

# MINERAL AREA COLLEGE

## College Park

### Policies and Procedures For Students Residing in College Park 2011-12

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

\*If students fall to or below 6 credit hours, they will be put on probation and required to report to the Dean of Student Services for consultation. If students drop all classes they are no longer considered a current student at Mineral Area College, and therefore, must leave College Park immediately.

### Scholarship Philosophy

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

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

### 1. Noise and Quiet Time

- A. The primary purpose of College Park is to offer a temporary home away from home, with conditions conducive to reasonable relaxation, study and sleep while away at college.
- B. It is difficult to set specific standards regarding levels of noise which will satisfy all residents. Individual levels of noise tolerance vary widely. Given varying schedules and needs, students must be able to work, study, and rest at all times without undue interference or disturbance. **Courtesy hours (hours to study, relax and sleep) are in effect 24 hours a day, seven days a week.** At **NO** time may a resident, group of residents, or residents and invited guests create excessive noise or loud conversation which will disturb or offend other residents from any outside yard area, or through any roommates', or neighbor's adjacent floors or walls.
- C. Residents may **not** practice musical instruments in College Park **at any time**. Arrangements for practice and the storage of musical instruments should be made the Music Department (Fine Arts Building), which has storage and practice rooms available for student use.
- D. Residents may not play a television, VCR-DVD, CD, radio, or stereo system so loudly as to disturb or offend any roommates', or neighbors from any outside yard area, or through any neighbor's adjacent floors or walls.

- E. Incidents involving residents who violate the Noise and Quiet Time Policy will be addressed as follows:

- 1<sup>st</sup> Offense--Warning

- 2<sup>nd</sup> Offense--\$25 fine

- 3<sup>rd</sup> Offense --\$50 fine

- 4<sup>th</sup> Offense--Eviction, loss of security deposit, *and possible loss of scholarship at the end of the current semester*

## II. Non-Resident and Resident Visiting guests

- A. Non-resident visiting guests of College Park are defined as individuals who are not affiliated with Mineral Area College (i.e. non-students) or who are students of Mineral Area College, but do not reside in College Park.
- B. The rules regarding inviting and socializing with non-resident and resident visitors of College Park residents will be strictly enforced. College Park residents are permitted to have non-resident visiting guests in their assigned spaces as long as the guests do not infringe on the primary rights to privacy of others, and guests do not violate College and College Park policies including, but not limited to noise, visitation hours and quiet hours.
- C. It is the responsibility of the resident to familiarize their non-resident guests with College Park regulations and be with their guest at all times. The resident of College Park is responsible for the actions of a guest; including damages caused by respective guests, and may be subject to fines, penalties and disciplinary action if the guest violates College or College Park policies. Guests violating any policies will be required to leave Campus, and may be permanently banned from returning for any reason or referred for possible legal action. College Park Management and Mineral Area College Campus Security reserve the right to refuse visitation rights of any non-resident.
- D. Non-resident and resident visiting guests will be required to leave the residence of any resident of College Park as soon as Visiting Guest Visitation Hours are over. No non-resident guests may remain at College Park from 12:00 midnight to 8:00 a.m. All guests must leave College Park by 12:00 midnight. **Visiting residents must return to their own residence by 12:00 midnight or use the College Park Clubhouse which remains open and available 24/7.**

## E. All non-resident visitors must be at least 18 years of age or older. This means younger friends, brothers, sisters, cousins, etc. are not allowed on campus without their parent present at ALL times. NO BABYSITTING!

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

**1<sup>st</sup> Offense**— Immediate Removal of guest and a \$25 fine.

**2<sup>nd</sup> Offense** -- Immediate Removal of guest and a \$50 fine.

**3<sup>rd</sup> Offense** – Removal of guest, immediate eviction, the *immediate loss of eligibility to participate in scholarship related activities and the possible loss of scholarship at the end of the semester.*

- I. Residents are required to secure and lock their apartments and bedrooms when leaving. You may NOT give your keys to anyone at any time to have access to your apartment or bedroom.
- J. You are not allowed to “borrow” or use another resident’s apartment or bedroom for any reason.  
MAC students and/or College Park residents in violation of this policy may face disciplinary action and/or fines, and visitors who are not College Park residents or MAC students that violate this policy may be subject to an issuance of a trespass notice.
- K. Incidents involving residents who violate and/or misuse a residents keys or rooms as noted above will be addressed as follows:

**1<sup>st</sup> Offense** -- Immediate Removal of guest and a \$100 fine.

**2<sup>nd</sup> Offense** -- Removal of guest, immediate eviction, the *immediate loss of eligibility to participate in scholarship related activities and the possible loss of scholarship at the end of the semester. Non-residents in violation will be issued a No Trespass Notification and may be held criminally liable.*

**It should be noted that Mineral Area College reserves the right to proceed with prosecution for illegal entry into a residence, in addition to any other internal disciplinary action.**

### III. Overnight Guests

- A. No overnight guests are allowed at College Park at any time with the exception of a family member/parent.
- B. Overnight guests of College Park are defined as individuals who are not affiliated with Mineral Area College, (i.e. non-students) or who are students of Mineral Area College, but who may or may not reside at College Park. **Residents staying in other residents apartments after midnight will be in violation of the Overnight Policy.**
- C. Family members are allowed to stay overnight at College Park with the following restrictions:
  - 1. Family member must be at least 18 years of age.
  - 2. Resident must register their family member overnight guest with College Park Management in the Club House office prior to the overnight stay. Family members not registered with College Park will be asked to leave College Park premises, and the resident may receive a fine.
  - 3. Family members are only allowed to visit on the weekend (Friday and Saturday nights).
  - 4. Female family members only are allowed to stay overnight with female residents. Male family members only allowed to stay overnight with male residents.
  - 5. Residents, as hosts of family member guests will be responsible for his/her family member’s adherences to all Mineral Area College and College Park policies, and therefore, will be held personally responsible for damages caused by their family member guest.

6. No more than one overnight family member guest will be permitted to stay in the resident's bed space, and no more than one overnight family member guest per residence is allowed at any one time. Family member guests may remain at College Park for up to 48 hours per visit.

D. Incidents involving residents who violate the Overnight Guest Policies will be addressed as follows:

**1<sup>st</sup> Offense**— Immediate Removal of guest and a \$25 fine.

**2<sup>nd</sup> Offense** -- Immediate Removal of guest and a \$50 fine.

**3<sup>rd</sup> Offense** – Removal of guest, immediate eviction, the *immediate loss of eligibility to participate in scholarship related activities and the possible loss of scholarship at the end of the semester.*

#### IV. Vandalism

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

#### V. Theft

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

#### VI. Room Condition Standards

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

- D. When damage occurs, the incident must be reported immediately (within 24 hours) in order to facilitate repair to prevent additional damage and possibility of additional assessments of the resident or residents assigned to the Residence.
- E. If damage occurs in the community areas of any residence, the porch area, or the Club House, and no one accepts responsibility, all residents of the assigned room (or the complex) will be charged equally.
- F. Any noxious odor detected from inside or outside of the confines of all or an individual resident's room and community/common area is prohibited. Causes of such odors may include cigarette smoke, burning incense, candles, dirty laundry, dirty dishes, trash, garbage, etc. Every resident has the right to live free of health risks and intrusive odors so as not to offend or disturb others.
- G. Room safety and health inspections will occur regularly and frequently throughout the term of the housing agreement. Unsatisfactory conditions that are observed by College Park Management may result in the apartment's resident(s) being assessed and fined immediately. Necessary charges will be assessed for any extraordinary cleaning and maintenance that will have to be done by College Park, and missing or damaged College-provided equipment, furniture, or property. Students will receive written notification of the costs of damages, and these costs will appear on the student's account with the Business Office.
- H. Because of the level of safety involved, disabling or tampering with Fire Protection Equipment such as smoke detectors or fire extinguishers and/or College Park appliances is strictly prohibited, and will result in a \$200 fine.
- I. Community Cleanliness: Residents of a given apartment complex share a common responsibility for maintaining those common areas shared by the residents of that apartment. Common areas must be maintained in a clean, orderly and sanitary condition at all times, as this impacts the safety and health of all residents at College Park. Common areas include the kitchen, the bathrooms, and the living room. **Vacuums may be checked out for residents use from the office at College Park. You will need to leave your driver's license with the office personnel and properly sign out the vacuum you will be using on the forms provided. Vacuums can be checked out for a 24 hr. period. Vacuums kept longer than the designated time period, will have a \$5/day excess fee charged to the person that checked the vacuum out. Persons found with vacuums that have not been properly checked out will be charged a \$25 penalty fee.**
- J. Failure to maintain your apartments/rooms sufficiently as described above will result in disciplinary action and/or fines.
  - 1<sup>st</sup> Offense-** Written incident report by College Park Management or designee, and a \$25 fine.
  - 2<sup>nd</sup> Offense-**Written incident report by College Park Management or designee, and a \$50 fine.
  - 3<sup>rd</sup> Offense --** \$100 fine along with eviction, loss of security deposit *and possible loss of scholarship at the end of the current semester.*
- K. **Community Cleanliness:** Residents of a given apartment complex also share a common responsibility to maintain the porch and stairwell area of their assigned apartment. In order to maintain a safe environment and to meet with fire code regulations, you are required to keep the porches and stairwells clean and **uncluttered at all times**. Apartment furniture is NOT allowed outside. Do not dry clothing or linens or store unsightly personal property on the porch, stairs, or railings at any time, including, but not limited to boxes, athletic equipment, tires, recyclables, and broken items or furniture. **BBQ grills are NOT allowed on porches or entries due to Fire Safety Standards and Restrictions.**

- L. Littering: It shall be a violation of the policy of Mineral Area College for a person to throw, abandon, place, or cause to be thrown, abandoned or placed, any injurious, unsanitary or hazardous substance of any kind on the real property of Mineral Area College, its roads, waters in this state or streams, or on any property owned, operated or leased by Mineral Area College without the expressed consent of the administration of Mineral Area College. These prohibited substances include but are not limited to the following: glass, water balloons, eggs (broken or whole), wire, nails, tacks, cans, garbage, trash, refuse, discarded paper or rubbish of any kind, nature or description.
- M. Failure to maintain your porches and surrounding apartment area, as well as the College Park Campus as described in K. and L. will result in the following disciplinary action and/or fines.

**All offenses will carry a \$25 fine for each violation.**

## **VII. Room Entry and Health/Safety Inspections**

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

## **VIII. Smoking in College Park Residences**

- A. College Park is a **Non-Smoking Facility**, therefore smoking a cigarette, pipe, or cigar is prohibited in any residence. **Smokeless/Chewing tobacco is also prohibited in any residence or building at College Park.**

- B. Residents may smoke outside a residence, but must properly dispose of cigarette butts and/or tobacco products remnants. It is the prerogative of College Park Management to fine all the residents of an assigned residence if cigarette butts or other tobacco product remnants are found thrown on the ground outside an apartment. Such actions constitute littering and fines may be levied as identified in part C below.
- C. Residents who violate the Non-Smoking/No Chewing Policies will be addressed as follows:

**1<sup>st</sup> Offense**-\$25 fine

**2<sup>nd</sup> Offense**-\$50 fine *and loss of eligibility to participate in one or more scholarship related activities as designated by College Officials*

**3<sup>rd</sup> Offense** -- Eviction, loss of security deposit *and possible loss of scholarship at the end of the current semester*

## **IX. Alcohol Abuse**

- A. Drinking or possession of any alcoholic beverages is prohibited in College Park buildings, College buildings, on College premises, and during College activities.
- B. This policy is extended to include any College Park bedroom and community areas including refrigerators or storage areas, inside the College Park Club House, and on the grounds and parking areas, as well as vehicles of both residents and guests.
- C. **Constructive Possession – It is the policy of College Park to advocate personal responsibility on the part of all residents who share an apartment. To this end, College Park utilizes the legal principle of constructive possession to further the goals of community safety and responsibility in College Park. Constructive possession means that when the presence of any contraband item(s) as defined in this policy are found to be present in any common area of an apartment, for the purpose of policy enforcement the occupant(s) of that apartment will share responsibility for the possession of such contraband items, and will share equally in the disciplinary action and/or fines that may result from such violation. This concept of constructive possession will not be mitigated by an admission of ownership on the part of any one resident, unless it can be satisfactorily demonstrated by the resident(s) that there was no reasonable way they could have known of the presence and/or use of such contraband items in the apartment common area. The responsibility for demonstrating this mitigation is borne by each resident of the specific apartment in question, and proof of such must be submitted in writing to the Dean of Students within 5 days from the date of occurrence. The Dean of Students will review the information and render a decision as to the acceptability of the defense claim raised by the resident(s) in question.**
- D. Residents who violate the alcohol policy will be subject to appropriate action in accordance with the following established procedures:
  - 1<sup>st</sup> Offense**-\$50 fine OR Completed participation in "Choices", a program designed to provide awareness of drug and alcohol abuse, within 14 days of offense. Failure to successfully complete the “Choices” program will result in an automatic hold being placed on your academic records until \$50 fine has been paid or the “Choices” program has been completed.
  - 2<sup>nd</sup> Offense**-\$100 fine *and loss of eligibility to participate in one or more scholarship related activities as designated by College Officials*
  - 3<sup>rd</sup> Offense** -Immediate eviction, loss of security deposit, *and possible loss of*

*scholarship at the end of the semester*

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

## **X. Drug Abuse**

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

## **XI. Possession of Weapons**

- A. Possession of weapons and/or imitations of weapons, regardless of their functional condition, are strictly prohibited inside any residence of College Park, or upon the property, parking lot or surrounding property of College Park and the Mineral Area College campus.
- B. Prohibited weapons include, but are not limited to, the following descriptions:
  - 1. Firearms of any kind or description;
  - 2. Any projectile-firing device such as paint ball, pellet, arrow, etc. firing or capable of firing any formed or shaped solid or semi-solid projectile;

3. Any knife with a blade length exceeding 3 inches;
  4. Any self-locking or spring-activated knife, such as a switchblade or spring-blade stiletto knife, regardless of blade length;
  5. Any club, flail or other blunt force instrument;
  6. Any blowgun or other air-powered projectile device;
  7. Any slingshot or other similar stored kinetic-energy weapon;
  8. Any chemical-based weapon, including those designated as mace, pepper mace, tear gas, or other chemical-based device;
  9. Any accelerant/chemical propellant device, which uses an accelerant, propellant or other combustible substance to cause a chemical or exothermic reaction resulting in propulsion energy.
- C. Violations of this policy will result in disciplinary action, up to and including eviction from College Park and/or removal from enrollment at Mineral Area College.
- D. Exception to this policy: In the event an individual who is a currently commissioned peace officer licensed in the State of Missouri resides at College Park, the provision of Section B (1), (3), (5), and (8) will not apply, as Missouri Revised Statute §571.030 specifically grants authority to a licensed Missouri Peace Officer to possess such items in the performance of their duty. In that event, the individual peace officer will bear full responsibility for the safety and security of such weapons from the access or control of any unauthorized party.

**1st Offense**-\$200 fine, immediate eviction and forfeiture of security deposit,  
*dismissal from any team or activity group, and loss of eligibility to participate in all the remaining scholarship-related activities for the rest of the semester and immediate loss of scholarship*

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

- i. The use, possession, manufacturing or distribution of fireworks is prohibited at College Park, and includes the parking lot and cartilage areas.
- ii. Explosives and dangerous chemical agents, whether genuine or simulation, are strictly prohibited at College Park. Prohibited items include, but are not limited to the following:
  1. Gasoline, diesel fuel, alcohol-based fuels, or other highly flammable liquids, except those which may be contained in the tanks of motor vehicles or approved storage containers within the cargo areas of such vehicles.
  2. Compressed Liquid Propane, Acetylene, Oxygen, or other flammable gases, with the exception of Oxygen in approved medical dispensing systems, for use in the bona fide treatment of a medical condition as prescribed by a licensed physician.
  3. Acids, paint thinners, solvents, or other chemical catalysts that are listed as flammable based on manufacturer's warnings or ruling of the Sate Fire Marshall.
- iii. Exceptions: This policy shall not apply to common household cleaning products in quantities reasonably necessary for use in the housekeeping duties of the residents.
- iv. Violations of this policy will result in disciplinary action, up to and including eviction from College Park and/or removal from enrollment at Mineral Area College.

**1<sup>st</sup> Offense**- \$100fine

**2<sup>nd</sup> Offense**-\$200 fine

**3<sup>rd</sup> Offense**-Eviction, loss of security deposit *and loss of*

### **XIII. Disclosure of Criminal History**

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

### **XIV. Pets**

- A. Pets are not allowed in the residences.** Visiting pets are not allowed either. The only animals that are allowed are service animals and should be registered with the Housing Office. Residents with service animals will be subject to a pet deposit. Any resident found in violation of this policy is subject to disciplinary action, fines, and/or removal of the pet without notice. Violation of this policy will result in the following:

**\$25.00 fine per day charge until pet is removed.**

### **XV. Parking**

- A.** Parking at College Park requires that all residents must register their vehicle at time of check-in. Residents will be issued a parking permit at no cost to them. Residents are required to adhere the parking permit to their windshield so that it is visible to staff and security. Any vehicle without a parking permit parked at College Park between the hours of Midnight and 8 a.m. are in violation of policy and may be issued a fine/ticket, or be towed at the vehicle owner's expense. Visitors are allowed between the hours of 8 a.m. and Midnight and should park in the designated visitor parking spaces. Any vehicle parked in a staff space or handicap space without proper verification to do so, will be ticketed and fined, and /or towed at vehicle owner's expense. **Failure to display your assigned parking tag, or failure to properly register your vehicle will result in a \$25/day fine until the vehicle is properly registered and tag is properly placed in vehicle.**

### **XVI. Fines and Due Process**

- A.** College Park Management in coordination with Mineral Area College and its Department of Public Safety has the authority to assess monetary fines and penalties. As in all disciplinary procedures, a student has the right to appeal any violation or fine to the Director of College Park. The Director will inform students as to their due process rights and provide them with a copy of the College Park Appeals Process, also included in this document.
- B. All fines are to be paid by the end of the semester they are issued. Failure to pay**

**finest by the end of the semester will prevent the resident from enrolling in future semester courses. The resident will not be able to receive grades, and a hold will be put on their account so that the service of mailing of official transcripts will not be available. A resident may not be eligible to participate in one or more scholarship related activities as designated by College Officials, and the scholarship may be lost at the end of the current semester.**

**Please note: All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. For more detailed information, consult the College Park Housing Stipulations and Understandings.**

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

## **Student Due Process Policy for College Park**

Mineral Area College and College Park Student Housing recognizes the right of all student residents to appeal any decisions made by College Park officials, including resident assistants, regarding violations of College Park Policies and Procedures as outlined in the College Park Resident Handbook and Board Policy.

Except where a definite procedure exists, the following will serve as a guideline for all appeals.

1. It is the student's responsibility to see that the appeal is placed with the College Park Director or Assistant Director. The appeal must be in writing, no later than five working days after the fine or violation occurred.
2. The Director or Assistant Director of College Park will review the circumstances of the student's appeal and will make a decision, only after consultation with the student, but within five working days after the written appeal is received in the office of the Director/Assistant Director of College Park. The student will receive both a written confirmation of the decision, as well as a verbal confirmation during the consultation with the Director/Assistant Director of College Park.
3. If the student's appeal is denied by the Director/Assistant Director of College Park, the student may then submit an appeal to the Dean of Students at which time, the Student Due Process Policy for Mineral Area College will take effect with one exception: the College Park Appeals Committee will take the place of the Committee on Student Conduct and Welfare in the appeals process. A copy of the Student Due Process Policy is available in the Dean of Students office.

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

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

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

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

\_\_\_\_\_  
Residents Signature

\_\_\_\_\_  
Date