly. If the student accumulates two weeks' of absences the student will be administratively withdrawn from class. For more information on Blinn College's Attendance Policy see Board Policy FG (Local).
- When a resident drops below 12 credit hours, the resident has 3 class days to begin the academic reinstatement process or complete an appeal to stay in Residence Life. If reinstatement is not possible and the appeal is denied the resident must move out within 48 hours.
- Appeals will be heard by the Assistant Director of Housing and will take academic performance, discipline record, and additional circumstances into consideration. If a resident is approved to remain on campus below (12) hours and commits a discipline violation, the student must move from campus housing within 48 hours of notification. All class drops must be approved by the Housing Office. No refunds will be issued for housing or meal plans after the eighth week of class. Prorated amounts can be issued for a cancelled housing assignment prior to the eighth week of class.

Grade Point Average (Required GPA)

- No student with less than a 2.0 cumulative grade point average (GPA) will be allowed to live in student housing. At the end of each long semester, students who fail to have a 2.0 cumulative GPA are notified by email that they no longer meet the GPA requirement to live on campus, and that their room will be cancelled. An appeal to remain in housing below the GPA requirement may be filed. Failure to submit an appeal by the appeal due date results in automatic cancellation of the

students room for the upcoming semester. Students will not be eligible to live on campus again until their institutional cumulative GPA has been raised to 2.0 or higher and reapply to return to housing.

Identification Card (Blinn ID)

- Each student must obtain a Blinn College Student Identification Card (ID) from Enrollment Services prior to moving into their housing assignment. A Student ID is not transferable and may not be used by or given to others. It can be used to swipe for meals in the Dining Hall and other food service locations, to check out materials in the library, and is needed for entrance to College sponsored activities. Students must have their current Student ID with them/on their person at all times and present it willingly upon request by any student or professional staff member, or any Blinn College Police Officer. Students must present ID when entering a residence hall.

Keys, Cards, & Fob Access

- Keys, access cards, and fobs to doors/rooms/apartments are issued during the check-in process. Duplication of keys and loaning keys to others is strictly forbidden. Locks must not be altered or added or charges will be assessed. Keys are the property of Blinn College and must be returned to the Hall Director/Apartment Manager at the end of the resident's occupancy. Residents must carry their keys or cards at all times. Broken, lost, or stolen keys/cards/fobs must be reported to the Hall Director/Apartment Manager immediately. Lost key, card, or fob fees are charged to the student's account before replacements will be issued.
- Residence hall access (white) cards and fobs will be replaced for \$25 each. If a student loses their room (gold) key, the student will be subject to a room door lock change, the charge is \$50, which includes the new key. Failure to return keys at check-out will result in a charge of \$50 room key and lock change fee.
- The Blinn College Park Apartment key will be replaced for \$50. When an apartment key is lost and 3-5 locks must be re-keyed, the replacement charge is \$150 charged to the resident who lost the key. Failure to return the BCPA room key at check-out is \$150 room key and lock change fee.
- **Improper Use of Room Key** - All occupants are issued a designated key and/or access card/fob to gain entrance into their residence hall and/or apartment. At no time may a resident allow anyone other than themselves to be in possession of these items. Allowing another resident, student, or person access to a living space they are not assigned to jeopardize the safety of all students residing within a hall.

Individuals who violate room key usage will be issued a disciplinary summons. If an individual loses possession of their key(s) and/or access card, they should contact Hall Staff immediately. Hall staff will apply the appropriate charge to the students account for replacement keys, white cards, and fobs.

- **Improper Change of Room** - All occupants are assigned a given space (Hall, Room #, Bed #.) No resident is allowed to switch rooms with any other resident without proper clearance through the Housing & Residence Life office. No resident may move out and allow another person to move into their assigned space without proper clearance through the Housing & Residential Life office. Residents who do so will be issued a disciplinary summons and will be fined.

Room Condition Sheet

- The evaluation of the room condition and the inventory of the furnishings must be recorded on the Room Condition Sheet prior to move in. It must be signed and returned to the housing staff prior to move-in in order to be valid. A complete listing of existing room damages, missing furniture and other irregularities is imperative. This form serves as a contract between Blinn College and the occupying resident on the move in condition of the student's residence hall room or apartment. Any excessive wear or damage to the room located at check out that is not indicated on the Room Condition Sheet at move in is the responsibility of the resident and damage charges may be assessed accordingly.

Personal Data Sheet

- Each student is responsible for completing a Personal Data Sheet upon move-in to their residence hall room or apartment. On this form residents should list a reliable Emergency Contact for Blinn College staff to contact in the event that the resident is involved in an emergency. Whoever the student lists as their emergency contact is who will be contacted by Blinn staff in the event of an emergency.

Buc E-mail Accounts

- The student email account is the primary communication method between Blinn College and students. Students are required to activate their account to receive College communications. Failure to activate the account does not relieve the responsibility of not receiving important messages sent to the student. Blinn College partners with Microsoft Windows Live @ Edu to provide e-mail accounts to future, current and former Blinn students. Each student is provisioned an account once their application is complete.

- To verify your email address in MyBlinn
 1. You can log into MyBlinn to determine your Blinn e-mail account.
 2. It should appear as the following:
Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu
- To start using your account
 1. Go to: <http://outlook.com>
 2. Enter your Windows Live ID and e-mail address: (See instructions above to verify email in MyBlinn)
 3. Enter your password.
Your initial password is your date of birth in the format mmddy
(For Students enrolled before Fall 2011 who never set up email, the password is last six digits of student ID)
- For additional information go to the Blinn Web page and click the “e-mail” link.

Community Living Agreements

- All students must complete a Community Living Agreement within the first week of moving into their residence hall. This document is a living contract between the resident and their roommates and suitemates addressing how cleaning, conflict, and shared living issues will be handled throughout the semester. Students complete this document in the presence of their Resident Assistant who will help mediate concerns of residents as they work through the document. Students are expected to uphold the agreement they set forth with their roommates at the beginning of the semester. Any changes to the original contract need to be updated with the Hall Director of the residents respective building.

Signs/Notices/Fliers

- Residents must pay special attention to all signage posted in the hallways and on resident doors. This is a frequently used means of communication by the college to distribute information regarding registration, check out, holiday close down, etc. Do not remove or tamper with notices posted by College staff. All signs or posters must be approved before they are displayed. If signs are tampered with, damaged or removed, general charges will be issued to the entire hall \$10 per sign for replacement. This will be included in the Group Billing. Some communication requires the recipient’s signature.

Safety Tips

- **Crime Stoppers** - To anonymously report a crime students may contact Blinn College Crime Stoppers by texting 274637, key word

“BUCTIPS” with any information. This information is not monitored 24 hours a day. In the event of a true emergency please contact 911 or Blinn College Police Department at 979-830-4100. This software is not meant for reporting noise violations. That information should be reported directly to the Hall Director/Apartment Manager/Resident Assistant or if necessary the Blinn College Police Department.

- **Personal Safety Escort** - When on campus and feel uncomfortable going from one destination to another, you can request a safety escort from a uniformed Blinn College police officer. For an escort, call 979-830-4100.

Title IX – Sexual Misconduct

Blinn College is committed to fostering a fair and safe environment for all students. Discrimination, including harassment or retaliation, against any student on the basis of race, color, religion, sex/gender, national origin, disability, age or any other basis prohibited by law is strictly prohibited.

Title IX was created in the Education Amendments of 1972 to prohibit discrimination (to exclude, separate, deny benefits to or otherwise treat differently) based on sex. This includes discrimination based on same-sex, gender identity or failure to conform to stereotypical notions of masculinity or femininity. Any form of sexual discrimination, harassment, misconduct or violence will not be tolerated in the Blinn College community.

Title IX applies to ALL STUDENTS (as well as applicants for admission) at educational institutions (and off-campus) regardless of their sex, sexual orientation, gender identity, part- or full- time status, disability, race or national origin in all aspects of educational programs and activities. All students deserve the right to a fair and safe educational environment.

***For more information please see Board Policy FFDA (LOCAL), FFDB (LOCAL), and/or <http://www.blinn.edu/title-ix/index.html>**

What is Sexual Violence?

- **Sexual violence** includes sexual assault, sexual battery and sexual coercion. All such acts are forms of sexual harassment and covered under Title IX.
- Sexual violence can happen to **female** AND **male** students.

What is Sexual Harassment?

- **Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical contact of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person’s employment and/or education. Sexual harassment also interferes with a person’s work, educational

performance creating an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive.

Some examples of harassing behavior include, but are not limited to:

- Unwelcome or inappropriate touching
- Sexually suggestive remarks or gestures
- Unsolicited pornographic materials
- Obscene messages (via text or computer)
- Pressure for sexual activity
- Sexual assault and rape

What is Sexual Assault and Rape?

- **Sexual assault** is defined as any unwanted, non-consensual sexual contact against any individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (i.e., an individual under the age of consent, intoxicated, developmentally disabled, or mentally/physically unable to consent).
- **Rape** is defined as non-consensual sexual intercourse that involves the use and/or threat of force, violence, immediate and unlawful bodily injury. Rape also includes threats of future retaliation and duress. When the person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, suffers from a mental, developmental or physical disorder/disability renders the victim incapable of giving consent, the resulting sexual intercourse is therefore considered non-consensual (i.e., rape).
- **To be consensual, "the person must act freely and voluntarily . . ."**

Are women the only victims of sexual harassment or sexual violence?

- **NO**, both females and males can be victims of sexual harassment and/or sexual viol

If you feel that you are a victim of sexual misconduct, where do you go?

- Sexual harassment and acts of sexual violence should be reported to:
 - Title IX Coordinator, Brenham Campus, Administration Building Room 238, 979-830-4700, titleix@blinn.edu
 - Blinn College Police Department, Brenham Campus, Student Center, 979-830-4755
 - For additional information on reporting Title IX Violations go to <http://www.blinn.edu/title-ix/report-violations.html>

What is a Title IX Coordinator?

- The Title IX Coordinator is the university official responsible for ensuring that Blinn College complies with Title IX. This includes responding to and investigating all complaints of gender discrimination (including sexual harassment and sexual violence) at Blinn College

Who is the Title IX Coordinator at Blinn College?

- Vice Chancellor of Student Services, titleix@blinn.edu, 979-830-4700

Will my complaint remain confidential?

- A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information. While such information is considered private, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information regarding a report of sexual harassment. In such cases, every effort will be made to redact the records in order to protect the privacy of individuals.
- Individuals who make reports of sexual harassment must understand that certain College employees, such as the Title IX Coordinator, managers, supervisors, and other designated employees responsible for responding to reports of sexual harassment, have an obligation to report the incident, even if the individual making the report requests that no action be taken.
- The expressed wishes of individuals regarding the confidentiality of reports of sexual harassment will be considered in determining an appropriate response. However, such wishes will be considered in the context of the College's legal obligation to ensure a working and learning environment free from sexual harassment. It is imperative that the due process rights of the accused to be informed of the allegations and their source also not be violated. Some level of disclosure may be necessary to ensure a complete and fair investigation, although requests for confidentiality will be maintained to the extent possible.

Once I turn in a complaint, what is the process?

- When a report of sexual misconduct is obtained the following courses of action will take place:
 - An immediate investigation will be conducted by Blinn College Title IX investigators
 - During the investigation phase, both the victim and the accused have the right to attend class and other campus events with any and all proper precautions. This includes a no contact requirement between the involved parties.
 - Both parties have the right to a fair hearing.
 - Both parties have the right to have a representative present during the investigative meeting.
 - Both parties have the right to receive counseling services.
 - Once the investigation phase has been completed, the Title IX investigators will present their findings to the Blinn College Title IX coordinator or deputy. The Title IX investigator and/or deputy will conduct a hearing, then make a decision based on the evidence presented.
 - Once a judgment is rendered **both** parties involved have the right to appeal the decision of the Title IX coordinator to the Disciplinary Appeals Committee.

- If either party appeals the decision, an appeal hearing will take place. The decision provided by the Disciplinary Appeals Committee will be the final outcome of the reported incident.

What resources do I have?

- Title IX Coordinator 979-830-4700
- Campus Police Department 979-830-4100
- Student Conduct Office 979-830-4461
- Counseling Center 979-830-4196

I'm concerned that reporting might make matters worse. Should I still file a complaint?

- If you have concerns for your safety, Blinn can provide escort services and take other steps to assist you. In addition, Blinn College has a strong retaliation policy that is aggressively enforced. Therefore, if a complainant or a witness is retaliated against for participating in a Title IX investigation disciplinary actions will be taken.

My friend told me he or she was sexually assaulted, what should I do?

- Be supportive.
- Listen to what she or he has to say.
- Encourage your friend to report the incident to the Blinn College Police or to the Title IX Coordinator. You should also consider reporting the incident yourself, as a third party reporter. You may also suggest that they contact Blinn College's Counseling Services.

Where can I find Blinn College's Title IX Complaints Procedures?

- Title IX and other student policies can be found on the Blinn College Policy website under the following titles:
 - Board Policy FFDA (LOCAL)
 - Board Policy FFDA (LEGAL)

Upcoming Training/ Information

- Our goal here at Blinn College is to continually train and update our staff and students on matters of sexual harassment and sexual violence. As the semester goes by there will be numerous opportunities for additional training.
- Be proactive and stay informed!
- Always check your Blinn Email Account (your official means of communication with Blinn College)
- Watch for campus bulletin boards, flyers, and other materials that will be readily available throughout the academic year

EMERGENCY PROCEDURES: A – Z

Active Shooter & Bomb Threat

- In the event of an imminent threat to life safety (i.e., an active shooter on campus, bomb threat) Blinn Alerts will be sent. Please follow all

instructions provided within the alerts, or given by emergency response personnel. When in doubt, find shelter in a safe, secure area. More information on emergency preparedness can be found at <http://www.blinn.edu/emergencymanagement/>

Blinn Alert System

- The Blinn Alert System is an emergency mass notification tool used by Blinn College to inform students and provide safety information in the event of an emergency. This system can alert students via e-mail, phone call, and text message. To be warned of any pending danger, students must update their cell phone, text messaging and/or alternative email contact information by going to their MyBlinn portal and completing the instructions for setup. All residents are expected to activate their Blinn e-mail account and check it regularly as Blinn Alert messages will be sent to this account.
- When the College initiates an emergency message the student will be contacted by the method(s) selected. The call sequence will cease, when the affirmative response message has been received.
- Enrollment in the program is free. Cell phone carriers may charge for a text message if students do not possess a plan that includes messaging; consult carrier for details. Blinn College will not use this contact information except in an emergency that has the potential to affect your health and safety.

Camera (Surveillance) System

- To help deter theft, damage, and to monitor the traffic flow in and out of the residence halls, surveillance cameras are installed. Tampering with surveillance camera equipment is viewed as a threat to community safety and may result in damage charges, removal from housing, and possible legal action. Recorded activity may be used as evidence in the campus judicial system or in legal proceedings.

Fire & Fire Alarms

When the fire alarm sounds, EVERYONE must exit the building immediately. Follow instructions below.

Primary Escape Route: Emergency exit doors at the end of each hallway.

Secondary Escape Route: Inner common use stairwells.

Prior to Evacuating the Residence Hall Room

1. If your door is hot to touch, **DO NOT OPEN IT!**
 - a. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
 - b. Use a secondary means to exit the room.
2. If your door is cool to the touch, **OPEN IT SLOWLY.**

- a. If you encounter heat and/or pressure in the hallway, leave your room carefully, closing the door behind you, and proceed to the nearest exit/stairwell to the designated area to be counted by a staff member. (If possible, alert other students on your way to the exit.)
 - b. If the hallway is clear, close your door behind you and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit.)
3. Always use stairs to evacuate the building.
 4. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)
 5. DO NOT attempt to remove personal items.
 6. If your clothing catches fire: STOP...DROP...AND ROLL!!!
 7. Once outside the building, move far away from the building and wait until recalled by an authorized College official.
 8. Disabled persons who require assistance in evacuating should alert their Hall Director and Resident Assistant in advance.
 9. ALWAYS REMEMBER YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF.

Fire Drill

- Fire drills are conducted every semester to educate residents on how to react in the event of a fire in the residence hall. Fire safety and evacuation safety routes and procedures are explained at the first Hall Meeting. Become familiar with the exit routes, posted at focal points in each building. You are required to participate, if present, in periodic fire drills. **Evacuation is mandatory when the alarm sounds.** Failure to evacuate during a fire alarm could result in summons, fines, or legal repercussions.

Fire Extinguishers

- Fire extinguishers are provided in the halls as a safety device for use in the event of a fire. As a student, your responsibility is to evacuate the building. **YOU ARE NOT EXPECTED TO FIGHT A FIRE.** If you attempt to fight a fire or use the fire extinguisher, you do so at your own risk.

Missing Person

- In the event of a Missing Person, the student's designated emergency contact (as listed on the student's Personal Data Sheet) will be contacted no more than 24 hours after the time the student is determined to be missing. If there is reason to believe that a student is missing, all possible efforts will be made to locate the student to determine the student's state of health and well-being. The efforts to

locate the student will be a collaborative effort between Blinn College Division of Student Services and Blinn College Police Department, fellow students, family, and friends.

Severe Weather

- In the event of immediate severe weather (i.e., tornado, severe thunderstorm), a Blinn Alert will be sent and Residence Hall Staff will direct students into a location within the Residence Hall to take shelter.
- In the event of inclement weather (i.e., hurricanes, winter weather, flash flooding) Residence Hall Staff will coordinate with students to make arrangements for evacuation or shelter within the halls. Blinn Alerts and Announcements will be used to communicate with students as severe weather situations develop.

COMMUNITY LIVING: A – Z

Abandoned Property

- Abandoned property is defined as items of value that are left when residents check-out of their residence hall room or apartment. A fee of \$50 will be charged to the responsible resident. If the property is not picked up within one (1) week of check-out, the items will become the property of Blinn College. Abandoned items will be confiscated and the contents will be disposed. Abandoned cars will be towed at owner's expense.

Apartment Manager & Assistant Apartment Manager

- These are live-in staff members who work to develop a community for the academic and personal growth of their residents. Staff office hours are posted within each hall/facility, including after hour contacts and emergency phone numbers.
- Their office hours are as follows:
 - Apartment Manager: Monday- Friday 8am to 5pm
 - Assistant Apartment Manager: Sunday-Thursday 3pm to 12am

Bicycles

- Bicycles racks are provided near Residence Halls. Bicycles cannot be stored in hallways, stairwells, or resident rooms or apartments.. Bicycles should not be stored or chained to outside stairwells. Blinn College is not liable for damage to or loss of bicycles. If bicycles are left chained to bicycle racks more than one (1) week after the end of a semester, the bicycles will become property of the Blinn College Police Department and will be removed. Residents should register bicycles

with the campus police department. The Blinn College Police Department is located on the first floor of the Student Center.

Check-in & Checkout Procedures

- Check-in and checkout procedures are crucial. Students must complete all check-in paperwork before occupying a room. Prior to leaving campus at the end of every semester, each student must complete designated checkout procedures. Students will be notified of designated checkout procedures by fliers placed on resident doors and in hallways. Students are expected to check out within 24 hours of their last final or by the designated closing date and time, whichever comes first.
- **Residents must check out with Residence Life Staff** - Failure to follow the posted check-out procedures, including leaving on time, will result in the resident incurring a \$25.00 improper checkout charge. Residents are expected to checkout and complete a checkout form for Thanksgiving Break, Winter, End of Semester, and Spring Break. Residence Life staff will inspect and collect these forms.
- **When a resident leaves early**, the student must remove ALL possessions. Items cannot be stored in the room with the roommate or another resident. Charges will be placed on the former resident's account. The abandoned items will be confiscated and the contents will be disposed. If residents agree to hold belongings from another resident after a resident is removed from housing and fails to remove that student's belongings upon checkout, each student will be charged a \$75 fee for abandoned property.
- **Holidays** - College housing is officially closed for designated holidays as listed on the [Blinn College Calendar](#). Room payments do not cover these holiday periods. Housing officially closes at 5:30 pm before the holiday period begins. ARRANGEMENTS MUST BE MADE TO LEAVE ON TIME. Only in an emergency situation are students allowed to remain on the premises after that 5:30 pm deadline and only with approval from the Main Housing Office. Valuable possessions should be removed during these periods. Blinn College is not liable for property that is vandalized or stolen.
 - **Winter Break (Three Criteria)** - In order to leave things in rooms between the Fall and the Spring semesters, residents must meet three criteria. The resident must: (1) be returning to the same room, (2) be registered for the next semester, and (3) their next semester bill must be paid IN FULL or have verification of adequate scholarship or financial aid. If the resident does not meet these 3 criteria, all possessions must be removed from the room. Leaving items will incur a \$75 abandoned property fee. Leaving items between any other

semesters is not allowed without express written permission from the Main Housing Office. Housing may be available for student populations who need to remain on campus due to an extreme circumstance or related to a College sponsored event(s).

Children in the Halls/Apartments

- Childcare is not permitted in campus housing due to the associated liability. No student is allowed to house a child in on-campus living space temporarily or overnight.

Dress Code

- Residents and their guests are expected to dress appropriately, following generally accepted community standards of neatness, cleanliness, and modesty. Clothing should remain free from pornographic, vulgar images, or language. Pants are to be worn around the waist at all times. Sagging of pants is prohibited. Workout clothing must should be worn modestly outside of residence halls or gym facilities. Shoes must be worn in the lobby and dayrooms of the residence halls, and when entering or exiting the building. No student may walk barefoot in the hallway or across campus.

Facilities

- **Alterations to the Room/Apartment** - Alterations, changes, or remodeling of the premises, interior or exterior, are not permitted. Students are expected to report maintenance issues to the Housing Staff. Students should not use tacks, sticky tack, or tape to hang items on walls. Only Command products may be used to attach items to residence hall walls and must be removed properly without damage to the wall upon resident checkout. (Also, see Decorations section.)
- **Bathroom Cleaning** - Students in suites or apartments are responsible for maintaining sanitary conditions of the bathroom facilities by cleaning the sinks, toilets and showers regularly and taking out the trash daily. Do not use drain cleaners in clogged drains. For clogged drains, notify the housing staff who will notify maintenance. Custodians clean guest restrooms regularly, but students are expected to help keep the bathroom clean and not damage the facilities or products put there for the residents' convenience. No foreign objects, including food, should be put in toilets, sinks or shower drains. Students will be responsible for damage resulting from misuse.
- **Cleaning Supplies** - Residents must supply their own cleaning products. All residents must supply their own toilet tissue except in hall facilities with community bathrooms where the custodians will place

and re-stock toilet tissue. If the supply is depleted, check with the hall director. Apartment residents furnish their cleaning products and toilet tissue. DO NOT use bleach to clean, these spills cannot be corrected.

- **Damages Charges** - General and specific damages including destruction of College property, defacing signs, walls, doors, windows, floors, trim; creating holes in doors, trim, walls; leaving stains, glue, and putty residue will be charged directly to the resident's account. Residents may be held accountable for any abnormal wear, damages, and cleaning of public areas of their hall or apartment. Returning residents must pay these charges before they are permitted to register for the next semester.
- **Damages/Vandalism Charged to Group Billing** - Residents are collectively accountable for abnormal cleaning or damages occurring as a result of horseplay or vandalism to the hall or apartment. This includes billing for damages to an entire apartment or residence hall if these damages cannot be attributed to a specific resident or unit. The College will determine the amount of loss or damage. Bags of trash left in hallways, laundry rooms, community bathrooms, on porches, walkways or balconies will incur a charge of \$10 per bag per occurrence. This charge could be an individual charge or a group billing.
- **Decorations** - Residents are expected to use good taste and common sense in decorating their rooms or apartments. No articles may be displayed in the windows. No objectionable material should be displayed in the room. Due to fire code, do not attach anything to the ceiling. Do not use screws, nails, bolts, and hooks on interior or exterior walls or ceilings. All interior and exterior doors must remain free of nails, white boards, bulletin boards, or any other additions to the original surface. Use only Command products to hang decorations inside the room. Command products must be properly removed without damage to the walls upon checkout. Failure to do so could result in a damage charge. Push pins may not be used to attach pictures or posters to walls. Residents will be charged for damage caused by any decorations that mark, deface, or mar the interior or exterior of the residence hall. Seasonal decorations must be fire retardant.
- **Doors: Entry and Exit** - Each resident is issued entry door keys or an access card. For security reasons and to conserve energy, room/apartment doors and windows should remain locked. All residents should keep their bedrooms doors and apartment/suite entry doors locked at all times. When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked. Leaving these doors unlocked jeopardizes resident

security and the security of residents in the hall or occupants of the apartment.

- **Entry and Exit doors remain locked 24-7 in the Residence Halls.**
- **Escort Policy-** Residents must meet their visitors at the entry door of the residence hall and escort them through the hall at all times.
- **Propping Exterior Doors-** Propping exterior doors is strictly prohibited. This action threatens the safety of the entire residence hall community.
- **Tailgating Policy -**Do not permit “tailgating” (allowing persons to follow you into the building.)
- **Pin Locking** - Tampering with a room door lock (i.e. pin locking) will be assessed a \$25 charge, plus damage charges. After 4:30 p.m., the charge for pin locking the door will increase to \$50.
- **Driveways, Sidewalks, Passageways, and Stairs** - Driveways, sidewalks, passageways, and stairs along with other public areas must not be obstructed at any time.
- **Food Storage** - To live in a healthy, pest-free environment, food must be stored in a sealed container. Do not leave food containers and packages open. Do not dispose of food through sinks (except where garbage disposal is available-BCPA), showers, or toilets. Plumbing repair bills are charged to the room or hall.
- **Furniture** - Residents are responsible for the furniture in their room/apartment. For the safety of the student and to prevent damage to furniture, stacking/bunking of beds is not permitted. No furniture is to be taken, borrowed, or exchanged from one room to another, which also includes taking it outside. If Blinn furniture is removed from an assigned room, a fine will be imposed and the original furniture must be returned within 48 hours. Furniture must not be taken apart; charges may be assessed for restoration. Students are not permitted to bring duplicate furniture (beds, couches, etc.). No furniture provided by Blinn College Housing may be removed or requested to be removed from the living space.
- **Grooming** - Personal grooming is not permitted in the residence hall day room, lobby, or hallway. Do not dispose of cut hair through the lavatory, toilet, or by sweeping into the hallway.
- **Hallways & Porches** - Hallways and porches are open passageways and must not be blocked. Do not use the hallways for talking on the phone as it disturbs others. Lights in stairways, hallways, and common areas must be on at night for safety.

- **Locks** - Each resident is issued entry door keys or an access card. For security reasons and to conserve energy, room/apartment doors and windows should remain locked. All residents should keep their bedrooms doors and apartment/suite entry doors locked at all times. When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked. Leaving these doors unlocked jeopardizes your security and the security of residents in the hall or occupants of the apartment. Entry and Exit doors remain locked 24-7 in the Residence Halls. Residents must meet their visitors at the entry door of the residence hall. Propping entry and exit doors is strictly prohibited. Do not permit “tailgating,” (allowing persons to follow you into the building.) Do not leave windows and doors unlocked for illegal entry. Tampering with a room door lock (i.e. pin locking) will be assessed a \$25 charge, plus damage charges. After 4:30 p.m., the charge for pin locking the door will increase to \$50.
 - **Lock Outs** - If residence hall students lock themselves out of their room during the day, they should check to see if the Hall Director or Resident Assistant is available to unlock the door. Wheeler residents should go to the Reception Desk and BCPA residents should go to the Commons Office/Clubhouse; if a staff member is unavailable, please contact the corresponding duty phone number to reach a staff member. Blinn College Police have access to all residence halls and rooms as well. If a pattern of lockouts (more than three times during a long semester) occurs a student could be subject to judicial points. It is recommended that students fasten room keys and fobs to lanyards and wear at all times to prevent unnecessary lockouts.
 - **Doors & Windows Locking Policy** - Doors should be locked upon entry and exit of the room or apartment. Report any unlocked exterior doors to housing staff immediately. Windows must be closed and locked at all times.
 - **Windows Blinds** - Blinds should be closed to conserve energy and for safety. Fire safety requires that windows not be obstructed. Windows are never used to enter or exit a room, except in an emergency. Use only tension rods for curtains.
- **Maintenance Concerns** - Residents are responsible for promptly reporting any maintenance needs or broken items to the Hall Director/Apartment Manager. Work orders must originate with the Director/Manager/Housing Department. Maintenance personnel are on duty between the hours of 7:30 a.m. to 4:30 p.m. Monday through Friday, and may not always arrive at hours most convenient to the

residents. Residents should cooperate with maintenance personnel so that repairs can be made as quickly as possible.

- **Room Appearance** - Residents must maintain an orderly living area, using reasonable sanitation and safety standards. Regularly empty wastebaskets and clean rooms, bathroom area, and common area (if applicable). Keep dirty clothes in laundry containers.
 - **Safety & Sanitation Inspections** - Random room/apartment safety and sanitation inspections will be conducted. Residents must correct any unsafe or unsanitary conditions within 24 hours of notification of unsanitary living conditions by Hall Director/Apartment Manager or risk receiving judicial summons. Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing and/or not being permitted to return for another semester. These measures help to ensure the health and safety of the resident population by minimizing risk of insects, rodents, and unhealthful living conditions.
- **Trash** - Place trash and garbage from the room/unit in the trash dumpsters provided by Blinn College. Bags of trash left in hallways, laundry rooms, community bathrooms, or on porches or balconies will incur a charge of \$10 per bag.
 - **Littering** - Littering is prohibited. This includes dropping cigarette butts on the ground. Residents could be charged a cleanup fee for their guest's littering.

Guest Restrooms

- All visitors have restroom privileges only in residence hall guest restrooms (where provided) or restrooms in the Commons Building. Restrooms in suitemate style, private bath, and shared bath facilities may be used by guests only if all suitemates and roommates agree to the use of the restroom by guests.

Hall Director & Assistant Hall Directors

- These are live-in staff members who work to develop a community for the academic and personal growth of their residents. Staff office hours are posted within each hall/facility, including after hour contacts and emergency phone numbers.
- Their office hours are as follows:
 - Hall Director: Monday- Friday 8am to 5pm
 - Assistant Hall Director: Sunday-Thursdays 3pm to 12am

Hall Meetings

- Mandatory Hall Meetings are held throughout the semester to inform residents of important information. They are usually held at the beginning, middle and end of each semester. Residents are required to attend all announced meetings. Exceptions must be cleared with the Hall Director/Apartment Manager prior to the meetings. Missed meeting must be made up with Housing staff. Disciplinary action will be taken for unexcused meetings.

Illness/Injury

- Residence Hall Staff and BCPA Staff are NOT permitted to transport residents to the doctor, clinic or hospital. If the resident is unable to transport themselves to the clinic on campus, they should contact the Health Clinic (See Services Section: Health Clinic) at 979-830-4005. If a resident becomes critically ill or incapacitated, the resident/parent/guardian authorizes Blinn College's agent to engage the services of the local emergency medical resources to administer to the immediate medical needs of the resident. Upon the advice of the emergency medical personnel, the resident may be required to be transported from the room/apartment to a medical facility, and any expense so incurred is the obligation of the resident or responsible party.
- Residents are strongly encouraged to inform the Hall Director/Apartment Manager of any special medical requirements, so that information is available if an emergency arises. The resident is also encouraged to speak to the Health Clinic Nurse concerning any special medical needs the resident has.

Insurance

- Blinn College does not carry insurance covering loss, damage, or theft of an individual's personal property. Residents desiring such protection must make arrangements for the necessary coverage at their own expense. Each resident is encouraged to carry personal property insurance on valuables.
- **Liabilities** - Blinn College is not responsible for the loss of or damage (i.e. water leaks, fire, and theft) to a resident's room or his/her personal possessions. Students or their parents are encouraged to carry appropriate insurance to cover personal losses.
- **Personal Property** - Blinn College assumes no responsibility for loss or damage of personal property as a result of theft, fire, vandalism, or maintenance failure. Residents are responsible for keeping personal items picked up in the common area. Blinn College will not store personal possessions between semesters. Commercial storage is

available in Brenham. The College is not responsible for personal property left when a resident checks out or leaves the premises. Property left more than one week after check-out shall be declared abandoned and can be disposed of without delay or without liability by the College. Please refer to the *Abandoned Property* portion of this handbook.

Microwaves

- Microwave ovens are not permitted in student rooms. They are provided in the common areas of each hall. Please clean the microwave after use. If smoke caused by burning food sets off a fire alarm, causes damage to the building or microwave, the responsible student could be held accountable for any violations or damage charges.

Parking

- Vehicles must display a valid parking sticker and park in the designated place. Stickers can be purchased and picked up from Enrollment Services/Parking & ID Services located in the Administration building. If not reported at check-in, students should notify their Hall Director of their vehicle information and Blinn College parking permit information once received. Tickets will be issued for parking violations. Leave vehicles parked at your residence and walk to class, dining hall, or library. Temporary parking permits are available from Enrollment Services. Do not park in Reserved or Handicapped Spaces. Cars may be towed from these spaces. Unpaid tickets create a hold on your record, and fines must be paid in order to drop classes, to register for the next semester, or to obtain a college transcript.

Pets

- Pets are not permitted (even temporarily) in the student rooms of the residence halls and apartments, for hygienic purposes as well as for those who have allergies. Pets include mammals, fish, reptiles, birds, rodents, and insects. Feeding stray pets is prohibited. If a pet is found in a resident's room, disciplinary action will be taken. An exception to this policy will be made for non-sighted, hearing-impaired residents who depend on a guide dog or other exceptions covered under the Americans with Disabilities Act.
- **Service & Emotional Support/Comfort Animals** - Exceptions are made for Service Animals and Emotional Support Animals according to the guidelines outlined below. Students interested in bringing an Emotional Support Animal on campus must meet a number of guidelines and submit their request to the Vice Chancellor of Student

Services. Paperwork for this process can be picked up at the Main Housing Office Monday through Friday between 8am and 5pm.

Profanity

- Blinn College prohibits the use of profanity and obscenity on College owned property and at College sponsored events. Use of profanity and obscenity will result in disciplinary action being taken.

Prohibited Items

- **Appliances** - Students are not allowed to bring space heaters, appliances with a hot plate, additional AC units, or candle warmers. If there is a question about an appliance not listed here please contact the Main Housing Office for clarification at 979-830-4461.
- **Bulletin Boards & Dry Erase Boards** - These items are not permitted to be hung on the outside of resident's doors. They may be hung inside of rooms and apartments using only Command products.
- **Extra Furniture** - Students are not permitted to bring additional furniture that would duplicate furniture provided by Blinn College; this includes couches, love seats, recliners, ottomans, dressers, night stands, or end tables. Students are permitted to bring one folding chair to provide additional seating in apartments.
- **Hammocks** - Hammocks, swings, or other type items are **not** allowed to be hung from trees or bushes on Blinn College property.
- **Hoverboards** - Hoverboards, motorized scooters, or motorized personal transportation devices are allowed on Blinn College Property. Storage of these devices in any campus buildings, dorms, or apartments is strictly prohibited. If these items are found within a campus building students may be subject to disciplinary action.
- **Physical Fitness Equipment** - Weight stacks, dumbbells or barbells are NOT allowed due to excessive weight, which may cause damage to floors and disturb others.
- **Recreation/Sports Equipment** - Dart boards are not permitted inside any residence hall or on campus apartment. The possession of BB guns, paintball guns, water guns or sling shots is prohibited. Baseballs, basketballs, bats, golf balls/clubs, softballs, volleyballs and similar items should not be bounced, thrown, or swung inside the halls or rooms.

Quiet Hours

- Courtesy Hours are in effect within all residence halls and apartments 24 hours a day. This includes keeping noise (i.e., conversation, music, TV, screaming, slamming doors, etc.) to a minimum throughout halls, stairwells, and outside areas. During quiet hours, noise should not

disturb the nearest neighbor (including roommates). Quiet Hours are in effect 24 hours a day during the week of final examinations.

Quiet Hours are from 10:00 p.m. each night to 10:00 a.m. each morning every day.

Resident Assistants (RAs)

- Resident Assistants (RAs) are student staff members who report directly to the Apartment Manager or the Hall Director. RAs assist in planning programs and creating a community environment that is conducive to academic, personal, and social growth. They aid students in solving problems and act as a resource to students. One RA lives in each of the seven Blinn College Park Apartment buildings. One or two RA lives in each residence hall. An RA lives on each floor wing of Wheeler Hall. As College officials, RAs are responsible for the enforcement of housing policies. Residents should not hesitate to take their problems or suggestions to their Resident Assistant.
- Staff members must sometimes remind residents and/or their guest about policies and procedures as well as document policy violations. The staff members are doing their job. No resident should abuse them through shouting, being argumentative, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff.

Solicitation

- Solicitation is the sale or the offer for sale of any property or service, whether for immediate or future delivery. No soliciting and/or canvassing of any kind, without the prior approval of Blinn College, will be permitted in or about the premises.

Television

- Both basic cable and extended basic cable are provided in all rooms. Suddenlink, the cable carrier has moved to digital technology.

Visitation

- The visitation guideline ensures privacy to students of the residence hall or apartment. "Visitor" is defined as anyone who is not assigned to live in that specific room/hall/apartment. If a visitor becomes abusive, even verbally, he/she must leave the premises immediately. Lack of compliance will necessitate the summoning of the College Police. Blinn Students and the student's' immediate family are allowed to visit during scheduled visitation hours. Non- Blinn students are not allowed to visit within the residence halls, with the exception of a student's immediate family.

VISITATION HOURS

10:00 AM TO 11:00 PM Sunday to Thursday

10:00 AM TO 12:00 AM (midnight) Friday and Saturday

- One guest per resident may visit in the resident room, residence hall/apartment dayroom or community room.
- The hall resident must meet the guest at the entry door. The guest, escorted by the resident, must sign in with the residence hall staff and leave their ID with residence hall staff. Visitors are not allowed to remain in the building unaccompanied by a resident. The guest must pick up their ID when they leave.
- Visitors are not allowed to remain in the room or apartment unaccompanied by the resident.
- Residents allowing another person to live in their assignment, or found to be cohabitating with a person not assigned to their room by the housing office are subject to removal from housing. Criminal Trespass Warnings may be issued.
- Visitation is not allowed when the College is closed.
- If one of the subjects involved in a visitation violation does not live in College housing, (1) the subject will be issued a Criminal Trespass Warning by the Blinn College Police Department, (2) will not be permitted to visit any campus housing facilities, and (3) can be arrested for further violations.

Apartment Specific Policies (BCPA)

- The Policies and Procedures are incorporated into the Housing Agreement between the Resident and Blinn College and are a part thereof. They are publicized for the purpose of preserving the welfare, safety, and convenience of the residents in the Blinn College Park Apartments and for the purposes of making a fair distribution of services and facilities for all residents, and for the purpose of preserving college property from abusive treatment. Residents are required to cooperate with staff and other residents.
- **Appliances** - BCPA residents are allowed to have a toaster.
- **Bar-B-Q Pits** - No personal pits allowed on the apartment premises.
- **Business** - No concessions or business of any type may be operated by a student from the apartment complex.
- **Conduct Expected of BCPA Residents** - Blinn College Park Apartments provide an opportunity for a more independent style of living. Independence requires responsibility for one's actions and those of visitors. If a BCPA resident refuses to act responsibly to the warning(s) and corrections requested by Blinn staff, the resident may be asked to move to a residence hall for closer supervision. A resident

may also be removed from campus housing, depending on the individual case and the severity of the situation.

- **Group Billing for Damages/Vandalism** - Residents will be held accountable for any abnormal wear, damages or cleaning of common areas of their apartment complex and the exterior areas. This will include billing all residents of the unit.
- **Move Outs** - Residents who fail to move by the required day will be charged \$50 per day until move out is completed and keys turned in. In order to leave things in the apartment between the fall and spring semester, a resident must meet the three criteria listed under Check-in/Check-out Procedures that can be found within the Policies and Procedures Section.
- **Public Areas** - The public areas of the complex are for use by the complex residents and their guests. Public areas include parking lots, walkways, and the Commons Building.
- **Recreation** - No recreational or sporting games are permitted in the buildings, balconies, or parking lots. Basketball games are permitted on the provided basketball court adjacent to the east side of BCPA building 6.

STUDENT CODE OF CONDUCT

Introduction

- Each student who enrolls in Blinn College accepts the policies of the College and agrees to abide by them. Failure to follow the rules and regulations of the College will lead to appropriate disciplinary action. Each student is expected to conduct himself/herself in accordance with acceptable standards of good behavior. Behavior of residents and their guests should not be loud, obnoxious, offensive, or unlawful. This behavior should also not disturb the rights, comforts, or conveniences of other persons. Blinn College will determine what constitutes disorder or interference with the rights and comforts of other residents, including roommates and suitemates. **All offenses are considered on a case-by-case basis. Disciplinary action will be taken when deemed necessary.**

Blinn College Disciplinary Point System

- The disciplinary point system is designed to promote consideration and safety for all community members. Violations occurring within on-campus housing are assessed by the disciplinary point system at the discretion of the Judicial Officer.

Failure to Meet with Judicial Officer

- When a student is issued a disciplinary summons, the student must meet with the Judicial Officer within 24 hours. If the incident occurs over the weekend the student may have until the next business day to meet with the Judicial Officer. Students can call 979-830-4461 to arrange an appointment with the Judicial Officer. Failure to schedule a meeting, show up for a scheduled meeting, or correspond with the Judicial Officer may result in additional disciplinary summons.

Incident Reports

- An incident report is written whenever a violation, or suspected violation has occurred. When a staff member writes an incident report, all students involved will be issued a summons to visit with the judicial officer by the end of the next business day. Failure to meet with the Judicial Officer or designated appointee within the time frame allowed will be considered an additional violation. Incident reports will be written to document any other situations that need to have a recorded record of events.

Summons to Judicial Office

- If a resident is given a summons, the resident must make an appointment to see the Judicial Officer within 24 hours. The summons slip has the telephone number, date and time to call the office for an appointment. Failure to make and/or keep the appointment will result in more severe and additional disciplinary action.

Restitution

- Restitutions are sanctions for policy violations that are in addition to any disciplinary points assessed. They are designed to promote a learning experience for the resident, and assist them with their own development as a member of the on campus community. These restitutions must be appropriate to the circumstances of the violation and can include, but are not limited to, coaching with a student affairs professional, counseling with an on campus professional counselor, probation or disciplinary contract, community service, or reflection essays. Plagiarism in reflection essays and/or failure to complete reflection essays will result in additional judicial sanctions. Restitutions will be determined and assigned by the Judicial Officer.
- *****IF A RESIDENT ACCUMULATES ANY COMBINATION EQUALING SIX (6) POINTS IN AN ACADEMIC SCHOOL YEAR (THIS INCLUDES FALL, SPRING, MINIMESTER, SUMMER SESSIONS AND BREAK PERIODS), THE STUDENT WILL BE REMOVED FROM HOUSING FOR NO LESS THAN ONE (1)**

ACADEMIC YEAR, AND IS SUBJECT TO BEING ISSUED A CRIMINAL TRESPASS WARNING.

- Disciplinary points issued are valid for one full academic year, from August until the following August of that year. In addition to the infractions listed on the following pages, illegal activities on or off campus may be grounds for removal from the residence halls.
- Points listed are maximum number of points issued for that particular violation.

CODE OF CONDUCT VIOLATION CHART

Violation	Possible Restitution	Maximum Points
Alcohol (usage, presence, paraphernalia)	Restitution as Determined	3
Airsoft Guns (Darts and Paint Balls, etc.)	Restitution as Determined	3
Arrest	Immediate Removal from Residence Life Program	0
Assault - Physical (Bodily Contact, Fighting, Sexual, Harassment)	Immediate Removal from Residence Life Program	6
Assault - Non-Physical (Verbal, Bullying, Sexual, Harassment, Stalking)	Immediate Removal from Residence Life Program	6
Disorderly or Violent Conduct	Restitution as Determined	3
Dress Code	Restitution as Determined	2
Drug Odor	Restitution as Determined	3
Illicit Drugs/Non-Prescribed Narcotics (possession, solicitation, usage)	Immediate Removal from Residence Life Program	6
Drug Paraphernalia	Restitution as Determined	3
Failure to Complete Restitution	Restitution as Determined	2
Failure to Evacuate Fire Drill/Alarm	Restitution as Determined	2
Failure to Meet with Judicial Officer	Restitution as Determined	1
Failure to Show ID	Restitution as Determined	2
Fire Code Violation	Restitution as Determined	3
Gambling	Restitution as Determined	2
Grooming (cutting hair, dying hair, etc)	Restitution as Determined	3
Horseplay/Shadow Boxing	Possible Expulsion	6
Hoover Board	Restitution as Determined	3
Improper Change of Room	Restitution as Determined	3
Improper Use of Room Key	Possible Expulsion	6
Littering	Restitution as Determined	2
Lockouts (Over 3 times in 1 long semester)	Restitution as Determined	1
Loitering	Restitution as Determined	2
Noise	Restitution as Determined	2
Open Window	Restitution as Determined	2
Unapproved Pet	Pet Removal, Restitution as Determined	2
Public Intoxication (drugs, alcohol, any substance)	Restitution as Determined	6
Resisting Arrest	Restitution as Determined	4
Skipping Mandatory Hall Meeting	Restitution as Determined	1
Smoking/Smokeless Tobacco usage	Restitution as Determined	2

(Non-Designated Areas)

Tampering/Abuse of College Property	Restitution as Determined	6
Tampering with Personal Property	Restitution as Determined	6
Theft	Immediate Removal from Residence Life Program	6
Throwing Objects	Restitution as Determined	2
Uncooperative Manner	Restitution as Determined	2
Unlocked Door(s)	Restitution as Determined	0
Unregistered Guest	Restitution as Determined	3
Unsanitary Living	Restitution as Determined	2
Visitation	Restitution as Determined	2
Misuse of Laundry Facilities	Restitution as Determined	2
Illicit Weapons	Immediate Removal from Residence Life Program	6
Misuse of Legal Weapons	Immediate Removal from Residence Life Program	6

STUDENT CODE OF CONDUCT: A-Z

Alcohol

- Blinn College prohibits the possession of alcoholic products or alcohol paraphernalia, including promotional materials, on the Blinn College premises. Residents found drinking, in possession of, or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be issued summons to meet with the Judicial Officer. These students will face disciplinary action from the college, as well as any penalties issued in accordance with Texas State Law. The individuals in violation will be subject to college discipline or civil charges, even if the resident is of legal age. Residents must not keep empty alcohol containers in their rooms. Any alcohol containers found in a resident’s room will be poured out and confiscated. Students found on campus who appear to be intoxicated will be subject to Blinn College action. Students will either be arrested or sent to the hospital for treatment. Students will not be allowed to sleep it off. Determination of this is left to the discretion of the Blinn College Police Department. Residents are responsible for their visitors if they violate this policy. The Department of Residence Life retains the right to have the Blinn College Police Department or the Brenham Police Department enter any residence hall when deemed necessary.
- The residents in violation of the alcohol policy must complete an alcohol awareness course. This course, must be completed within 15 days of the date the penalty is issued and is monitored by the Judicial Officer. If the resident fails to complete this course within the time limit, the resident is subject to losing on campus housing privileges and will receive additional judicial sanctions. If the College Police are called and the student is a minor, a Minor in Possession may be issued.

Assault

- *Physical (Bodily Contact, Fighting, Sexual, Harassment) & Non-Physical (Verbal, Bullying, Sexual, Harassment, Stalking)*

- Assault and/or sexual assault are considered to be a MAJOR violation of the Blinn College Policy. Residents who participate in these violations are subject to suspension from the College. Report assaults or suspicious behavior immediately to the Blinn College Title IX Coordinator at 979-830-4700 or the Blinn College Police Department at 979-830-4100. *PLEASE SEE Title IX – Sexual Misconduct section.*
www.blinn.edu/title-ix
- **Verbal Abuse/Assault** - Respect for all Blinn students, Blinn College personnel, the Residence Life Staff, and campus constituents and guests is mandatory. Staff members must sometimes remind residents and/or their guests about policies and procedures along with document policy violations. The staff members are doing their job. No resident should abuse them through shouting, being argumentative, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff. Rude acts of commission or omission toward the staff will not be tolerated. Abusive language or verbal assault directed toward any Blinn employee will result in disciplinary action and additional restitution will be required.
- **Harassment/Threats** - Any act or threat, including profane or abusive language, used for the purpose of harassing or subjecting a student or employee of the College to pain, discomfort, or indignity, whether on or off College property will result in disciplinary action. This includes racial, ethnic or sexual harassment. Criminal charges may apply.

Disruptive or Violent Conduct

- Disruptive behavior is inappropriate behavior that interferes with functioning and flow of the College such as yelling, using profanity, waving arms or fists, verbally abusing others and refusing reasonable requests for identification. Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property (You better watch your back” or “I’ll get you”) as well as implicit threats (“You’ll be sorry” or “This isn’t over”). Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual) toward yourself or others. A violation of Blinn policy could result up to a maximum of 6 points and immediate removal from Residence Life Program.
- **Horseplay/Shadow Boxing/Slap Boxing** - Water fights, water guns, water balloons, water balloon launchers, toy guns, darts and any other horseplay including wrestling and running in the halls with water or

other substances (i.e. shaving cream, whipped cream, toothpaste, super glue, Vaseline, etc.) is prohibited due to injury and damage that could result. Residents will be subject to disciplinary action and held responsible for any damages associated with this behavior. Any students who engage in any form of shadow boxing/slap boxing will be subject to disciplinary action or removal from housing.

- **Throwing Objects (Water Balloons, Eggs, etc.)** - Water balloons are prohibited within all residence halls. The throwing of these items, or similar items such as eggs, at a person, building, vehicle, or anything else on College property is prohibited.

Drugs

- Blinn College supports a zero tolerance policy for the possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia on campus. Any student who possesses, participates, is in the presence, under the influence of, uses, sells, manufactures or distributes illegal drugs and/or mood enhancing substances will be subject to disciplinary action and/or criminal proceedings. Drug odor and drug paraphernalia, including bongos, promotional materials, hookah pipes, clips, residue seeds, a smoke-filled residence hall room, or any other items used in the preparation or consumption of the illegal drugs and/or mood enhancing substances, are not permitted on the Blinn College campus. Random room inspections by authorized staff accompanied by independent contractors with canine units may be conducted periodically to enforce the Blinn College zero tolerance policy. This includes vehicles. Illegal or unauthorized items may be confiscated and judicial or criminal action taken against the resident(s) involved. Criminal charges may apply. Room inspections are subject to, but not limited to, an individual room, whole apartment, or entire facility.
- The resident found in violation of the drug policy must complete a drug awareness course. This course, monitored by the Judicial Officer, must be completed within 15 days of the date the penalty is issued. If the resident fails to complete this course within the time limit, the resident is subject to losing on campus housing privileges and will receive additional judicial sanctions.

Fire Code Violations

- No open flames of any type are permitted in any room. The use of acetate, cellophane, tissue paper, or combustible materials near the light fixture is considered a violation. Space heaters, electric blankets, other heating devices, halogen lamps, lava lamps and personal microwaves are prohibited. These items will be confiscated. Each residence hall is

equipped with several fire alarm pull stations located throughout the building. If you see a fire, activate a pull station on your way out of the building. A false fire alarm is a violation of state law! Violators could face \$100.00 in fines and damages.

- **Appliances** - Cooking is not permitted in the residence hall rooms. Electrical appliances permitted in the residence halls are: computer, television, coffee/tea maker, and refrigerator up to 4.0 cubic feet. Surge protectors are required when plugging in multiple items. Do not use extension cords and multi-plug adapters without a switch. Keep cords away from walkways. Banned appliances include, but not limited to: hot plates, heaters, microwaves, appliances with a heating element, and grills.
- **Candles and Incense** - Candles, incense, potpourri pots, “scentsy” type heaters, scented plug-ins, or anything that melts wax, creates smoke, embers or ashes are a fire hazard and are prohibited. These items will be confiscated. Scented aerosol sprays are allowed. A repeat offense will be considered a major violation and could result in removal from housing.
- **Failure to Evacuate during a Fire Drill/Alarm** - When a fire alarm is in effect for a building (sirens/flashing lights), students are expected to evacuate in a timely manner. Students are also expected to follow instructions of staff and emergency personnel on site. Failure to exit during a fire drill or fire alarm will result in a disciplinary summons.
- **Fire Extinguishers/Smoke Alarms** - Fire extinguishers are installed in each residence hall and apartment. Replacement of a missing fire extinguisher is \$75. The cost of refilling the extinguisher is \$50 plus damage and cleanup charges, if applicable. Smoke alarms are in each room. These safety devices must not be disarmed, removed, or maliciously discharged. The safety devices are checked regularly. Disabling or misuse of fire safety equipment is a serious violation. To rewire or replace a smoke alarm is \$50 plus cost of equipment. There is no cost to replace batteries unless it becomes excessive. Tampering with smoke alarms including “bagging” or disabling the alarm will result in a \$25 charge per occurrence and possible removal from housing.
- **Fireworks** - Possession of fireworks or any explosive device is prohibited by city ordinance. Possession will result in disciplinary action for the violator(s) and damage charges, if applicable.
- **Sprinkler Heads** - Tampering with a sprinkler head is a violation of Texas State Law and will result in charges and possible removal from housing. Objects must not touch the sprinkler heads because they are very fragile. Do not hang anything on the sprinkler heads. If you

accidentally touch a sprinkler head, please report it so that it can be checked before damages occur to your possessions and Blinn property.

Gambling

- Gambling is prohibited on Blinn College campuses.

Hazing

- Hazing by any club, group, organization or individual is strictly forbidden by Texas State Law. Hazing includes “any act that injures or degrades a student or person.”

Loitering

- Loitering is not allowed on the Brenham campus Sunday-Thursday from 11:00 pm to 6:00 am Friday and Saturday loitering is not permitted on the Blinn Brenham campus after midnight (12:00am) until 6:00am.
- Loitering on College property is defined as lingering idly or aimlessly in any areas of the campus without official authority between the designated hours. This includes the hanging around in clusters and creating/causing unusually loud disturbing noises.
- This policy is not intended to be a curfew. Students going from the library, cafeteria or other locations to their residence halls, apartments, vehicles, etc. are not considered loitering as long as they are in route to their destination.
- The primary responsibility for enforcement of this policy will rest with the Blinn College Police Department. Visitors who are deemed as loitering will be removed from the campus during this period and students may be issued a summons or citation.

Noise

- The volume of music from radios, televisions, video games, computers, or other sound equipment must not disturb other residents. Any loud noise (i.e. music from stereos, computers, car stereos, TV’s, radios, etc.) which can be heard outside the room or apartment is prohibited at all times. Music must not be played from windows or on porches. If warnings concerning loud music are ignored, the equipment’s use will be restricted for a period of time, or it may be removed from the room/premises.

Removal from Housing

- Residents must not allow former residents who have been dismissed from housing to stay in their room or to store their possessions in the resident’s room. The resident who is allowing this to take place may

also be removed from housing. Individuals who have been removed from housing lose visitation rights to any College housing facility.

Smoking and Smokeless Tobacco

- The College District desires to provide a safe and healthy environment for its students, faculty, staff and guests. Because of the proven health risks for persons coming into contact with tobacco smoke or other smoke, smoking through any device shall not be allowed in College District-owned or controlled vehicles, buildings, grounds, or other facilities. The smell of smoke is probable cause to enter a room. Disciplinary action will be taken. Smoking on-campus is only permitted in designated smoking areas. Smoking areas are marked with signs to designate the area in which smoking is allowed. *Blinn College Board Policy GDA (LOCAL)*
- The use of [smokeless] tobacco products shall be prohibited on College District grounds and in College District buildings, facilities and vehicles. *Blinn College Board Policy GFA (LOCAL)* Disciplinary action will be taken.

Tampering with College Property

- Tampering with any College property, including but not limited to, doors, locks, signs, furnishings, bike rack, College vehicle, residence hall equipment, may be subject to a disciplinary summons and/or criminal charges and restitution.

Tampering with Personal Property

- Tampering with any student's property, food, clothing, jewelry, personal belongings, vehicle, bike, etc. may be subject to a disciplinary summons and/or criminal charges and restitution.

Tampering with Security/Fire Equipment

- Security and safety is of the utmost importance to Housing & Residence Life. Fire extinguishers are installed in each residence hall and apartment. Smoke alarms are in each room. These safety devices must not be disarmed, removed or maliciously discharged. The safety devices are checked regularly. Disabling or misuse of fire safety equipment is a serious violation and may be subject to criminal charges. Replacement of a missing fire extinguisher is \$75. The cost of refilling the extinguisher is \$50 plus damage and cleanup charges, if applicable. To rewire or replace a smoke alarm is \$50 plus cost of equipment. There is no cost to replace batteries unless it becomes excessive. Tampering with smoke alarms will result in charges and possible removal from housing.

Theft

- Theft or illegal possession of any property belonging to the College, any member of the College community, or any campus visitor is subject to disciplinary action. Victims of theft should file a theft report with the Blinn College Police Department immediately and inform their Hall Director/Apartment Manager of the theft. Contact campus police at 979-830-4100 as soon as you know an item has been stolen.

Uncooperative Manner

- Uncooperative Manner - is behavior where a student chooses not to obey or comply with commands of those in authority including all Blinn personnel. A violation of this policy could result in up to a maximum of 2 points and restitution as determined.

Weapons

- Under NO circumstances will weapons be permitted in the rooms and/or stored in vehicles* that are located on College property. A resident commits an offense if s/he brings a prohibited, illegal, or any weapon into a residence hall. The presence of any weapon may be hazardous to the health or safety of residents on College property. This includes, but is not limited to Air-Soft guns, pellet, BB guns, stun guns, sling shots, arrows, bows, axes, machetes, nun chucks, throwing stars, rifles, handguns, brass knuckles, firecrackers, or knives. These items will be confiscated by the College Police. Possession of weapons or explosives may lead to disciplinary action, including suspension. Criminal charges may apply. ***If you are a License To Carry Handgun (LTC) holder, you are allowed to conceal said firearm in a locked vehicle or approved safe within resident's room or apartment.**
- **Airsoft Guns (Darts, Paint Balls and BB)** - The use or possession of darts, paint ball, BB, and other airsoft guns are prohibited in all residence halls and on campus apartments.
- **ATTENTION LTC HOLDERS:** - Blinn College policy prohibits students under the age of 21 to possess a weapon in on-campus student housing. Only qualified students at least 21 and over are permitted to carry a legally approved weapon on campus and in a residential facility. Any resident who is licensed to carry a concealed handgun and chooses to bring the handgun into their residence hall room/apartment must store his/her handgun and ammunition in a combination or electronic locking steel safe when the handgun is not on or about their person. Qualified LTC holders may not carry concealed handguns within the premises of any college sporting event or UIL sponsored event.

- **For more information visit <http://www.blinn.edu/campus-carry/> or <http://www.blinn.edu/campus-carry/Campus-Carry-Informational-Forums.pdf>**
 - Any resident of campus housing, who is a handgun license holder and wants to store a handgun in his/her room, must provide and properly install their own steel safe in accordance with the manufacturer's recommendations.
 1. The safe shall be designed and manufactured for the storage of a handgun.
 2. No safe may be permanently affixed to the housing facility.
 3. The College will not provide a primary storage device.
 4. Residents are responsible for the actions of their guests, including family and friends.
- **Minimum Requirements:**
 - Electronic lock, min. of 2 (two) 3/4 inch locking bolts.
 - Walls composed of at least 10 Gauge steel or thicker
- **Examples:**
 - Barska AX11618 Digital Keypad Safe
 - Barska AX11902 Fireproof Digital Keypad Safe
 - Ivation™ Biometric Fingerprint Home Safe
 - Mesa Safe Company Model MH101
 - Mesa Safe Mesa MHRC916E-BLK
 - Mesa Safe Company Model MHRC916E
 - Polet Large Hotel Safe
 - Sentry® Safe X105 Security Safe
 - Stack-On Personal Safe with Electronic Lock
 - Stack-On Extra Wide Strong Box Safe with Electronic Lock
 - Viking Security Safe VS-25BL Biometric Safe Fingerprint Safe
- Blinn College considers any violation of state law regulating firearms to be a violation of Blinn College rules. Accordingly, such a violation is subject to disciplinary action through the Colleges student judicial process, which may include removal from campus housing. Additionally, the handgun license holder must comply with Texas statutory law at all times

STUDENT SERVICES

Activities & Recreational Sports

- Residents are encouraged to use the Student Center rooms for recreation and relaxation. Pool tables, ping-pong equipment and

comfortable sitting areas are available for student use in the Student Center Game Room. Entertainment, sports events and special activities are held throughout the Fall and Spring semesters. An intramural program is provided to give each resident the opportunity to participate in supervised recreation and competitive sports activities.

Addresses/Correspondence with Students

- To change a name or address, a resident should notify Enrollment Services. All College communication that is mailed to the name and address on record, or is e-mailed to the student's Blinn e-mail address is considered to have been delivered, and the student is responsible.

Blinn College Police Department

- Blinn College Police Department is a professional law enforcement organization—not a “security” organization. Blinn Police Officers are Certified Texas Peace Officers with equal authority of any police officer in the state. They investigate all criminal incidents on campus, carry firearms, and make arrests independently or in cooperation with other law enforcement agencies. Their primary responsibility is the protection of the property and safety of the Blinn College community as well as the enforcement of Blinn College policies. Residents are expected to comply with city, county, state and federal laws, ordinances, policies and regulations of Blinn College and the Department of Housing & Residence Life. Residents are encouraged to contact Blinn Police Department to report any criminal activity or suspicious persons. The Blinn College Police Department Office is located on the first floor of the Student Center. In case of health/safety-related emergency, officers may be reached on campus by dialing 979-830-4100. Blinn Police are available 24/7.
- **Crime Stoppers** - To anonymously report a crime students may contact Blinn College Crime Stoppers by texting 274637, key word “BUCTIPS” with any information. This information is not monitored 24 hours a day. In the event of a true emergency please contact 911 or Blinn College Police Department at 979-830-4100. This software is not meant for reporting noise violations. That information should be reported directly to the Hall Director/Apartment Manager/Resident Assistant or if necessary the Blinn College Police Department.
- **Lost and Found** - Items lost or found should be reported and taken to the Blinn Police Department in the Student Center.
- **Personal Safety Escort** - When on campus and feel uncomfortable going from one destination to another, you can request a safety escort from a uniformed Blinn College police officer. For an escort, call 979-830-4100.

Copy Machines

- Copy machines are located in Student Center Student Activities Office and in the Library.

Counseling/Advising & Career Services

- Blinn provides services such as personal or academic counseling, as well as testing and vocational assistance. The Counseling Office is located on the second floor of the Administrative Building.
- **Job Opportunities** - For off campus job openings, consult bulletin board outside the Counseling/Advising office in the Administration Building. For on-campus work, apply online at: <http://employment.blinn.edu>. Students also have the option to apply for work study positions within the College. More information about the work study program can be obtained through the Financial Aid office.

Day Rooms

- **Television/Cable/Videos** - A TV is usually available in the day room of residence halls and Commons Building. The TV may be watched from 9 a.m. until the hall or office closes. Videos/movies will not be shown in the day room without staff approval.

Dining Services

The College maintains a dining hall and snack bar for the convenience of the students, faculty and other College personnel. Both are located in the Blinn College Student Center.

	Dining Hall	The Cove (Snack Bar)
Monday-Friday:		
Breakfast	7 a.m. - 8:30 a.m.	Monday-Friday 7 am-7 pm
Lunch	11:30 a.m. - 1:45 p.m.	Saturday 12 p.m. - 6 p.m.
Dinner	5 p.m. - 6:30 p.m.	Sunday 12 p.m. - 6 p.m.

- ***Three meals per day (Monday-Friday) are served in the Dining Hall. Weekend meals are served in The Cove. Pre-paid credit is redeemable in either dining facility.
- **Meal Plans** - Residents residing in campus housing are required to purchase a meal plan. Any students requiring modifications for special dietary needs, need to contact the Dining Hall staff directly to see what accommodations can be made. Students wishing to cancel their meal plan must provide proof of special dietary needs by their doctor, and must provide verification from the Director of Dining Services that

reasonable accommodations cannot be made in order for the student to utilize the meal plan.

- ***Hall Residents may choose either the \$1600 or \$1400 meal plan. Apartment students will receive a \$1000 meal plan. All plans may be used in the Dining Hall or Cove. THERE IS NO REFUND OF MEAL MONEY THAT IS NOT USED BY THE END OF THE SEMESTER. MEAL MONEY CANNOT BE CARRIED OVER INTO THE NEXT SEMESTER. ANY REMAINING BALANCE IS FORFEITED.
- **Additional Information**
 - **Blinn IDs** - The student ID card is required for all meals. A student must present their ID card to the cashier and swipe it through the card reader for each meal. Students are not allowed to purchase any meal for another individual with their meal plan.
 - **Meal Rates** - Students and their guests may purchase meals in the dining hall on a cash basis. *Prices are subject to change.*
 - **Summer Sessions** - Students who stay on campus during the May Mini-Semester, Summer I, and Summer II sessions will be required to purchase a meal plan. These prices are to be determined by the Housing office. For the summer sessions three meals are served daily Monday – Friday. When a summer camp is scheduled, meals are served on weekends. ID cards can be swiped for each meal the student desires to eat.
 - **Dress Requirements** - Students entering the dining hall should dress in accordance with the student dress code policy.
 - **Food/Containers** - All food served must be eaten in the dining hall and cannot be taken out. Glasses or dishes must not be taken from the dining hall. Personal glasses or cups are not allowed in the dining hall for sanitation reasons.
 - **Holidays** - Dining service hours will be modified on holidays, between semesters, and on other occasions when classes are not in session. When this occurs, changes will be posted at the cashier’s station..
 - **Menus** - Menus are posted weekly on the [Blinn Food Services web page](#) and are available at the cashier’s station.

Fax Machine

- A fax machine is available in the Student Leadership & Activities Office in the Student Center for students to use during business hours (Monday – Friday, 7:30 a.m. to 4:30 p.m.)

Health Clinic

- The Blinn College Brenham Campus has a Campus Health Clinic located at the corner of Green St. and College Ave. The Blinn College Health Clinic is staffed by the Brenham Clinic. Services provided include evaluation and treatment by a Nurse Practitioner/Physician Assistant. Most services are free of cost. Certain testing will be at cost of student.
- **Hours will be Monday-Thursday 8am-4pm, Friday 8am-2pm.**
- Students can provide insurance for those services requiring fees.
- In the event of an emergency, students should call 911 and/or the Campus Police at 979-830-4100.
- Students are encouraged to report any illness or hospitalization to the Hall Director, Apartment Manager, and/or Housing Office as soon as possible. If a resident has an accident on campus, a staff member will file an accident report with the Director of College Safety and Emergency Management/Police Chief.

Housing Costs

- Students living on-campus will be charged the following costs for housing for each semester they live on campus. Pricing varies between each residence hall. Please visit the Housing website at www.blinn.edu/housing for detailed information on each facility.

<u>Facility Name</u>	<u>Cost Per Semester</u>
Beazley Hall	\$1,500
Buccaneer Hall	\$1,500
Hallstein Hall	\$1,500
Helman Hall	\$1,500
Holleman Hall	\$1,500
K. Atkinson Hall	\$1,500
Lockett Hall	\$1,500
Melcher Hall	\$1,500
Memorial Hall	\$1,500
Solons Hall	\$1,500
Spencer Hall	\$1,500
Wheeler Hall Tri-Suite, Shared Bath	\$2,300
Wheeler Hall Private Room, Shared Bath	\$2,600
Wheeler Hall Private Room, Private Bath (limited number)	\$2,900
Blinn College Park Apartments 2 Bedroom Unit	\$2,900
Blinn College park Apartments 4 Bedroom Unit	\$2,900

<u>Summer School Rates</u>	<u>Cost Per Session</u>
May Mini-Semester	\$325
Summer I	\$700

- ***Please note costs are per semester, and only reflect Housing costs, not meal plan costs. Meal plan costs will be an additional charge for summer students. Please note that not all residence halls will be available for occupancy during the summer.

Internet (ResNet)

- Individual outlets for Internet service throughout Blinn College are provided for each student in their residence hall/apartment.
Information: www.blinn.edu/acadtech/resnet
- **Use of Technology Resources** - The College's information technology resources are made available to students to further the educational mission of the College. The appropriate use of information technology is primarily related to the academic assignments and coursework of students. To ensure availability and reasonable levels of service, the users must exercise responsible behavior. The misuse of information technology by a few can result in degraded performance for all users and interfere with legitimate academic endeavors.
- **Prohibited Activities** - While the policy attempts to enumerate activities that constitute misuse, the rapid changes in technology make it impossible to list every possible misuse. Therefore, the general areas of misuse are identified with examples of each given. This list is not all-inclusive.
 - **Interfering with normal operations and other users:**
 - The execution of any program or instructions with the intent of:
 - Disrupting the normal operations of the network, software, or computers at the College;
 - Obscuring the true identity of the user;
 - Harassing of any individual or group;
 - Use of College resources for non-College related activities that create an undue increase in the network load, e.g., file sharing, network games, spamming, chain mail;
 - Scanning systems to find running services and vulnerabilities.
 - **Commercial Use** - Using any College technology equipment, including but not limited to computers, network equipment, or transmission lines, for any commercial use or gain not expressly approved by the College; Using any College resource to support or benefit a private business.

- Unauthorized access and use - Using College resources to gain unauthorized access and use to either the College's resources, or other entities' and individuals' technology resources; Use of network packet 'sniffers' or packet analyzers; Providing access to student's Ethernet port to other persons; Installation of routers, switches, hubs, or wireless access points; Making unauthorized copies of copyrighted material. The general assumption should be that all software, music, graphic images and similar items are copyright protected. Both copying and downloading without authorization from the copyright holder is a violation of copyright law and subject to prosecution. More information about copyright laws can be found at the US Copyright Office, <http://www.copyright.gov/>
- Violation of city, state and federal laws - Violation of any applicable state or federal law or city ordinance governing criminal activity, property, copyright, harassment or electronic commerce.
- Damage or impairment of College resources - Using or damaging any technology resource that results in the impairment or otherwise adversely affects the access of others. This includes the introduction of any virus, worm, Trojan horse, or other software or instructions that attack or diminish access to resources, and disruption of transmission cables or transmission equipment.
- Servers/Internet services - Students are not permitted to run web, proxy or e-mail servers from their ResNet connected computers.

Actions for Violations of Acceptable Use Policy

- Failure to follow this acceptable use policy can result in suspension or termination of access to the College's information technology resources (including the ResNet network on the Brenham campus) and/or other disciplinary actions by the College. Blinn College reserves the right to investigate any unauthorized or improper use of College information technology resources. Violations of the College's information technology use policies by ResNet users will be reported to the Executive Director of Residential & Student Life. The appeal of any suspension, termination of access or other disciplinary actions shall be governed by the due process procedures outlined in the *Blinn College Board Policy Manual* and the *College's Student Handbook*. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

Laundry Facilities

- Laundry facilities are available free for the residents' use only. Residents doing laundry for other people will be receive a judicial summons. Washers and dryers are available in each residence hall and each apartment building. Blinn College is not responsible for laundry that is lost, damaged, or stolen. Students found to abuse the facilities or laundry machines may be subject to judicial summons. Any non-resident found using on campus laundry facilities may be subject to a Criminal Trespass Warning.

Mail Service and Post Office Boxes

- Mailboxes, located in the Blinn Student Center, are available to residential students. The mailroom is open from 7:30 a.m. to 4:30 p.m. Monday through Friday. Students may request a box in the Student Leadership & Activities office. There is no charge for the use of the box. The key to the mailbox will be issued by the Mail Clerk. Replacement fee for a lost post office box key is \$25. At the end of each semester the student must return the key to the Mail Clerk. A \$25 charge per key will be placed on the student's account for keys not returned. **Any student who expects to receive packages or mail is encouraged to get a mailbox to ensure delivery.**

Please use the appropriate address for your Blinn mail:

Name

Blinn College

902 College Avenue

Residence Hall Name, Box 9-XXX

Brenham, Texas 77833

Two important items in the address:

- 1) The box number must consist of four (4) digits.
- 2) The box number must begin with either a 9 or 90.