



ACADEMY *of* ART UNIVERSITY®

FOUNDED IN SAN FRANCISCO 1929
BY ARTISTS FOR ARTISTS

HOUSING DEPARTMENT
79 New Montgomery Street. Suite 120
San Francisco, CA 94105

Phone: (415) 618-6335

Fax: (415) 618-6276

Email: housing@academyart.edu

Campus Housing Blog: www.aucampushousing.blogspot.com

ACADEMY *of* ART UNIVERSITY



HOUSING DEPARTMENT
COMMUNITY STANDARDS,
STUDENT CONDUCT POLICIES &
PROCEDURES 2011—2012





REQUEST FOR ADMINISTRATIVE REVIEW

Resident students who have been found responsible for violating a policy have the right to request for an administrative review. A request for administrative review form must be obtained at the Housing Office (79 New Montgomery, Room 120) and shall only be considered when it has been received within three (3) business days from the date of the hearing decision. All request for administrative reviews must be submitted in writing and must be written in matter that is legible (printed or typed).

In all cases the initial reviewer will be the Associate Director of Housing with exception of cases in which it is deemed appropriate or necessary for the Director of Housing to review the request (i.e. the Associate Director was the hearing officer for the original case).

- 1) A request for review will only be considered if one or more of the following criteria is met:
 - A) The judicial action (assigned sanctions) appears to be grossly disproportionate to the policy violation.
 - B) The procedures provided for in the Student Housing Conduct Policies & Procedures were not followed in the hearing.
 - C) New relevant information is available that was not available at the time of the hearing.
- 2) The request for review must be submitted to within three (3) business days of the date on the hearing summary form. The request for review must include responses to the above listed criteria.
- 3) The request for review, along with other pertinent information, is reviewed by the Associate Director to determine the validity of the request for a review in accordance with the criteria described in No. 1 above. **A review is only undertaken when there is a preponderance of evidence that a procedural or substantive error occurred at the original hearing that effectively denied the resident student a fair and reasonable hearing.**
- 4) The resident student will be informed of the decision pertaining to the request for review within five (5) business days of submitting the request. In exceptional circumstances, the five (5) business days may be extended if more time is necessitated for consideration of the request for review. In such instances, the resident student will be notified.
- 5) If the request for review is granted, the case may either be:
 - A) Assigned to a new hearing officer (who could be the appeal officer) and a new hearing takes place
 - B) The reviewer can decide to modify the sanctions without granting a second hearing
- 6) All reviews are conducted in accordance with the general student rights and responsibilities and student conduct procedures outlined in the Housing License Agreement.
- 7) A request for an administrative review may only be filed one time per incident report. If a request for review is denied, a second request for review cannot be submitted. If a request for review is granted, the outcome of any subsequent proceeding may not be submitted for additional review.
- 8) The Housing Department reserves the right to deny the review of any requests for administrative review without providing reason for why the initial request has been deny.



TABLE OF CONTENTS

COMMUNITY STANDARDS.....4

OVERVIEW OF STUDENT CONDUCT PROCESS..... 5- 6

STUDENT RIGHTS AND RESPONSIBILITIES.....7

STUDENT CONDUCT SANCTIONS.....8

MINIMUM SANCTIONS FOR POLICY VIOLATIONS.....9 - 21

ADMINISTRATIVE REVIEW.....22



COMMUNITY STANDARDS

Community Standards & Expectations for Academy of Art University Students Living within Campus Residence Halls

PERSONAL INTEGRITY-

The Housing Department at Academy of Art University (AAU) is committed to creating a living and learning community in which all members contribute to and participate in the free pursuit of artistic truth and honesty. The Housing Department strives to establish an atmosphere of mutual trust in which all members of the community abide by ethical standards in personal conduct and in exercising both individual and communal responsibilities.

RESPECT AND CARE FOR SELF-

The Housing Department at AAU is dedicated to providing living and learning environments which foster personal health and wellness. To this end, the Housing Department expects all resident students to make a personal commitment to maintaining health in both mind and body. All resident students are responsible for their own personal self care and are expected to refrain from actions which may result in self harm or self degradation.

RESPECT FOR THE RIGHTS AND CONCERNS OF OTHERS-

The Housing Department at AAU strives to provide an environment that nurtures the artistic growth and development of students, in which students demonstrate respect for one another, are sensitive to differences in others, and partake in fair and just interactions with each other. All members living within the on-campus housing community at AAU are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind.

RESPECT FOR PROPERTY-

All resident students living in the on-campus housing community at AAU are expected to respect all University property (Housing Facilities), the property of other members of the University community, the property of the City of San Francisco community as well as the global community in which we all live.

RESPECT FOR THE LAW AND UNIVERSITY POLICIES-

The Housing Department at AAU operates within the boundaries of federal and state laws, in addition to governing itself. Members residing within the AAU on-campus housing community are expected to demonstrate respect for the laws of the City of San Francisco, the laws of the state of California, federal laws and regulations, as well as for Housing and University policies, regulations, procedures, their administration and the processes for changing those laws, policies and regulations and procedures.



MINIMUM SANCTIONS for ENDANGERING SELF OR OTHERS POLICY

ENDANGERING SELF OR OTHERS

G1. Endangering Self or Others – Students are expected to avoid endangering or causing to be endangered (directly or indirectly) the safety of any person, including self. Examples of safety violations that may result in removal from housing include, but are not limited to, suicide gestures; expelling items from the residence buildings; bomb/terroristic threats; activation of false alarm; tampering with emergency equipment.

The following will outline minimum sanctions for 1st, 2nd and 3rd verbal and/or physical abuse violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Endangering Self or Others* occurring within the residence halls:

<i>First Offense</i>	Sanctioning decisions in cases of G1. Endangering Self or Others will be made on case-by-case basis by the Associate Director of Housing (in consultation with Housing Director); egregious violations of G1. Endangering Self or Others will most likely result in Removal from Campus Housing (Revocation of License Agreement)
----------------------	---



MINIMUM SANCTIONS for COMPLETION OF SANCTIONS POLICY

COMPLETION OF SANCTIONS

J3. COMPLETION OF SANCTIONS – Residents are required to complete assigned sanctions by the deadline issued. Failure to do so may result in the revocation of the Academy of Art University and other disciplinary and/or administrative action. If a resident wishes to appeal (administrative review) a sanction assigned to them they must do so in writing within three business days of being notified of the assigned actions.

The following will outline minimum sanctions for a violation of Completion of Sanctions policy violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Completion of Sanctions violations* occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Fine: \$50.00
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Housing Probation 2. Fine: \$75.00



THE STUDENT CONDUCT PROCESS

An Incident Occurs —

Any time an incident occurs within an Academy of Art University (AAU) residence hall or within close proximity to a residence hall, a Resident Assistant (or other Housing staff member), along with a member of Campus Safety & Security, will document the incident and write an objective report detailing the sequence of events as well as noting the individuals involved. These reports will then be forwarded to the Resident Director of the building as well as to the Associate Director of Housing for review.

Incident Reports —

Incident Reports (IR) are designed to give the reporting party (RAs and other Housing staff members) an opportunity to factually document situations in which a violation of a policy of the 2011-2012 Housing License agreement may have occurred. The report contains information about witnesses and other students that may have been involved in the incident and provides as much objective detail as possible.

IRs may also be used as an informative tool in instances where there may not be a direct policy violation but where an observation has been made of a resident or set of circumstances which pose a concern to the staff or community as a whole.

Allegation Letter —

Based on the information provided in the Incident Report, the assigned hearing officer (Resident Director (RD), Area Coordinator (AC), or the Associate Director of Housing (AD) will determine what, if any, policy each resident student is alleged to have violated based on the information provided in the IR and will assign the appropriate allegations to the resident student.

After the hearing officer has reviewed the IR and assigned allegation(s), he/she will create an allegation letter and have the letter hand delivered to the student(s) involved. The letter will instruct the student of their assigned meeting time (after checking the student's academic commitments) for a student conduct hearing. All students who receive an allegation letter are REQUIRED to attend their assigned student conduct hearing.

Hearing —

The hearing officer reviews the Incident Report(s) and other information (Campus Safety & Security report if available) prior to the hearing with the student to become as familiar as possible with the given facts in the case.

The Housing hearing officer meets with the resident student and conducts the student conduct hearing. The main purpose of the hearing is to provide the resident student, who has been alleged to have violated a policy (or policies), an opportunity to share with the hearing officer their perspective of what occurred during the incident.

The hearing officer will also ask questions and seek clarification from the resident student in order to determine whether or not the student will either be held responsible or not responsible for violating the policy or policies in question.

At the end of the hearing, the hearing officer can either deliberate in private or the hearing outcome

(continued on page 6)



STUDENT CONDUCT PROCESS (continued)

decision can be made at the end of the hearing in the presence of the resident student.

In some circumstances, the hearing process may take place over multiple meetings on multiple days.

Burden & Standard of Proof—

The student responding to the reported allegation is presumed to have not violated the policy (or policies) unless through the hearing process it is determined the resident student did commit a violation. The standard for determining a violation of a policy (or policies) is *preponderance of evidence*. There must be persuasive information that establishes that the alleged policy violator “more likely than not” violated a policy (or policies).

Notice of Outcome —

The Housing hearing officer notifies the resident student in writing of the hearing outcome within three (3) business days after the conclusion of the hearing with a Hearing Summary Form.

The Hearing Summary Form informs the resident student of the hearing officer’s decision regarding whether or not the resident student has been held responsible for violating the policy (or policies) of the 2011-2012 Housing License Agreement in question as well as informs the student of what sanctions, if any, need to be completed and by which date. Students are REQUIRED to complete all sanctions in a timely manner and failure to do so will result in additional disciplinary action.

Request for an Administrative Review—

The request for an administrative review, available at the Housing Department located at 79 New Montgomery, Room 120, must be submitted to the Associate Director of Housing no later than three (3) days after the receipt of the hearing outcome

PLEASE NOTE: Requests for administrative reviews must only be submitted if the criteria listed on the review form are met. The Housing Department reserves the right to deny any requests for review that do not meet the criteria listed or that are not submitted on time. All administrative review requests must be completed in legible handwriting and any supplemental supporting documents or statements must be typed. Any handwritten supplemental supporting documents will not be accepted.

For a complete listing of the Campus Housing and Community Policies, please refer to the 2011-2012 Housing License Agreement which can be found on-line, in a PDF format, at the following address:

<http://www.academyart.edu/assets/pdf/aau-lease-fall-spring.pdf>



MINIMUM SANCTIONS for ATTENDANCE of JUDICIAL MEETINGS POLICY

ATTENDANCE OF JUDICIAL MEETINGS

J2. ATTENDANCE OF JUDICIAL MEETINGS - Attendance at scheduled appointments is mandatory, and residents who fail to make or keep a required appointment are subject to termination of the Academy of Art University Housing License Agreement. Violations of Housing probationary or warning statuses are also subject to a termination of the license agreement.

The following will outline minimum sanctions for 1st and 2nd Attendance at Judicial Meetings. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for ATTENDANCE of JUDICIAL MEETINGS violations occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Fine: \$50.00
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Housing Probation 2. Fine: \$75.00



MINIMUM SANCTIONS for COHABITATION POLICY

COHABITATION POLICY

L25. Cohabitation – Cohabitation is defined as the extended presence (daily or nightly) of any person in any room or apartment to which that person is not assigned. Cohabitation is strictly prohibited.

The following will outline minimum sanctions for 1st and 2nd cohabitation policy violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Cohabitation* violations occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Educational sanction 3. Revocation of Visitation Privileges for remainder of academic year 4. Restitution in daily rate amount of \$45 dollars per daily instance of cohabitation 5. Final Notice Housing Probation
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Removal from Campus Housing (Revocation of License Agreement)



STUDENT RIGHTS & RESPONSIBILITIES

In any case of alleged student misconduct, a resident student living on-campus at the Academy of Art University has the following rights and responsibilities:

1. To be notified of the student rights and responsibilities as outlined in the Student Conduct Policies and Procedures within the Housing Department.
2. To cooperate fully throughout the entire student conduct process by meeting any deadlines, providing requested information, and abiding by any requests or instructions from the Hearing officer.
3. To be notified at least one (1) business day prior to the student conduct hearing of the alleged violation(s) of the 2011-2012 Housing License Agreement and to be notified of the date, time, and location of the student conduct hearing. The Housing Department reserves the right, in instances where the alleged violation(s) may have caused dire harm to either the community and/or the individuals involved, to enact the student conduct hearing process without a one (1) day notification. In such instances, the student conduct hearing process will move forward immediately at the sole discretion of the assigned Housing hearing officer.
4. To object to the Housing hearing officer if the student believes the officer cannot act in a fair and impartial manner. The student must explain the reason(s) for his/her objection in writing. The Housing Department reserves the right to either honor or deny the request to assign a new Hearing officer.
5. To discuss the incident and his/her alleged involvement in it and to review the policies that were allegedly violated with the Hearing officer.
6. To respond to information used to determine the outcome of the hearing.
7. To present pertinent information and witnesses on his/her behalf.
8. To be notified in writing within three (3) business days of the outcome of the hearing via a Hearing Summary Form. Notification could include the finding, the sanctions, or information concerning the date, time, and location of a secondary student conduct hearing in the event the case is forwarded to a different Hearing officer.
9. To be informed of the process to submit a request for an administrative review and given the opportunity to file a request for review within three (3) business days of the date of the student conduct hearing outcome summary form. The Housing Department reserves the right to deny any request for review without explanation or reason given.



STUDENT CONDUCT SANCTIONS

After the hearing officer has deliberated and determined that a student will be held responsible for policy violation(s) of the 2011-2012 Housing License Agreement, one or more of the following sanctions could be assigned:

1. **Formal Warning:** Official notification that certain conduct or actions in violation of the 2011-2012 Housing License Agreement occurred and that continuation of such conduct or actions will result in further disciplinary action.

2. **Educational Sanctions:** Sanctions that serve as a means for the student to have a meaningful and intentional experience as determined by Hearing Officer as a beneficial learning opportunity for the specific individual. Examples of educational sanctions include: preparation and presentation of a program, preparation of a bulletin board, assigned reading and response paper, attending an alcohol and/or drug education program (AA, NA), referral to counseling, Judicial Educator and/or other educational activities. Educational Sanctions may vary from resident to resident, regardless of whether a group of students are found in violation of the same policy.

3. **Contributed Service:** Contribution of service to the Housing Department and/or a designated community agency consistent with the offense committed (i.e. SF Community Clean Team Events, other community service activities within the city of San Francisco).

4. **Restitution:** Reimbursement by transfer of property or services to the Housing Department or a member of the University community in an amount not in excess of the damages or loss incurred.

5. **Fines:** Financial assessment not to exceed \$500.00

6. **Loss of Privileges:**

Limitation of Housing related services and actives for a specified period of time, which is consistent with the offense committed (i.e. revocation of visitation privileges, revocation of privileges to enter a particular residential building or dine at a particular dining facility, etc)

Residence Hall Relocation: Resident student will be administratively moved to another residence hall.

Housing Probation: Probationary period of time (typically one (1) semester) if in which another violation of the policy which resulted in the resident student being placed on probation occurs, will result in removal from housing.

Final Notice Housing Probation: Students placed on final notice will remain on probation for the duration of their time in campus housing; ANY violation of the Housing License Agreement will likely result in immediate Removal from Housing.

Removal from Housing (Revocation of Housing License): Immediate removal from University Housing; students will in most cases be given 2-3 days to find alternative housing accommodations.

Removal from Housing & Persona Non Grata: Immediate removal from University Housing. Additionally, the student is no longer welcome or allowed within or near any University Housing facilities.



MINIMUM SANCTIONS for VISITATION POLICY VIOLATIONS

VISITATION POLICY

L13. VISITATION - Visitors are welcome after consideration is given to the roommates' needs and rights. All visitors, regardless of whether or not they are Academy of Art University students, are required to sign-in at the residence building' front desk. Residents must accompany all visitors at all time while in the residence building. You are responsible for your visitors' compliance with all of the Community Policies. Visitors are not allowed in residence building premises after 10:00pm on Sunday through Thursday, and after 12:00 midnight on Friday and Saturdays, or before 8:00am Monday through Friday, or before 9:00am on Saturday and Sunday.

The following will outline minimum sanctions for 1st, 2nd and 3rd visitation policy violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Visitation violations* occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Educational sanction; options include, but are not limited to, a paper, community program, community service, alcohol education class or program, Judicial Educator 3. Revocation of Visitation Privileges for seven (7) days
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Revocation of Visitation Privileges for fourteen (14) days
<i>Third Offense</i>	<ol style="list-style-type: none"> 1. Revocation of Visitation Privileges for the remainder of the current semester 2. Housing Probation 3. Fine: \$50.00



MINIMUM SANCTIONS for SMOKING POLICY VIOLATIONS

SMOKING POLICY

L9. SMOKING: DESIGNATED AREAS ONLY - The Academy of Art University residence buildings are all smoke free facilities. Smoking is not permitted in or within 15 feet of the facility (including Hookah). We do not allow smoking in our office, the study lounges or the laundry rooms. While smoking outside, please, properly dispose of cigarette butts in ashtrays and exercise appropriate noise levels are behavior as to not disturb neighboring community members.

The following will outline minimum sanctions for 1st, 2nd and 3rd smoking policy violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Smoking: Designated Areas Only* violations occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Educational Sanction 3. Restitution (if any damage has occurred as a result of smoking)
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Educational Sanction 2. Housing Probation if specific violation is deemed egregious by Hearing Officer 3. Restitution (if any damage has occurred as a result of smoking)
<i>Third Offense</i>	<ol style="list-style-type: none"> 1. Housing Probation 2. Restitution (if any damage has occurred as a result of smoking) 3. Fine: \$50.00



MINIMUM SANCTIONS for DAMAGE & VANDALISM POLICY VIOLATIONS

DAMAGE AND VANDALISM

L1. *Damage and Vandalism: Community Billing* – Each resident will be held accountable for any damages, thefts, or vandalism for which they are responsible and will be billed accordingly. Residents should notify the Academy of Art University Housing staff immediately to confront individuals damaging, stealing, and/or vandalizing the facility. In the event that individual(s) do not take responsibility for damages, thefts, or vandalism that occurs in the facility, the repair amount will be divided among all residents in the cluster or having access to the cluster. This amount will be billed to each student's account.

The following will outline minimum sanctions for 1st and 2nd damage & vandalism violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Damage & Vandalism* occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Educational sanction 3. Restitution in the amount of the damage incurred
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Restitution in the amount of the damage incurred 2. Housing Probation



MINIMUM SANCTIONS for FIREARMS / WEAPONS POLICY VIOLATIONS

FIREARMS / WEAPONS

L2. *Firearms / Weapons – The University Code of Conduct prohibits explosives (including fireworks), firearms, and/or weapons of any type in Academy of Art University Campus Housing residence buildings, residents' rooms, or campus grounds. Bringing firearms, weapons, and/or ammunition into Academy of Art University Campus Housing residence buildings or storing them in your room or anywhere else may be grounds for the immediate revocation of the Academy of Art University license agreement and sanctions under the Code of Conduct. For the purpose of Academy of Art University Campus Housing residence buildings policy, weapons may include, but are not limited to knives, paint guns, air guns, CO2 guns, martial arts weapons, mace, laser pointers, tear gas, BB guns, and sling shots.*

The following will outline minimum sanctions for a violation of the firearms/weapons policy. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Firearms / Weapons policy violation* occurring within the residence halls:

<i>First Offense</i>	1. Removal from Campus Housing & Persona Non-Grata (Revocation of License Agreement)
----------------------	--



MINIMUM SANCTIONS for NOISE POLICY VIOLATIONS

NOISE POLICY

L8. **NOISE** - You and your guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. Amplified musical instruments and drums are not permitted because of noise levels. Stereo equipment is permitted; however, the Residence Life staff reserves the right to regulate the sound level. Surround sound systems and subwoofers are not appropriate for residence hall rooms and apartments. Unacceptable equipment will be sent home at the cost of the resident. Do not make loud noise or play music in the courtyards, lounges, laundries, or other common areas. Noise violations that are disruptive not only internally, but externally to the City of San Francisco and our Academy of Art University neighbors constitute a more egregious violation of the noise policy.

Courtesy Hours: Noise in common areas must be kept to a minimum and noise made inside your room should not be audible outside of your room. Courtesy Hours are in place 24 hours a day in Academy of Art University residence buildings at all times. All residents have the right to ask others to refrain from making noise when that noise interferes with residents' study, sleep, or use of his/her room.

Quiet Hours: Quiet Hours are enforced in the Academy of Art University residence buildings as a supplement to the 24 hour Courtesy Hours. Quiet Hours in Academy of Art University residence buildings are in effect from 10:00pm until 9:00am Sunday through Thursday and 12:00am until 9:00am Friday, Saturday and nights preceding holidays. Residents living on floors with extended Quiet Hours must conduct themselves within those guidelines. During final exam and study periods, 24-Hour Quiet Hours are enforced.

The following will outline minimum sanctions for 1st, 2nd, and 3rd Noise policy violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Noise Policy violations* occurring within the residence halls:

<i>First Offense</i>	1. Formal Warning 2. Educational sanction; options include, but are not limited to, a paper, community program, community service, alcohol education class or program, Judicial Educator
<i>Second Offense</i>	1. Educational sanction 2. Housing Probation if the specific violation is deemed egregious by Hearing Officer
<i>Third Offense</i>	1. Housing Probation



MINIMUM SANCTIONS for FAILURE TO COMPLY POLICY VIOLATIONS

FAILURE TO COMPLY POLICY

L7. Failure to Comply – You must comply with all written and verbal requests and instructions from management and officials. This includes requests to produce valid identification.

The following will outline minimum sanctions for 1st, 2nd, and 3rd Failure to Comply policy violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Failure to Comply* violations occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Educational Sanction
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Educational Sanction 2. Housing Probation
<i>Third Offense</i>	<ol style="list-style-type: none"> 1. Final Notice Housing Probation



MINIMUM SANCTIONS for ALCOHOL POLICY VIOLATIONS

ALCOHOL POLICY

L4. Alcohol – All Academy of Art University Campus Housing Facilities are dry residence facilities, which means that alcohol is not permitted on the premise at any time, regardless of whether the resident and/or guest is 21 years of age. The possession of alcohol paraphernalia or packaging is also prohibited. The violation of another community policy while under the influence of alcohol is additionally a violation of the alcohol policy.

The following will outline possible sanctions for 1st, 2nd, 3rd and subsequent alcohol violations. These are only minimum sanctions and therefore a Housing hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Alcohol Violations* occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Formal Warning 2. Educational sanction; options include, but are not limited to, a paper, community program, community service, alcohol education class or program, Judicial Educator
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Educational sanction: (same as above) 2. Housing Probation; the minimum probation length is one full academic semester. 3. Housing fine: \$50.00 4. Parental Notification (only for students under 21)
<i>Third Offense</i>	<p>If the third offense occurs during Housing probation period, then the following sanctions apply:</p> <ol style="list-style-type: none"> 1. Removal from Housing (Revocation of License Agreement) 2. Housing fine: \$100.00 <p>If the third offense occurs after the completion of the Housing probation period, then the following sanctions apply:</p> <ol style="list-style-type: none"> 1. Final Notice Housing probation 2. Housing fine: \$100.00 3. Parental Notification
<i>Additional Offenses</i>	Any additional violations of the alcohol policy will result in Removal from Housing (Revocation of License Agreement)



MINIMUM SANCTIONS for DRUG POLICY VIOLATIONS

DRUG POLICY

L5. *Drugs and Illegal Controlled Substances – California state law and University policy prohibit student involvement in the use, possession, distribution, or sale of illegal drugs and/or paraphernalia; this policy also applies to Medical Marijuana. Judicial and/or criminal action will result from non-compliance with this policy and may affect your status as both a student and a resident of the Academy of Art University. This however does not mean that all citizens of our community make the best choices and some may choose to violate this policy and jeopardize their residency with us. We cannot guarantee the personal choices any resident or guest makes regarding this policy.*

The following will outline minimum sanctions for 1st and 2nd drug violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Drug Violations* occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Educational sanction; options include, but are not limited to, a paper, community program, community service, drug education class or program, Judicial Educator 2. Final Notice Housing probation 3. Parental Notification (if student is under 21) 4. Housing fine: \$50.00
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Removal from Housing (Revocation of License Agreement) 2. Housing fine: \$100.00 3. Parental Notification (if student is under 21)



MINIMUM SANCTIONS for VERBAL AND/OR PHYSICAL ABUSE VIOLATIONS

VERBAL AND/OR PHYSICAL ABUSE POLICY

L6. *Verbal and/or Physical Abuse – Residents and guests are to treat all neighbors, apartment mates, visitors, the management staff, and other officials with courtesy and respect. Verbal abuse will not be allowed including swearing, name-calling or any other language offensive or demeaning to another person. Physical violence of any type will not be tolerated.*

The following will outline minimum sanctions for 1st, 2nd and 3rd verbal and/or physical abuse violations. These are only minimum sanctions and therefore a hearing officer can assign additional sanctions if they deem it appropriate for a particular case.

Minimum Sanctions for *Verbal and/or Physical Abuse* occurring within the residence halls:

<i>First Offense</i>	<ol style="list-style-type: none"> 1. Educational sanction; options include, but are not limited to, a paper, community program, community service, alcohol education class or program, Judicial Educator 2. Housing Probation
<i>Second Offense</i>	<ol style="list-style-type: none"> 1. Educational sanction 2. Fine: \$50.00 2. Final Notice Housing Probation
<i>Third Offense</i>	<ol style="list-style-type: none"> 1. Removal from Campus Housing (Revocation of License Agreement)