lation of this policy will be subject to Kenyon disciplinary action. Individuals who are found to be responsible for hazing face sanctions up to and including suspension or dismissal from the College. Groups or organizations found to be responsible for violations of this policy face sanctions up to and including suspension, dismissal, or removal of their recognition by Kenyon. Individual officers of a group are subject to sanctions up to and including suspension or dismissal from the College for allowing such violations to occur.

Applicable state law.

1. Section 2903.31(A). As used in this section "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

2. Section 2307.44. Any person who is subjected to hazing, as defined in division (A) of section 2093.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from hazing. The action may be brought against any participants in the hazing, any organization whose local or national director, trustee, or officer authorized, requested, commanded or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university or college, or other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section.

N. HONESTY

The quality of College life depends largely upon the personal integrity of students. Dishonesty in any form is an extremely serious offense, which may result in suspension or dismissal from the College. Instances of dishonesty include, but are not limited to, presenting/using another's ID as your own, misrepresentation, furnishing false information, plagiarism, and falsification or forgery of documents. Questions of academic honesty are addressed by procedures established by the faculty (refer to the *Course of Study*).

O. HOUSING AND RESIDENTIAL LIFE

Housing matters at Kenyon College are handled by the Office of Housing and Residential Life. Areas of responsibility include: housing contracts, the housing lottery process, room changes, roommate concerns, facility issues and residential safety policies. For more information, please contact the Office of Housing and Residential Life at x5142 or e-mail reslife@kenyon.edu.

1. RESIDENTIAL REQUIREMENT

All students enrolled at Kenyon are required to live in College housing and enroll in the College dining plan. The only exceptions are for married students and those over the age of thirty. At the beginning of spring semester the Office of Housing and Residential Life will indicate whether students enrolled at the College will be granted permission to live off campus for the next academic year. In the event that some students will be permitted to live off campus, the Office of Housing and Residential Life will make available an application for students to complete to be considered for such approval. The assistant dean of students for housing and residential life will determine who will be permitted to live off campus. Students living off campus are still required to have a meal plan. Students found living off campus without permission from the assistant dean will be subject to disciplinary action.

2. RESIDENCE AGREEMENT

All students living in College housing are required to sign a Residence Agreement/Hous-

ing Contract prior to moving into College residences in their first semester at Kenyon. This is a binding agreement stating that students will read and comply with all rules, regulations, and policies related to housing and residential life while an undergraduate at Kenyon. These include, but are not limited to, rules set forth in the current Kenyon College *Student Handbook* and all other documentation provided by the Office of Housing and Residential Life. This is a binding agreement that extends through graduation (or as long as students remain in College housing).

3. ASSIGNMENT INFORMATION

a. General. The College believes that an important part of the residential learning experience is getting to know and interact with new friends in a new environment. Kenyon has tried a variety of methods of selecting roommates, and while no method has emerged as perfect, we have settled on the one that works best for our students. When making room assignments, we try to take into consideration the preferences you indicate on your "Roommate Preference Form" and other related materials. Due to high demand for certain spaces, however, we may be able to honor only your second or third building-type (not specific building) preference.

Students are provided space within the residence-hall system while they are undergraduates at Kenyon; they are not guaranteed a specific room. Assignments will be made according to procedures and space available as established by the Office of Housing and Residential Life. Rooms are restricted on the basis of gender only. Roommates in the residence halls are assigned without regard to race, creed, sexual orientation, or national origin. Any actions that jeopardize the rights of a roommate or other students in the residential community to normal use of the assigned residence are unacceptable, and the student responsible is subject to disciplinary action. Students with medical concerns that require special housing consideration should contact the Office of Housing and Residential Life for a "Housing Accomidation Application Form."

Returning and upperclass students choose housing for the next academic year by participating in the spring housing lottery. The lottery is based on a seniority point system linked to class year.

All students, including those in division housing, requesting a room change may do so after October 1 by contacting the Office of Housing and Residential Life. There will be a penalty of one (1) point as well as judicial action for students who are found not to be living where indicated on the final roster due by the end of the second week of class for each semester.

b. Assignment Information within Division Housing. Information regarding division housing and the lottery process can be found on the Housing and Residential Life Web site or can be located on the lottery document created each year.

c. Themed Housing. Students who are involved in special-interest groups may request themed housing as a group. This process takes place prior to the all-campus lottery. Students who select housing through this process are not eligible to participate in the all-campus housing lottery. More information on this process, the purpose of theme housing and elgibility can be found on the Housing and Residential Life Web site.

4. REASSIGNMENTS, RELOCATION, REQUIREMENT TO VACATE

a. Residential Life Reassignments and Removal from Housing. The Office of Housing and Residential Life reserves the right to reassign, remove, or suspend (pending review) from campus housing any student at any time. Reassignment or removal may result if a student exhibits disregard for the residential community, violates the terms and conditions of the Residence Agreement, or violates other College rules and regulations. In the event of an unresolved conflict involving students sharing a room, apartment, or suite, the assistant dean of students for housing and residential life or her designee may dissolve the entire living arrangement and require all of the residents to relocate.

b. College Disciplinary or Administrative Removal. The College may terminate a student's housing and take possession of the room/space at any time (1) upon violation of the Residence Agreement; or (2) at the direction of a duly authorized judicial body, dean, or other officer of the College; or (3) following a student's suspension or dismissal from the College.

c. Division and Themed Housing Reassignment. The College reserves the right to reassign residents of division or themed programs when the group loses recognition. It further reserves the right to reassign individuals who have not met the agreed-upon conditions for division or themed programs.

d. Administrative Reassignment. The Office of Housing and Residential Life reserves the right to reassign students to address administrative issues such as gender space balances, renovations, maintenance conditions, consolidations of spaces, and medical or disabled-student needs.

e. Period to Relocate or Vacate Housing. Any student who is notified that he or she is reassigned or removed from a campus housing space or from the College, or who is withdrawing from the College, must vacate within forty-eight hours of receipt of such notice, unless instructed otherwise by the Office of Housing and Residential Life or its designee. Any of the student's possessions remaining on the premises after that time will be deemed abandoned, the student will be assessed a late-vacate fee, and any cost incurred in removing the possessions will be charged to the student.

5. ACCOUNTABILITY

Each campus housing space is to be used only as the personal living quarters of the assigned individuals and in accordance with the rules and regulations of the College. All assigned residents of single or shared living spaces are responsible for all activities taking place in the room/suite/apartment, whether the assigned resident(s) is (are) present or not. The assigned residents are also held responsible for any prohibited items found in the space.

6. OCCUPANCY PERIOD

Students may occupy their assigned spaces in campus housing while academic terms are in session, starting with the fall-term move-in dates published by the Office of Housing and Residential Life for either upperclass students or first-year students, as appropriate. All students except seniors and those authorized to stay for Senior Week and Commencement must vacate their rooms twenty-four hours after their last exam or by the closing date and time, whichever date is first. Extensions, if given, must be approved by the assistant dean of students for housing and residential life, and may be subject to a daily fee. Graduating seniors may remain until 7:00 p.m. the evening of graduation. Student residences are closed during Thanksgiving break, winter break, and spring break. Students must vacate their rooms by the closing hours posted.

During winter break, students must leave their rooms within twenty-four hours of their last examination or by the closing date and time, whichever is first. Students are not permitted to return to campus housing prior to the posted opening time for each semester.

7. VACATION HOUSING

If students are affiliated with an approved group, organization, or department related to the opening or closing of the College, or have another approved commitment during a break, they may be allowed to return early, stay past the closing date, or stay during a break, provided permission is granted in writing in advance by the Office of Housing and Residential Life. During vacation periods, all rules and regulations of the College as detailed in the *Student Handbook* are in effect. Remaining in or returning to College housing when the College is not in session, without permission from the Office of Housing and Residential Life, is a violation of College policy; violators are subject to disciplinary action and fees. A daily fee for vacation housing will be assessed for each student permitted to stay in College housing during any time of a break period.

8. ROOM CONDITION AND CONTENTS

It is expected that student quarters, including

public areas, will be kept in good condition and used in a careful, safe, and proper manner, and that students will abide by the College's policies. The condition of student rooms is assessed prior to the beginning of the fall semester and during the week that immediately follows the close of each academic year. Students will be responsible for reviewing the condition of their living spaces on the "Room Condition Report" at move-in and check-out. All rooms and common areas in residential areas must be returned to the same condition in which they were found at check-in.

Particular attention is given to cleanliness and to whether damage, beyond normal wear, has occurred. Room residents are responsible for the condition of their room/apartment/suite and for the payment of costs that may result from damage or conditions that require cleaning and/or repair.

Charges will be assessed for repainting; refinishing; fabric replacement for furniture; carpet replacement; repair or replacement of damaged or missing furnishings and equipment; unassembled beds; reinstallation of closet doors; cleaning; removal of extra furniture, cinder blocks, abandoned property, or large quantities of trash; or other unusual conditions requiring correction. For a complete list of charges, please visit the Office of Housing and Residential Life. Students are responsible for notifying the Office of Housing and Residential Life immediately upon discovering any deterioration or altered room condition.

a. Cleanliness. Students are responsible for the cleanliness of their living spaces. If an individual living space must be cleaned for health and safety reasons by the College, the assigned resident(s) will be charged. Students residing in apartment areas are responsible for the cleanliness of the areas outside their respective apartments. Excessive items left on a room's floor may contribute to a fire safety hazard because a clear pathway to the door must be present in the event there is an emergency.

b. Room/Common Area Damages. Any damages in a student's room, or a common area of an apartment or residence hall, will result in charges allocated to the individual(s) responsible. If the individual(s) responsible for the damage cannot be identified, charges will be given to EACH student for the FULL amount of the charge.

c. Room Furnishings. Campus housing spaces provide window coverings, a telephone, and basic furniture. Students accept responsibility for loss of or damage to furnishings, whether from carelessness, vandalism, or accident. All College-issued furniture in student residences and common areas must remain in the room at all times. Students may have additional furniture in their room equivalent to one extra seat per person. Any personal furniture must be removed prior to check-out at the end of the spring semester or charges will be assessed. Halogen lamps, lofts, and waterbeds are not permitted. All college issued-furniture MUST remain in the room in which it is placed (see section d, below). Residence hall storage rooms cannot be used to store furniture.

d. Room Modification. Students are NOT permitted to modify their rooms, doors (on either side), furnishings, or telephone equipment, or any other part of the building; nor may students authorize anyone to do any of these things. If a room needs to be painted, the students should place a request with the Office of Housing and Residential Life. Students are not permitted to paint or alter the walls of their living areas or designate anyone else to do so.

e. Furniture Removal. There is no approved storage for room, apartment, or suite furnishings outside the student room, apartment, or suite; nor is furniture permitted to be removed from its assigned location. All College-issued furniture in student residences and common areas must remain in its designated area. Furniture cannot leave campus or be stored in common areas or storage rooms. Students will be billed for missing furniture, at full replacement costs. Any service cost to reassemble or replace room furniture will be charged to room residents. The furniture located in lounges and study rooms is provided

for general use and should not be removed from those areas. Removal or misappropriation of this furniture may result in fines and disciplinary action. Furniture intended for inside use, whether the property of the College or the individual, may not be left outside. Items left outside are subject to confiscation and disposal.

f. Insurance. The College does not assume any responsibility for, nor does it provide insurance coverage for, the loss of or damage to a student's personal property/effects when stolen, damaged, or destroyed through willful, malicious or careless acts, or by causes beyond the control of the College. It is highly recommended that students purchase renter's insurance to cover the cost of repairing and/or replacing their personal belongings should they be lost, stolen, or damaged.

9. PUBLIC AREA DAMAGES

Charges will be assessed for damages or vandalism to public areas in campus housing. If the individual(s) responsible for the damage cannot be identified, charges will be divided among all students sharing responsibility for that public area (e.g., hall, floor, building).

10. KEYS

Students are responsible for all keys assigned to them for their designated living space(s). There will be a $50 charge (minimum) to replace the key(s) and change the lock(s). Students must return keys to the Office of Housing and Residential Life when a living space is vacated; unreturned keys carry a $50 fine. Unauthorized possession, duplication, or use of residential keys is subject to disciplinary action. Students are responsible for immediately notifying the Office of Housing and Residential Life when they notice a missing key so hat the door lock can be rekeyed to ensure safety of people and belongings in the space.

If a student has been locked out of their room or has been locked out of a residence all once the proxy card system has locked the external doors and requires a door to be unlocked, they should contact the Office of Campus Safety to request the door be unlocked. hey should show proof of identity. When Campus Safety unlocks a door for a student, a charge of $15 per unlocked room door and a charge of $20 for external door (proxy card) ill be assessed to the student's account and these funds contribute to a scholarship fund. Any uestions regarding an unlock charge should be directed to the Office of Campus Safety as this office initiates these transactions.

11. ABANDONED PROPERTY

All items left in student rooms after closing are considered abandoned property, will be discarded and will have a fine associated with the removal.

12. ROOM RATES

If students switch rooms or request reassignment or a medical assignment, or if students are reassigned by College officials, room fees may change, depending on the room size and style (rooms carry different rates). Refunds are made only in the case of withdrawal from the College and may be prorated based on the date of withdrawal.

13. VACANCIES IN ROOMS

The Office of Housing and Residential Life reserves the right to assign, with or without notice, any space at any time. If students are in a living space and a vacancy occurs, students must accept a new resident as assigned by the Office of Housing and Residential Life to fill the existing vacancy. Behavior which discriminates against an interested student or an assigned resident will be considered sufficient grounds for discipline, including reassignment.

14. GUEST POLICY

a. Overnight Guests. All overnight guest stays are contingent on the approval of all residents of the living space. An overnight guest (any person staying in a room overnight who is not a designated resident of that space) may stay for up to three nights per month and must register at the Office of Campus Safety.

b. Responsibility for Guests. Whether guests are staying overnight or only for the day, students are responsible for the conduct of their guests in the living area, in the building, and

on campus, whether the student is present or not. Students may be held accountable for any misconduct, loss, or damage caused by a guest.

15. RIGHT TO ENTER

It is occasionally necessary for College staff members to enter student rooms in order to fulfill maintenance and repair requests, or to hold inspections to ensure the observance of basic safety and health procedures. Moreover, while fulfilling their responsibility to enforce regulations, College officials may enter student rooms whenever they have reason to believe a violation of College policy is occurring, when they wish to eliminate disruptive noise if the student is not present, and/or when there appear to be serious threats to the safety or well-being of person(s) or property in the living unit. In recognition of the right of all parties involved, College officials must have permission from the assistant dean of students for housing and residential life, the dean of students, or her designee before entering a student living area. The staff members must observe the following procedures whenever it is necessary to enter a student living unit that is maintained by the College:

1. Staff members shall not enter a room without first knocking.
2. It is preferable, but not necessary, that one or all residents are present whenever staff members enter student units.
3. Staff members may enter rooms when residents are not present in order to address health, maintenance, safety, or policy-violation concerns.
4. Staff members will not disturb the personal belongings of a student without that student's consent, except for emergency maintenance or safety conditions that require immediate attention.
5. Searches will not be conducted in personal closed storage areas (e.g., desk or dresser drawers and room closets) without the prior permission of the student or without the expressed written permission of the dean of students, whose documentation will indicate why a search is being conducted and what items are specifically being sought. An exception to this procedure can be made in the case of a violation of basic health and safety standards.
6. Items left out in plain view that appear to establish a criminal act and/or a violation of College policy will be confiscated and documented. A referral will be made to the appropriate College officials, the College judicial system, or an appropriate law-enforcement agency.
7. When College officials have removed items from a living unit in the absence of the residents, they will document the items that were removed and will leave instructions for the residents to contact the Office of Campus Safety or the appropriate student-affairs staff members upon their return.
8. College staff members will not admit a third party to a student room without the resident's permission.
9. The College will cooperate with law-enforcement officials who, having obtained a legally-issued warrant, seek entry to students' living units for the purpose of executing such warrants.

16. COMMUNITY LIVING AND CONDUCT

a. Approved Appliances. Students may keep the following appliances in their rooms: microwave ovens of 900 watts or less; refrigerators not larger than 4.3 cubic feet in size; stereo equipment, computer equipment, coffee makers; curling irons; hair dryers; fans; surge protectors; and non-halogen lamps.

b. Cooking/Kitchens. The College provides cooking facilities for student use. Students are allowed to use a microwave oven and coffeemaker in their rooms, but all other cooking should be done in the kitchens. Appliances with open coils are not permitted in College living units. Food and trash resulting from cooking must be disposed of properly. All kitchen lockers and common area refrigerators will be cleaned out at the end of each semester.

c. Gambling. Gambling is prohibited in any residence hall, student room, public area, or academic building on campus.

d. Hallways. Residence hall hallways are public spaces and are also critical in the event of an emergency which would require the evacuation of the building. Thus, it is important to keep hallways clear of clutter. In order to ensure easy egress from a residence hall room, students are not permitted to keep sports equipment, shoes, boots, or any other personal items in the hallways. Any damages in a hallway will result in charges allocated to the individual(s) responsible. If the individual(s) responsible for the damage cannot be identified, charges will be given to EACH student for the FULL amount of the charge.

e. Lounges. Lounges in residence halls are designated as common-use spaces; as such, they are open to all students. Any person or group wishing to hold a meeting or gathering in a lounge must contact the head community advisor of that building to reserve the space. Lounges are not to be used for sleepovers or other longer-term closed gatherings without the permission of the assistant director of housing and residential life for the area. Any damages in a lounge will result in charges llocated to the individual(s) responsible. If the individual(s) responsible for the damag cannot be identified, charges will be given to EACH student for the FULL amount of the charge.

f. Noise. In an academic setting, the need for quiet study takes precedence over recreational activities that cause noise. Noise is disruptive whenever it disturbs others. Quiet hours for all campus residences are: Sunday-Thursday, midnight-7:00 a.m.; Friday-Saturday, 2:00-7:00 a.m. During final-exam periods, quiet hours prevail twenty-four hours a day. All other times are considered courtesy hours, when students are asked to cooperate with a request from other students or from staff members.

g. Pets and Animals. To preserve student health and safety, animals are prohibited in all College residences, with the sole exception of fish in bowls or in tanks that do not exceed ten gallons. Any student or living unit found with a pet or animal will be fined and face judicial action. The recommended fine is $100; if the animal is not removed, additional daily fines will be assessed until it is removed, typically $25 per day.

h. Post-Office Box. The Office of Housing and Residential Life assigns post-office boxes in cooperation with the Gambier Post Office. Each student is assigned a box-mate; the boxmates share the post-office box during their time at Kenyon. Students are issued keys to their assigned post-office boxes at first-year check-in. The Office of Housing and Residential Life reserves the right to reassign any box if a student withdraws for any reason other than an off-campus study program. Students must have their keys to get mail.

i. Prohibited Items in College Residences. Flammable liquids (e.g., bottles of propane gas, lighter fluid, dangerous chemicals), candles, incense, or other open-flame devices, regardless of wick or condition of wick and purpose, are not allowed in College living units. Allowing excessive dirt or garbage to accumulate is prohibited. Draperies or tapestries that cover lights or ceilings are not allowed, especially those that take up more than 50 percent of the wall space. Appliances that are not UL-approved are prohibited, especially those that have high surface temperatures or that may create a fire or shock hazard, such as sun lamps, halogen lamps, hot plates, toasters, toaster ovens, and space heaters. Other items prohibited in campus housing include gas grills, lofts, and waterbeds. Cleaning game or fish on campus is prohibited. (See also AA. Weapons below.)

j. Satellite Dishes and Cable Television. In order to legally keep and use a satellite dish in a campus residence, students must observe the following guidelines:

- They must request permission from the Office of Housing and Residential Life.
- The dish must be completely inside the room so that the window can fully close. Neither the dish nor any of its parts may be outside the window frame.
- The dish must be free-standing and not

attached in any way to any furniture, to any part of the room, or to any part of the building, interior or exterior.
- The dish and its signal are to be used only in the room where the dish is located. Students may not run wires or cables to other rooms or elsewhere on campus. Repair of damage caused by unauthorized use will be assessed to students assigned to the rooms involved in the violation.
- The assigned residents of the living space are responsible for ensuring that the satellite-dish system does not result in any violation of College rules and regulations.
- If the satellite-dish system is associated with illegal behavior, damage, vandalism, a violation of any Kenyon policy, or other areas of concern, College officials may require that it be removed.
- The College provides cable television service to all main lounge areas; it is not available in student rooms. Residents of Farr Hall, the Acland Street Apartments, the Bexley Place Apartments, the New Apartments, and the Taft Cottages may contract directly with the cable company for service.

k. Solicitation. Student residences are not open to any person selling or buying.

l. Storage. The College may provide limited storage space for suitcases, boxes, and the like, but reserves the right to refuse any item. The College is not responsible for any lost or stolen items placed in storage. Kenyon College property is not permitted to be stored in storage rooms. All items stored in student storage rooms must be cleared at the end of each academic year; during the summer, items left will be discarded.

P. IDENTIFICATION AND PASSPORT PHOTOS

Kenyon photo IDs and Passport photos are taken at the Campus Safety office. The first ID is free, and replacement IDs have a fee of $20.00. The fee can be charged to your student account or can be taken anytime.
Passport photos can be taken Monday-Friday, 8:30 a.m.-4:30 p.m. The fee is $10.00 for two pictures and can be charged to your student account.

Q. MOTOR VEHICLES

The College does not encourage undergraduates to have automobiles on campus, and first-year students are especially advised not to have them. The College has a specified number of parking spaces and cannot exceed that number. Should a student have a grievance, s/he may file a complaint at Campus Safety, which will be heard by the Appeals Board (two students and one faculty member). The Appeals Board meets every two weeks, and all decisions are final. However, if students choose to bring a car to campus, the College emphatically disclaims all responsibility for accidents or damages to vehicles which may occur. Each student owning or operating a motor vehicle at Kenyon who fails to register it with the Office of Campus Safety within twenty-four (24) hours after arrival in Gambier will be subject to a fine. Students can only use the parking decal assigned to them. Students are expected to adhere to all guidelines provided in the "Regulations for Student Operation of Motor Vehicles," which may be obtained at the Campus Safety Office. Fines incurred must be paid within 30 days of issuance or be subject to registration hold or other disciplinary action.

R. ORGANIZATIONS NOT AFFILIATED WITH THE COLLEGE

1. When Kenyon is in session, organizations not affiliated with the College may not conduct their affairs on campus unless sponsored by a registered Kenyon group or organization.

2. Nonaffiliated organizations that are College-sponsored are permitted on campus, provided that their College sponsors follow the appropriate scheduling and requesting procedures for the use of the College facilities.

3. Nonaffiliated organizations that have received permission to be on campus are expected to conduct themselves responsibly and in accordance with the College's conduct regulations. The College sponsor will be held responsible for the visitor's actions. These organizations may transact business only in the areas designated by the College.