



## STUDENT CODE OF CONDUCT AND GUIDE TO RIGHTS & RESPONSIBILITIES

### Housing and Residence Life Policies

As a residential college committed to the tenets of our Quaker heritage and to the values of a liberal arts education, Whittier College places a strong emphasis on the development of a deep sense of community within our residential housing areas. Housing & Residential Life has established the following policies to promote and maintain an atmosphere conducive to community living, based in integrity, and grounded in a sense of shared accountability to oneself and one's peers.

The behavior described in the following sub-sections is considered inappropriate for the residential community. These expectations and rules apply to all students and their guests. Community members are encouraged to report to residence life staff all incidents that involve the following prohibited behaviors. Any student found to have committed or to have attempted to commit the following prohibited behaviors is subject to the educational consequences outlined in Sanctions and/or additional fines or fees (appeals for any fines/fees must be submitted in writing within 6 months for consideration).

### Health and Safety Violations

1. **Active Sports.** Engaging in any sports activity in any college-owned housing. This includes, but is not limited to, the use of balls, frisbees, Nerf guns, water guns, and water balloons.
2. **Appliance Usage.** Possession or use of any unapproved appliance within a residence hall room, or common space. The list of unapproved appliances includes but is not limited to:
  - Toasters
  - Toaster Ovens
  - Electric Skilletts
  - Halogen Lamps
  - Ovens
  - Tabletop grills
  - Hot plates
  - Unauthorized and/or improperly sized refrigerators (must not exceed 6 cubic feet),
  - Unauthorized air conditioning units
3. **Bed Elevation.** Use of cinder blocks or other unauthorized bed elevation tool, instrument, or object.
4. **Business Operation.** Operating a business, including an online business, or other similar enterprise from a residence hall room, common area, or lounge
5. **Cleanliness.** Failure to keep residences (individual bedrooms and common spaces) clean and orderly at all times. This includes, but is not limited to, lounges, restrooms, hallways, outdoor spaces, and laundry rooms. Cleaning fees/fines may apply for excessive messes.
6. **Locks and Keys.** Tampering with, disabling, or otherwise damaging lock mechanisms on residence hall room door, restroom facilities, common spaces, or other secure access points to the residential community. Not securing residence hall room doors or personal belongings. Unauthorized distribution of residence hall room key(s) to unauthorized/unregistered



individuals.

7. **Open Flames.** Possession and/or use of candles, candles warmers, oil burners, incense, fireworks (including sparklers), or other open flame apparatus within college owned housing.
8. **Personal Items.** Storage of personal items or assigned residence hall room furniture in any common space, hallway, balcony, outdoor area, or stairway. This may include but is not limited to personal cookware left in communal kitchens, shoes or bicycles left in hallways, and toiletry items left in communal restrooms.
9. **Pet Possession.** Possessing animals within the residence halls is a violation; with the exception of registered non-ADA (Americans with Disabilities Act) pets (fish, geckos, hermit crabs, frogs and turtles housed in an aquarium that cannot exceed 15 gallons), Service Animals, and animals registered through the Office of Student Accessibility Services as emotional support animals (all ESA and registered pet approvals must be received and paperwork completed). Students cannot have more than 1 aquarium/approved animal combination unless approved by Student Accessibility Services.

Students must register Emotional Support Animals and can register ADA (American with Disabilities Act) Service Animals with the Office of Student Accessibility Services. Non-ADA pets must be registered via the [Whittier College Pet Request Form](#). Requests must be submitted at least 3 business days prior to the animal arriving on campus. Failure to adhere to the Pet Possession policy will result in a daily violation charge (until the pet is in compliance or removed from campus), a one-time \$125 fine, and a student conduct charge via the Student Code of Conduct Disciplinary process.

All non-ADA pets must be kept in the owner's residence hall room at all times. Non-ADA pets are not permitted in common spaces at any time. All non-ADA pets may not be left unattended for more than 16 consecutive hours. If an animal is disruptive to their living community, the owner may be required to relocate the animal within 2 business days.

Disruption to the community is at the discretion of Housing & Residential Life professional staff or designee.

10. **Power Strips.** Using multiple-outlet connections unless they are a power strip with a built-in circuit breaker that is clearly marked, carries an Underwriter's Laboratory (U.L.) approval, has a maximum load of 15 amps and is plugged directly into a wall electrical outlet. Plug mounted surge protectors are allowed but must meet the same requirements as power strips. Extension cords must be heavy duty (no less than 12 gauge) extension cords. Students may not chain power strips/surge protectors.
12. **Solicitation.** Soliciting in any Residence Hall or College-owned housing. If a student or recognized student organization wishes to conduct any type of door-to-door activity, they must receive prior permission from the Dean of Students Office or Office of Student Engagement.

### Guest Policy Violations

13. **Guests.** Failing to escort guests at all times while in College-owned housing. A specific host must be immediately present in public areas and residences. Only the assigned number of student/host plus two guests may occupy a space at one time. Additionally, residents must have prior permission from their room and suitemates to host a guest. Guests must always have a valid photo ID on their person and present it to college staff if requested. Guests may not stay more than 72 hours (3 nights) in any College-owned housing in a four-week period.



14. **Guest Responsibility.** Failure to inform guests, student, and non-student of college policies. Students assume responsibility for the conduct of their guests. “Your guest, your responsibility.” Any fees/charges that accrue due to the guest’s behavior will be applied to the host.
15. **Guests under the age of 18.** Hosting a guest under the age of 18 without meeting the following exceptions:
  - a. Underage guests accompanied by their parent(s) or guardian(s) may visit from 11 a.m. to midnight. For emergency situations, the Director of Housing & Residential Life may allow extended visitation. Requests must be submitted in writing at least 4 business days prior to the guest’s requested visit.
  - b. In some circumstances, underage guests may stay overnight if proper authorization is given. This must occur within the parameter of the guest policy. The Director of Housing & Residential Life must grant permission in advance of the visit.
  - c. Members of a resident’s immediate family who are not 18 may visit from 11a.m. to midnight. Residents wishing to have a sibling stay overnight should request permission from the Director of Housing & Residential Life in advance of the visit.
  - d. Residents wishing to have their children visit the residence halls outside of 11a.m. to midnight should consult with the Director of Housing & Residential Life. Consistent overnight visits are not permitted.
  - e. Roommate permission must be obtained for all guest visitations.

### **Common Space Violations**

16. **Pranks.** Pranks or other behaviors which obstruct the common spaces from use by other students.
17. **Removal of College Property.** Moving College property from its designated position without prior approval from Residence Life. This includes, but is not limited to, removing furniture from student rooms, lounges, lobbies, or any public space and detaching furniture that is attached to the wall.

### **Administrative Policy Violations**

18. **Alterations.** Tampering with, unhinging or removing doors or any other permanent structure. Permanently altering a room, by painting or otherwise damaging walls, ceilings, or floors.
19. **Check In/Out.** Failure to return keys, check in, or check out of the residence halls properly. Residents will be notified of proper check in/out procedures prior to check in/out dates. Additional fees/fines may apply.
20. **Courtesy Hours.** Exceeding a courteous level of sound at any time, this includes playing a musical instrument in the residence halls.
21. **Entrance to Buildings.** Propping, forcing, or attempting to force an exterior building door open. Allowing another individual or group unauthorized access to a residence hall, common area, or individual room.
22. **Networking Hardware.** Addition of wireless internet routers, splicing into existing television or telephone cables or outlets, wrapping TV cable, or otherwise adding to or tampering with telephone/networking hardware.



23. **Posting.** Posting, disbursing, or otherwise distributing information within the residential community without prior written approval from Housing & Residential Life, Office of Student Engagement, and/or Dean of Students Office.
24. **Quiet Hours.** Failure to adhere to minimum mandatory quiet hours in and around the residence halls. Quiet hours are 10:00 pm to 6:00 am Sunday – Thursday and 12:00 am – 8:00 am Saturday and Sunday.
25. **Windows.** A screen may not be removed from its window casing. If the screen is missing from a window, students may not use the window for egress or to hang or display items. The plane of the window may not be broken.

### **Residence Hall Room Inspections and Entry**

Health, safety/security, and student privacy within the residential community are top priorities at Whittier College. At times, common spaces and individual resident rooms may need to be accessed by College officials in the performance of their duties. This includes access for inventory, maintenance, health and safety checks, policy enforcement, and in emergencies. The College will have the right to access all rooms for these purposes. Except for reasonable cause or maintenance, as defined below, students will be given notice of entry into their residence a minimum of 24 hours in advance. For scheduled health and safety checks, this notice may be posted in the residence halls or emailed to students. College staff will not open any drawers, trunks, boxes or other closed private space during a health and safety check.

For reasonable cause, as determined by an appropriate member of the Dean of Students Office or other officials as designated by the Dean of Students, a formal search of a residence hall room may be conducted if appropriate personnel believe one or more of the following conditions exist:

1. there is a sick, injured, or incapacitated individual in the room
2. there is a serious threat to persons within the residence hall
3. there is reasonable suspicion of violation of College policy or illegal activity

A search of a student's residence hall room by Campus Safety or designated College official(s) may be conducted with the student's permission or with authorization by the Dean of Students or designee. When possible, searches of residence hall rooms and personal property will be conducted with the student.

The College cannot prevent or prohibit the search of a students' room or the College premises by law enforcement officers acting in the performance of their duty. In those cases, it is expected that the ordinary requirements for lawful search will be followed.

### **Residential Single Person Bathrooms**

Single-person bathrooms are available as needed for all students. Students with a documented disability who require a single person bathroom should contact Student Accessibility Services (SAS@whittier.edu) for more information on the accommodations process. Students who require a single person bathroom for non-ADA purposes should email Housing & Residential Life (ResidentialLife@whittier.edu) or the Office of Equity and Inclusion (OEI@whittier.edu) for



more information. Single person bathroom access will be determined based on approved accommodation assignments, federal regulations, and student needs.