Welcome to Southwestern Michigan College! We are pleased that you have chosen SMC as your college. The Student Handbook is designed to assist you as you navigate your time as a Roadrunner. It will help you locate resources around campus. It will also explain what you can expect from us, what is expected of you as a student and how to have a safe and successful experience at SMC.

You are a valued member of our community, and we are committed to you, so please use this as a resource, and if you have a question please do not hesitate to ask a faculty or staff member.

All the best,
Katie Hannah
Dean of Student Development

Please note that the Student Handbook can be amended at any time, and the online version is considered the official version of this document.

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About SMC

Accreditation
Southwestern Michigan College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. The Commission may be found at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411. They may be reached by telephone at 800-621-7440.

Mission Statement
The mission of Southwestern Michigan College is to serve our community by providing affordable, local access to high-quality postsecondary career preparation and college education—including the total college-life experience.

Core Values of SMC
The core values of Southwestern Michigan College describe the beliefs that direct the college in all that it does.

- “Excellence with a Personal Touch” is a working principle guiding our actions.
- High quality is inherent in all that Southwestern Michigan College does.
- We have a commitment to be responsible managers of college resources: of human resources by promoting growth, satisfaction, and empowerment; of financial resources by operating with a balanced budget and investing in the future; and of physical resources by maintaining a high-quality physical plant.
- We believe in knowledge for all. As the only institution of higher education in the district, Southwestern Michigan College has the dual responsibilities of providing postsecondary career preparation for those who are seeking immediate employment and college coursework and degrees for those seeking baccalaureate degrees.
- We have a commitment to being a learner-centered college, developing students through a total college-life experience and providing them with 21st-century services.
Southwestern Michigan College is committed to diversity and providing an inclusive learning and working environment that recognizes the unique value and perspective of each person.

The College is committed to providing equal opportunities in employment, education, all of its programs and use of its facilities for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, pregnancy, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the College.

The College complies with all state and federal laws and regulations prohibiting discrimination including, but not limited to, the Elliott Larson Civil Rights Act, Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act and with all requirements and regulations of the U.S. Department of Education.

The College does not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

For further information on notice of non-discrimination, visit the Office for Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

For inquiries regarding Title IX, contact the Director of Security and Conduct (student-related), Briegel Building, Room 2104, 58900 Cherry Grove Road, Dowagiac, MI 49047 | 269.782.1321 | titleix@swmich.edu, or the Director of Human Resources (employment-related), Briegel Building, Room 2106, 58900 Cherry Grove Road, Dowagiac, MI 49047 | 269.783.2110 | titleix@swmich.edu.

For inquiries related to the Equal Opportunity Policy and/or Title VI, Section 504 or the ADA please contact the Chief of Staff, Briegel Building, Room 2104, 58900 Cherry Grove Road, Dowagiac, MI 49047 | 269.782.1276 | civilrights@swmich.edu.
Advising and Student Support

First Year Experience
The Office of First Year Experience guides new students through their first year at SMC, helping to ease the transition to our college community by providing advising, resources for success, and engagement activities including New Student Orientation and Welcome Week. First Year Advisors will discuss degree requirements, program options, and create a schedule each semester for the student’s first year at SMC.

fye@swmich.edu | 269-782-1499

Academic Advising and Resource Center
Students who have earned 24 credit hours are to see an advisor in the AARC. AARC Advisors will further discuss degree requirements and ensure that students are on track toward graduation and/or transfer to a four-year college or university.

askanadvisor@swmich.edu | 269-782-1303

Mental Health Counseling
Know that you are not alone during these difficult times. SMC has partnered with United Way of Southwest Michigan to provide on-campus counseling. If you or someone you know benefit from confidentially talking with someone, fill out a counseling request at swmich.edu/counseling or by clicking Wellness Therapy Request Form from the Student Resources tab in Wired or under Student Assistance select Request Counseling. The counselor will then contact you via your SMC email address to set up an appointment to meet with them. You may also be able to get a walk-in appointment, if the counselor is available. Stop by the AARC (Academic Advising and Resource Center) to ask about a walk-in appointment.

Disability Services
SMC is committed to complying with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended. Disability Services provides resources, education, and accommodations to ensure that individuals with disabilities achieve equal access to all aspects of the college experience. Students have the right to either disclose or not disclose a disability. Students wishing to receive academic accommodations must apply for Disability Services and provide documentation of disability. If a student does not have documentation, the student can contact Disability Services for a confidential discussion. For more information, contact the AARC at 269-782-1303 or email disabilityservices@swmich.edu. Accommodations can take several weeks to implement, so students are encouraged to apply as soon as possible.

According to Section 504 of the Rehabilitation Act of 1973, no qualified disabled person shall, on the basis of the disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

Additional information may be found at https://www.swmich.edu/disabilityservices.
Veteran Services

All students interested in receiving the Department of Veterans’ Affairs educational benefits must first apply for admission to Southwestern Michigan College. Students will meet with an academic advisor in the Academic Advising and Resource Center to discuss degree options and requirements, create an Educational Development Plan for course scheduling, and register for classes each semester to ensure timely completion of the student’s desired degree. After registration, students must contact the veterans school certifying official and provide relevant documentation to utilize any VA education benefits they may be eligible for. Veteran students are given priority registration each semester with the ability to register for courses on the Monday prior to open registration.

veterans@swmich.edu | 269-782-1351

Carole A. Tate Teaching and Learning Center

The Carole A. Tate Teaching and Learning Center offers free subject-specific tutoring and academic support for all SMC students both in person and online. It is located in the Fred L. Mathews Library on the Dowagiac campus and off the main commons area on the Niles Campus. The Carol A. Tate Teaching and Learning Center is also a computer lab and study space. It is a great place to work independently, in a study group, or with a learning consultant. Beyond subject-specific tutoring, they can also help with study skills, resumes, cover letters, using Moodle, and more.

tutoring@swmich.edu | 269-782-1409

Fred L. Mathews Library

Library Services provides students access to books, movies, music, computers and printers in addition to an online library catalog, databases, scholarly and popular materials, study rooms and interlibrary loans. Students may use their SMC student ID to check out materials from the library free of charge. Students at the Niles Campus may contact the library for transfer and check-out of all library materials.

library@swmich.edu | 269-782-1339

Records

The Records office maintains all student academic records and processes diplomas and graduation audits. Other services include name and address changes, course audit requests, and transfer credit evaluations as well as the processing of official and unofficial transcripts.

records@swmich.edu | 269-782-1351
Student Resources and Information

ATMs
An ATM is available in the Student Activity Center on the Dowagiac campus.

Food Services
The Birdfeeder, located in the David C. Briegel Building, is a full-service cafeteria which is open for breakfast and lunch on weekdays during the Fall and Spring semesters. The Zollar Café, located in the Charles O. Zollar Building (SAC), is open mornings and afternoons year-round and offers breakfast items, panini sandwiches, pizza, and other deli-style sandwiches, as well as Starbucks coffee, smoothies, and other beverages. Visit Food Services online for current hours of operation for the Birdfeeder and Zollar Café. Both the Birdfeeder and Zollar Café currently only accept cash and credit cards for payment.

SMC Bookstore
All required textbooks are available in the SMC Bookstore located in the bookstore annex to the Dale A. Lyons Building on the Dowagiac campus. Course packs, class materials, and a variety of miscellaneous college items are also available, as well as textbook rentals. Normal bookstore hours are from 9 a.m. to 5 p.m. Monday-Friday.

Extended hours are provided during the first week of classes each semester. Students may also order their books online and have them sent to their homes or picked up at the Dowagiac or Niles campus.

bookstore@swmich.edu | 269-782-1384.

Student Employment
Two part-time on-campus student employment programs are offered at SMC. The Federal Work-Study Program is supported through government funds and provides part-time campus jobs to eligible students. In addition, a limited number of regular campus jobs are available for students. When seeking campus employment, students should complete an online application for student employment. Available jobs both on and off campus are posted on SMC Wired and on the SMC employment page with instructions on how to apply.

Change Machines
Change machines are available near the vending machines in the Upper Commons in the David C. Briegel Building, in student housing, and in the commons area on the Niles Campus.

Copiers/Printers
Multi-function printers/copiers are available in the Learning Centers on either campus. There is a fee to print and copy. Copy cards are available through vending machines near the equipment.
**Emergencies**

All buildings have emergency phones in public areas with information posted nearby on how to call for help. There is also an on-site housing manager available 24/7 and a residential advisor on each floor of student housing units. If a student has been injured on campus, they are asked to complete an Incident Report available at the Information Desk in the David C. Briegel Building on the Dowagiac campus or at the Student Service Center of the Niles Campus. For more information about college safety and security, contact the Security Coordinator at 269-783-2970. For details on specific emergency procedures, see the Southwestern Michigan College Emergency Preparedness and Response Plan (aka Emergency Action Guide).

**Weather Closings**

If the college is closed or classes are cancelled or delayed due to severe weather, students will be notified through an automatic notification system that calls the primary number and/or cell phone number on file for each student, staff, and faculty member at the college. In addition to this system, students are encouraged to check local area radio, television, and associated websites, including SMC’s website for further closing information.

**Internet Kiosks**

Internet café workstations have been set up in several locations at both the Dowagiac and Niles campuses. Users of the internet kiosks must abide by the college’s Acceptable Use Policy.

**Lost and Found**

Lost and Found is located at the Information Desk in the David C. Briegel Building on the Dowagiac campus and at the Student Service Center on the Niles Campus. Unclaimed items will be donated to charity at the end of each semester.

**Parking**

Southwestern Michigan College has free parking for all students and free private parking for housing residents. All students, employees, and visitors must abide by the current ordinance enacting parking, traffic, and pedestrian regulations on both campuses of Southwestern Michigan College. Copies of the ordinance are on file in the office of the Chief Financial Officer. The college is not responsible for damage or loss to cars parked in the lots.

**Posting Signs and Notices**

All signs and notices must be stamped by the Marketing Department which is located on the second floor of the David C. Briegel Building on the Dowagiac campus or by the Student Service Center on the Niles campus before they can be posted around campus. Marketing approval can be provided electronically. Flyers may only be posted on tack strips; flyers may not be taped to walls or doors. Signs and notices posted inappropriately or without the proper authorization stamp will be removed promptly.

**Student Photo ID Cards**

Student photo ID cards are available for all registered students and are mandatory to access the Student Activity Center (SAC) and any activities and programs offered at the SAC. Students who are registered for evening classes in the David C. Briegel Building will need their student ID cards to enter the building. In addition, the Student photo ID card serves as a library card at the Mathews Library. The card must be activated in order to use to check out books and materials. A student photo ID card may be obtained at the Office of First Year Experience on the Dowagiac campus or Student Service Center on the Niles campus. This card should be carried at all times. The card is needed when utilizing the Student Activity
Center, using campus printing, and gaining access to residence halls and rooms for residence life students. A replacement fee of $15 is charged for all lost cards.

Financial Aid

What is Financial Aid?

Obtaining a college education can be expensive, not only for the student but also for their parents. Though Southwestern Michigan College has one of the lowest tuition rates in the region, we know that many students will need further financial assistance to make their educational dreams come true.

All full- and part-time students should apply for financial aid. Although many awards are based on financial need or on academic achievement, there are numerous scholarships available that are awarded based on a wide range of criteria.

The first step in applying for financial aid is completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is processed through the U.S. Department of Education using eligibility criteria established by the federal government. You can access the FAFSA at https://studentaid.gov/h/apply-for-aid/fafsa.

Federal financial aid is primarily need-based and designed to eliminate economic barriers to education. Those students not expecting to meet the need-based criteria should still complete the FAFSA since it is required for loan applications and most scholarships.

Most Southwestern Michigan College students receive some type of financial aid. Financial aid at SMC falls into four main categories:

- **Grants**
  Need-based awards that, in most cases, do not have to be repaid.

- **Scholarships**
  Money that is awarded based on grades, talent or donor criteria that does not have to be repaid.

- **Federal Work Study**
  Wages earned for on-campus and limited off-campus student employment.

- **Loans**
  Money borrowed for college that must be repaid.
In addition to financial aid, SMC has several payment options. For more information, contact the student account specialist at 269-782-1298 or email ecashier@swmich.edu.

Financial Aid Eligibility and Eligibility Requirements

The following requirements apply to federal, state, and some institutional and private financial aid programs; some programs may have additional requirements. In order to be eligible for financial aid an applicant must have a complete financial aid file and:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Have a high school diploma (or the recognized equivalent).
- Be enrolled in an eligible degree or certificate program at SMC.
- Be a U.S. citizen or eligible non-U.S. citizen.
- Not currently be in federal loan default or owe an overpayment on a federal grant.
- Not be receiving financial aid from another institution.
- Be making Satisfactory Academic Progress.

Types of Financial Aid

Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid in most cases. Pell Grants are awarded to undergraduate students with financial need (determined by the FAFSA) who have not yet earned a bachelor’s or professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

There are limits on the maximum amount a student is eligible to receive each academic year and in total (aggregate Pell Grant limit). The maximum Pell Grant award amount for the 2021-2022 award year (July 1, 2021 to June 30, 2022) is $6,495. A student may receive less than the maximum award depending not only on financial need, but also on status as a full-time or part-time student and plans to attend school for a full academic year or less.

Any Pell Grant-eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after Sept. 11, 2001 will receive the maximum annual award. The student must be under 24 years old or enrolled at least part-time in college at the time of the parent or guardian’s death.

A student may only receive a Pell Grant for up to a maximum of 12 full-time semesters or the equivalent. For more information about Pell Grants, go to https://studentaid.gov/understand-aid/types/grants/pell.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides grant funds to qualified students who demonstrate exceptional financial need. The FSEOG is considered gift-aid and does not need to be repaid.

To receive an FSEOG, the student must fill out the Free Application for Federal Student Aid (FAFSA) so the college can determine financial need. Students who will receive the federal Pell Grant and have the most financial need will receive FSEOG first. For more information, go to https://studentaid.gov/understand-aid/types/grants/fseog.

FSEOG Facts:

- Students must meet the general federal aid eligibility requirements.
- Students must maintain Satisfactory Academic Progress.
- Both part-time and full-time students can receive the FSEOG.
- SMC award amounts are generally $300 per academic year.
How Funds Are Awarded

First priority is given to federal Pell Grant recipients whose Expected Family Contribution (EFC) is zero. Remaining funds, if any, are awarded to students with ascending EFC’s until funds are exhausted. Students should submit their FAFSA and other required documents (if any) as early as possible since SMC only receives a certain amount of FSEOG funds each year from the U.S. Department of Education’s Office of Federal Student Aid. Once the full amount of the school’s FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. Awards are generally $300 per academic year and are not automatically renewed. Students must complete the FAFSA and meet all eligibility requirements each year.

Tuition Incentive Program (TIP)

The Michigan Department of Human Services will pay up to 24 credits per year of in-district tuition and a portion of mandatory fees for qualified students who complete a high school diploma or GED by age 20. Proof of high school graduation/GED will be required. Students eligible for TIP receive a notification from the State of Michigan prior to high school graduation. Eligible students must complete an application via the MiSSG Student Portal (www.michigan.gov/missg) or by phone at 1-888-447-2687 prior to August 31st of their graduating year of high school. Eligibility for TIP is also determined by a student’s other financial aid.

Michigan Indian Tuition Waiver

This program provides tuition waivers to North American Indians who have proper documentation of heritage and who have been Michigan residents for at least 12 months. Certification is received through the appropriate tribe and the Michigan Department of Civil Rights.

Federal Work Study

The Federal Work Study program allows students to earn wages for hours worked in an on-campus job. The college cannot guarantee employment or that the student will receive the amount initially awarded. Students interested in working on campus must be enrolled, have a complete financial aid file, and complete an online Student Employment Application.

Financial Aid Loan Programs

If grants, scholarships, and student employment are not sufficient to cover the student’s necessary education-related expenses, loan options are available. Because loans are financial aid that must be repaid, a student should think carefully about how much to borrow for educational expenses.

Federal Direct Loan

The Federal Direct Loan program provides low-interest loans that are funded by the U.S. Department of Education. Federal Direct Loans are administered by the federal government. There are two different types of Federal Direct Loans, subsidized and unsubsidized. It is very important to understand the differences between these two.

The **Subsidized Federal Direct Loan** is considered a need-based loan. Need is defined as the difference between the institution’s Cost of Attendance (COA) and the Expected Family Contribution (EFC) as determined by the Free Application for Federal Student Aid (FAFSA).

Funding from Subsidized Federal Direct Loan programs can never exceed the student’s need. Because the Subsidized Federal Direct Loan is considered a need-based loan, the federal government pays the interest on the loan while the student is in school (a minimum of half-time enrollment is required as defined by federal regulations and institutional policies).

The **Unsubsidized Federal Direct Loan** is considered a non-need-based loan. The Unsubsidized Federal Direct Loan is awarded to students who do not have a demonstrated need or whose need portion of their budget has been met, but still have room in their overall Cost of Attendance for more funding and have remaining Federal Direct Loan eligibility.
Because the Unsubsidized Federal Direct Loan is considered a non-need-based loan, the federal government DOES NOT pay the interest while the student is in school. It is the student’s responsibility to pay accrued interest while in school or to choose the option to capitalize the interest.

**Capitalization of interest** means the accrued interest on the Unsubsidized Federal Direct Loan will be added to the principal balance of the loan. The loan will not go into default due to non-payment of interest while the student is in-school or in grace. However, the interest will build, and the student will pay interest on interest during repayment. It is suggested that if at all possible, students pay the interest while in school.

**Interest Rates**

As of 7/1/2021, interest rates for both Subsidized and Unsubsidized Direct Loans for undergraduate students are 3.73%.

The interest rates are based on the 91-day U.S. Treasury Bill index (subject to change). The interest rates are variable and change annually on July 1. The interest rate is capped at 8.25%.


**Federal Direct PLUS Loan**

This is a non-need-based source of loan funds available to parents of dependent students who are enrolled for 6 or more credits per semester. In this program, the parent is the borrower, a credit check is performed on the applicant, and repayment of interest and principal begins within 60 days of disbursement of the loan unless the parent requests a deferment of payments while the student is enrolled at least half-time in school. The Parent PLUS loan application and promissory note can be completed by going to [https://studentaid.gov/understand-aid/types/loans/plus/parent](https://studentaid.gov/understand-aid/types/loans/plus/parent).

**Private Alternative Education Loan**

Private Alternative educational loans are student loans offered through agencies other than the federal government. These loans are based on the creditworthiness of the borrower and/or co-signer, if applicable.

**Financial Aid Policies**

**Verification**

Some students are selected for review in a process called verification. In this process, the financial aid office compares information from the Free Application for Federal Student Aid (FAFSA) with copies of the student and/or parent(s) federal tax transcripts, W-2 forms (if applicable), Dependent or Independent Verification Worksheets, and other financial aid documents. The financial aid office is mandated by the federal government to ask for this information before awarding federal aid. If there are differences between the FAFSA and the financial documents, the student or the financial aid office may need to make corrections electronically.

Once the FAFSA has been electronically downloaded, the student will be sent a letter requesting additional verification documentation. The required documentation will be posted on the Student Dashboard in SMC Wired. Students should complete and return the required documents as soon as possible; financial aid awards cannot be determined until the verification documents are received and processed by the financial aid office. If verification documents are submitted and incomplete/missing items are found, the student will be notified by email, and documents will be filed as incomplete.

Once the completed documents are received, financial aid staff will review the information. If a correction does not need to be submitted and the file is complete, the student will receive an award letter and email notification. Students can view their award online on their SMC Wired Student Dashboard.

If documents are received and a correction needs to be made to the FAFSA, the financial aid office will submit the change electronically. Once the correction is electronically downloaded and the information is correct, the student will receive an award letter and email notification. Sometimes students need to make
corrections to the FAFSA before the financial aid office can review the information. In this situation, the student will be notified that he/she must make corrections to their FAFSA.

Conflicting Information
If, at any time, SMC financial aid staff discovers conflicting information, they are required by federal law to obtain whatever documentation is necessary to resolve the conflicting information. The following are examples (not all-inclusive) of common areas reviewed for conflicting information: number of people in household, number of people in college, tax filing status, and marital status.

Satisfactory Academic Progress
Federal regulations require that students receiving financial aid maintain progress toward the completion of a certificate or associate degree. The student must complete, with a passing grade, a minimum of 67% of attempted credit hours and maintain a minimum cumulative 2.0 GPA. The student must complete his or her program within 150% of the published program length. Additional information can be found at: https://www.swmich.edu/media/website/content-assets/documents/sap-policy-ADA.pdf

Return of Title IV Policy (for students who completely withdraw from classes)
In accordance with the federal code of regulations 34 CFR 668.22, the Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or take a leave of absence prior to completing 60 percent of a payment period or term. Federal Title IV financial aid programs must be recalculated in these situations. Title IV aid includes the Pell Grant, Subsidized and Unsubsidized Direct Loans, Perkins Loans, FSEOG, Federal Work-Study, and Parent PLUS Loans.

The calculation is made for all federal financial aid recipients to determine whether a student who completely withdraws during a term has "earned" the monies disbursed. A student "earns" his/her aid based on the period of time they remain enrolled. During the first 60% of the term, a student "earns" student aid funds in direct proportion to the length of time he/she remains enrolled. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Any aid received in excess of the earned amount is considered unearned. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student may be required to return a portion of the funds.

For more information regarding SMC's withdrawal process, please refer to the Modifying Registration/Adding and Dropping Classes or the Request for Exception for Late Refund or Withdrawal sections of this document or contact the Records office at 269-782-1351 or records@swmich.edu.

For more information regarding SMC's Return of Title IV policy, please refer to https://www.swmich.edu/media/website/content-assets/documents/return-title-iv-funds-ada.pdf or contact the Office of Financial Aid at 269-783-2143 or finaid@swmich.edu.

Repeated Coursework
Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. A student may receive financial aid for only one repetition of a previously passed course, even if a higher grade is needed as a prerequisite for the next-level course. If a student enrolls for a third time in a course for which he/she previously received a passing grade, there will be a recalculation of aid to exclude the credits for the repeated course.

Overaward Policy
An "overaward" is when your need-based awards exceed your financial need, or the total of your awards exceed your Cost of Attendance. If you have been overawarded, federal regulations require SMC to adjust your awards accordingly. If your unrevised awards have already been disbursed, the revision may result in a bill to recover the overaward. Need-based aid includes federal grants, Federal Work Study, Subsidized Loans, and some outside resources (i.e. faculty/staff tuition benefits, scholarships, stipends, etc.). Non-need-based aid includes Unsubsidized Loans, Federal Parent PLUS Loans, and private education loans.

There are several possible reasons that an overaward can occur:

- You receive additional awards;

- You receive additional grants or scholarships;
- You receive additional loans;

For more information regarding SMC's overaward process, please refer to the Overaward Process sections of this document or contact the Office of Financial Aid at 269-783-2143 or finaid@swmich.edu.

For more information regarding SMC's overaward policy, please refer to https://www.swmich.edu/media/website/content-assets/documents/overaward-policy-ada.pdf or contact the Office of Financial Aid at 269-783-2143 or finaid@swmich.edu.
● Your residency status changes;
● Your enrollment status changes;
● Your Cost of Attendance changes;
● You report changes to your financial circumstances; and/or
● The verification process results in changes made to your FAFSA data.

The Federal overaward regulations require colleges to take into account any resources they know about or can anticipate when awarding or disbursing aid. In addition, colleges are required to reduce the size of the need-based aid package whenever the student receives need-based resources that exceed financial need. Additionally, your total resources generally cannot exceed your Cost of Attendance.

**How to Avoid an Overaward:**

1. Notify the Office of Financial Aid of any money you are receiving from any outside sources such as scholarships, alternative loans, etc.
2. Check with the Office of Financial Aid before applying for additional aid to see if the maximum financial aid has already been awarded.

If an overaward occurs, aid will generally be reduced in the following order:

- Direct Unsubsidized Loan
- Direct Subsidized Loan
- Federal Work Study
- State Funds
- Institutional Scholarships
- FSEOG
- Foundation Scholarships

**Drug and Alcohol Abuse Prevention Program**

It is Southwestern Michigan College’s desire to provide an alcohol- and drug-free, healthful, and safe workplace. To promote this goal, employees and students are required to abide by the college’s Drug and Alcohol Policies.


**Student Rights and Responsibilities**

**Civility Statement**

Southwestern Michigan College is committed to the highest standards of academic and ethical integrity. All members of our academic community are encouraged to promote and value an ethic of common respect and civility. SMC defines civility as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work.

Membership in any community is enhanced by a concern for the common good for all who belong to that community. Each individual may possess different ideas as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a college. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should, therefore, be afforded to all individuals regardless of race, ethnicity, gender,
age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the college.

Examples of civility that we wish to foster within our campus community:

- A feeling of shared responsibility to cultivate an environment in which all members feel intellectually respected and physically safe.
- Everyone in the community takes a personal responsibility for creating a productive learning environment.
- The ability to express ideas and thoughts in a respectful manner.
- Respect for other people’s work is also important. This includes acknowledging material, including ideas, images, and language, taken from electronic, language, and visual sources available in print sources and on the internet.
- Students behave in a courteous and respectful manner toward their instructors and fellow students by being self-disciplined and responsible for their own learning.
- All members of the college community (faculty, staff, and students) exemplify and model civil behavior, and in so doing, provide direction for each other.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights related to their educational records. They are:

- The right to inspect and review the education records within 45 days of the day the college receives a request for access. The student must submit to the registrar a written request that identifies the record(s) to be inspected. The college will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the college official to whom the request was submitted does not maintain the record(s), that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request an amendment to the student’s education record(s) the student believes is inaccurate or misleading. The student should write to the college official responsible for the record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position (including the law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibility. Upon request, the college discloses education records without consent to officials of another school to facilitate the student’s transfer and enrollment.

- The right to file a complaint with the United States Department of Education concerning alleged failures by Southwestern Michigan College to comply with the requirements of FERPA. The complaint can be sent to the following office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605.
FERPA applies to the education records of persons who are or have been in attendance at postsecondary institutions. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.

A student educational record includes all data in any form (paper, film, electronic, etc.) owned by the college and used to conduct business by school officials. The records are directly related to a student (personally identifiable) and maintained by an education agency or institution or by a party acting for the agency or institution.

Some information (directory information) is considered public. This information can be released without the student’s written permission. However, the student has the option to request that the college keep this information confidential.

The following is SMC’s designated Directory Information:

- Student’s name
- Student’s SMC e-mail address
- Curriculum
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received

The following are not included in an Educational Record:

- Sole possession records (that is, private notes that a college employee makes about a student)
- Law enforcement unit records
- Employment records
- Medical records
- Post-attendance records

The following individuals or entities may have access to Student Education Information:

- The student and any outside party who has the student’s written permission.
- School officials who have “legitimate educational interest”.
- Parents of a dependent student as defined by the internal revenue code (proof must be provided).
- A person in response to a lawfully issued subpoena or court order (the college must first make a reasonable attempt to notify the student).
- Such other entities as permitted by federal regulations.

**Student Social Security Number Privacy Policy**

Southwestern Michigan College is committed to complying with both state and federal regulations concerning the collection and use of a student’s social security number. This policy applies to information that is collected by any means whether electronically, via telephone, or on paper. In compliance with these regulations Southwestern Michigan College will not utilize a student’s social security number as the primary student identification number. A copy of this Student Social Security Number Privacy Policy in its entirety is available upon request from the Records Office.

**Sexual Harassment, Section 504, and Title IX Policy**

Southwestern Michigan College’s Sexual Harassment, Section 504, and Title IX Policy prohibits any discrimination because of sex. Policies regarding civil rights violations can be found here: https://www.swmich.edu/about-smc/disclosures-and-policies/policies/security-and-campus-use-policies/title-ix-and-non-discrimination/
General Student Grievance Procedures

Southwestern Michigan College believes that minor differences can be resolved in informal discussions between two parties. However, there are times that a more formal process is needed. The information below is meant to guide students through the resolution of complaints and grievances.

To view the grievance procedure, visit Student and Community Services Policies and scroll to the General Student Grievance Procedure.

Acceptable Use Policy

The acceptable use of computers, programs, and the network is covered under the Acceptable Use Policy.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Violations of federal copyright laws are a violation of the student code of conduct. This includes the use of peer-to-peer file sharing.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These are rights to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $3,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United State Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov.

Class Attendance Policy

Attendance is expected in all courses. Instructors announce their attendance requirements during the first class session and/or in the class syllabus. In the event that a student must be absent from class due to a religious observation, it is the responsibility of the student to contact the instructor to arrange for an opportunity to make up any examination or study requirements which the student may have missed because of such absence. If illness, accident, or similar circumstances results in a prolonged absence, it is the responsibility of the student to notify the instructor and make up work. Current or future awards of financial aid may be affected if a student does not attend classes for which s/he is registered.

Image and Comment Release

By this notice, any student, staff, faculty member, or visitor to any Southwestern Michigan College property hereby grants permission to Southwestern Michigan College to use his, her, or their likeness and/or voice in photograph(s), video, or audio recordings in any of its publications, on any of its online sites, online sites used by the college including social media, and in any or all other media without further consideration. Additionally, any student, staff, faculty member, or visitor also acknowledges that Southwestern Michigan College may choose not to use his, her, or their photo, or video likeness, comments, or audio recordings at this time, but may do so at its own discretion at a later date. Any student, staff, faculty, or visitor also grants permission to Southwestern Michigan College to interview him, her, or them, and use said comments in any of its publications, on any of its online sites, and in any or all other media without further consideration. The student, staff, faculty member, or visitor will make
no monetary or other claim against Southwestern Michigan College for the use of the interview, photos, video, or audio.

All negatives, positives, and digital files, together with the prints shall remain Southwestern Michigan College’s property, solely and completely.

If a student, staff, faculty member, or visitor does not wish to have his, her, or their photo, likeness, and/or voice used, notice must be provided to SMC each academic year in which said person does not want his, her, or their image or quotes used. Notice shall be submitted in letter form prior to the start of a semester to:

Marketing Department
Southwestern Michigan College
58900 Cherry Grove Road
Dowagiac, MI 49047

Student Code of Conduct

Preamble

Enrollment in Southwestern Michigan College implies acceptance of certain standards of student conduct and a willingness to abide by them. College standards of conduct are established to maintain conditions under which individuals, with respect for the rights and well-being of others, can participate effectively in a common educational enterprise and well-ordered collegiate community.

Note: Any violation of any college, local, state, or federal law, ordinance, or regulation when such violation directly affects the college community is automatically subject to disciplinary action; however, the college's review process will not supersede local or federal law enforcement action.

The Student Code of Conduct describes the rules and expectations established by the college for student conduct. The due process system defines the procedures to be used in cases of student violations of the Student Code of Conduct. It provides a system for the resolution of issues and the appeal of sanctions/decisions imposed by the college.

Article I: Definitions

I. The term “college” generally means Southwestern Michigan College.
II. The term “student” is anyone whose application for admission as been accepted by the college and has enrolled in courses at the college.
III. The term “faculty member” means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
IV. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.
V. The term “member of the college community” includes any person who is a student, faculty member, college official, or any other person employed or contracted by the college. Associate members of the college community may include but are not limited to those participating in on-campus activities and events or otherwise using college services. A person’s status in a particular situation shall be determined by the Student Conduct Administrator.
VI. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).
VII. The term “club” means any number of persons who have complied with the formal requirements for college recognition.
VIII. The term “Student Conduct Board” means any person or persons authorized by the Student Conduct Administrator to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed. The Student Conduct Board can consist of one or more people. Note: A board can also be just one person.
IX. The term “Student Conduct Administrator” means a college official authorized by the college to investigate, adjudicate, and impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Student Conduct Administrator may serve as the sole member or one of the members of the Student Conduct Board.

X. The term “Appeals Board” means any person or persons authorized by the college to consider an appeal from a Student Conduct Board’s determination and/or from sanctions imposed.

XI. The term “advisor” in conduct cases, means a person (singular), who serves in an advisory role during the process. Parties may select whomever they choose to serve as an (singular) advisor. In all conduct proceedings the advisor may confer quietly, in a non-disruptive manner with their advisee only. The advisor may not speak directly with the investigators or Student Conduct Board members.

XII. The term “shall” is used in the imperative sense.

XIII. The term “may” is used in the permissive sense.

XIV. The term “Designated College Official” is the person chosen by the college president to oversee the duties of the Student Conduct Administrator. This individual may represent the college on appeals under the terms set forth in the Code of Conduct.

XV. The term “policy” means the written regulations of the college as found in, but not limited to, the Student Code of Conduct, the Residence Life section of the Student Handbook, the college web page and computer Acceptable Use Policy, and course syllabi.

XVI. The term “cheating” includes, but is not limited to, use of any unauthorized assistance in taking quizzes, tests, or examinations; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

XVII. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

XVIII. The term “complainant” means any person who submits a complaint alleging that a student violated this Student Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the college community submitted the complaint itself. The college can act as the complainant if there is no identified complainant.

XIX. The term “accused student” means any student accused of violating this Student Code of Conduct.

Article II: Student Code of Conduct Authority

Violations of college conduct rules may be handled by the following authorities:

I. Civil Authorities
   Any violation of law on the campus of Southwestern Michigan College may be reported by the college administration to the proper civil authorities. Additionally, any person always has the option of notifying law enforcement authorities, an option which shall be assisted by campus authorities if the person so chooses. All college employees shall cooperate to the fullest with civil authorities in their investigation and prosecution of any crime committed on campus. Prosecution by civil authorities shall be in addition to disciplinary action by college authorities and shall not preclude such disciplinary action.

II. Student Conduct Administrator & Officials
   A. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and determine which Student Conduct Board shall be authorized to hear each matter. The Student Conduct Administrator shall develop policies for the administration of
the student conduct system and procedural rules for the conduct of Student Conduct Board hearings that are not inconsistent with provisions of the Student Code of Conduct.

B. The Designated College Official will determine the composition of an appeal board.

C. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III: Proscribed Conduct**

I. **Jurisdiction of the College’s Student Code of Conduct**

   The college’s Student Code of Conduct shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis.

II. **Conduct—Rules and Regulations**

   A. **Abuse of the Student Conduct System**

      Including, but not limited to:

      1. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the student conduct system.
      2. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
      3. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
      4. Institution of a Student Conduct Board proceeding in bad faith.
      5. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
      6. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
      7. Harassment (verbal, written or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
      8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
      9. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

   B. **Abusive Behavior (Non-intimate Partner/Relationship)**

      Physical abuse, verbal abuse, threats, and/or conduct which threatens or endangers the health or safety of any person. This also includes intimidation, harassment and/or coercion which is severe, pervasive, and objectively offensive sufficient to deny a student their opportunities to participate in their education or institutional benefits or activities.

   C. **Alcohol Violation**

      Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college regulations), or public intoxication. Please note, you may be found responsible for an alcohol violation even if you are only a passive participant.

   D. **Bystanding**

      Failure to immediately report to college officials any obvious acts of violence or sexual misconduct.

   E. **Classroom Safety Violations**

      Required personal protective equipment such as face masks, safety glasses, headgear, aprons, lab coats, earplugs, and other appropriate safety equipment may be needed by all students in specific courses, and students must abide by classroom safety regulations governing the use of safety items.
F. Discrimination
Severely and objectively offensive conduct against any person on the basis of race, color, gender, religion, sexual orientation, national origin, creed, ancestry, familial status, age, marital status, height, weight, disability, or veteran's status, or other protected status through any mode of communication including, but not limited to, in person, in writing, or electronic communication, particularly that conduct which is intended to deny an individual their rights or opportunities in the educational environment.

G. Dishonesty
Including, but not limited to, the following:
1. Cheating, plagiarism, or other forms of academic dishonesty.
2. Furnishing false information to any college official, faculty member, or office.
3. Forgery, alteration, or misuse of any college document, record, or instrument of identification, including computer records.
4. Violation of federal copyright laws. This includes illegal peer-to-peer transfers on the SMC network.
5. Misuse of computer facilities and electronic mailing systems.

H. Disruptive Behavior
Interfering with any normal college or college-sponsored events and activities, including, but not limited to, studying, teaching, research, administration, and fire, police, or emergency services. This also includes its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.

I. Disorderly Conduct
Conduct that is disorderly, lewd, breach of peace, or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct also includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

J. Drug Violation
Use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances except as expressly permitted by law. This includes the possession of paraphernalia. Please note, you may be found responsible for a drug violation even if you are only a passive participant.

K. Failure to Comply
Failure to comply with reasonable directions of college officials, including college security officers or faculty and staff acting in performance of their duties. This includes refusal to present identification when requested.

L. Fire Violation
Knowingly or recklessly causing or attempting to cause a fire in a college building, initiating, or causing to be initiated any false alarm/report, warning, or threat of fire, explosion, or other misuse of fire safety or emergency equipment.

M. Firearms, Explosives, Other Weapons, and/or Dangerous Chemical Possession
Illegal or unauthorized possession of firearms, explosives, other weapons, and/or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. This includes non-lethal or look-alike weapons that may cause fear in others.

N. Gambling
Playing at any game of chance for money or other stakes.

O. Hazing
Any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership, in a group or club. The express or implied consent of the victim may not be used as a defense.

P. Misuse of Computer Facilities
Theft or other abuse of computer facilities and resources, including but not limited to:
1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
2. Unauthorized transfer of a file. This includes sending and receiving copyrighted materials.
3. Use of another individual’s identification and/or password.
4. Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official.
5. Use of computing facilities and resources to send obscene or abusive messages.
6. Use of computing facilities and resources to interfere with normal operation of the college computing system.
7. Use of computing facilities and resources in violation of copyright laws.
8. Any violation of the Acceptable Use Policy.

Q. Obstruction of Traffic
Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

R. Parking Violation
Any parking that disrupts the flow of parking, including parking a vehicle in more than one designated parking spot and parking in an area not designated for parking.

S. Sexual Harassment and Misconduct
Any behavior covered under the Sexual Harassment & Misconduct Policy & Procedures. This includes charges such as sexual assault, non-consensual sexual contact, sexual harassment, intimate partner/relationship violence, and gender-based stalking.

T. Smoking on Campus
Smoking and/or use of smokeless tobacco products including electronic cigarettes is prohibited in all college buildings and vehicles. Smoking must be limited to designated areas outside of college buildings.

U. Solicitation of Funds
Distribution of materials or items on the college campus for financial gain, unless it is in the context of a pre-approved club fund-raising activity. Materials to be posted or distributed on college property must be approved by the Marketing office.

V. Stalking (Non-Gender-based)
Any pattern of behaviors and activities that instill fear in and/or threaten the safety of the victim. These behaviors may include, but are not limited to the following:
   1. Non-consensual communication, including face-to-face, telephone calls, voice messages, written messages, text messages, electronic mail, unwanted gifts, etc.
   2. Repetitive threatening behaviors.
   3. Pursuing or following.
   4. Surveillance or other types of observation.

W. Theft
Attempt or actual theft of property of the college or property of any member of the college community or other personal or public property, on or off campus, including possession of stolen items.

X. Unauthorized Entry
Any unauthorized entry into or unauthorized use of any college facility including unauthorized possession, use, and duplication of keys and ID cards. This may also include allowing another individual to utilize your school ID.

Y. Vandalism
Attempt or actual destruction of college or any community member’s personal or public property on or off campus.

Z. Violation of Law
   1. Violation of any federal, state or local law.
   2. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at
the discretion of the Student Conduct Administrator. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the college may advise off-campus authorities of the existence of the Student Code of Conduct and cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

AA. Housing Conduct—Rules and Regulations

These additional rules are applicable only to students who are residents in campus housing at SMC.

1. Apartment Safety Violation
   Failure to maintain a safe living environment. This includes having an unclean apartment and anything that creates a hazard such as overloading plugs or removal of window screens. This also may include failure to wear required personal protective equipment such as face masks.

2. Guest Violation—Behavior
   Failure to monitor guest behavior. Students are responsible for the actions of their guests. This may also include allowing another individual to utilize your school ID.

3. Guest Violation—Failure to Check-in
   Failure to check a guest in between the hours of 11:00 p.m. and 8:00 a.m. All guests, even those who arrive before 11:00 p.m., must be checked in during these hours.

4. Guest Violation—Length
   Having a guest in housing for longer than 3 consecutive days or more than 9 cumulative nights in a semester.

5. Hall Horseplay
   Bicycles, skateboards, skates, rollerblades, and similar items are prohibited inside SMC housing. In addition, residents may not play any type of sport or throw anything inside the facilities which might harm or injure others or damage property.

6. Possession of a Prohibited Item
   Possessing any item that is on the prohibited items list.

7. Quiet Hour Violation
   Failure to maintain a reasonable level of noise during designated quiet hours.

8. Unauthorized Pets
   Having any animal in housing besides fish. All fish must be kept in a 20 gallon or smaller tank.

III. Passive Participation in Code of Conduct Violations

Any student present during a violation of the Code of Conduct may be found responsible for the violation even if they were not actively violating the policy. A student present in a room where alcohol or drugs are being consumed may still be found responsible even if they were not consuming alcohol or drugs.

Article IV: Student Conduct Code Procedure

I. Complaints and Student Conduct Board
   A. Any member of the college community may file complaints against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing through the
College Concerns form. Any complaints should be submitted as soon as possible after the event takes place, preferably within 10 days.

B. The college utilizes the college-supplied email system for all communications. Students are expected to check their college email on a regular basis. When communication is sent to a student’s email account, it is considered delivered.

C. Charges of Sexual Misconduct will be handled according to the protocols of the Sexual Harassment and Misconduct Policy.

D. The Student Conduct Administrator may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final, and there shall be no subsequent proceedings. If the complaints are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

E. In cases where the college is acting as the complainant, the Student Conduct Administrator may offer the accused student the option to accept responsibility and waive the official hearing. If the accused student accepts responsibility and the sanctions they will have any options for appeals. If a student does not accept responsibility and the offered sanctions, they will then proceed to a Student Conduct Board hearing.

F. All complaints shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than two nor more than fifteen calendar days after the student has been notified. The maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator in response to exigent circumstances.

G. Student Conduct Board hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by Article IV.I.I below:

1. Student Conduct Board hearings are normally conducted in private.
2. The complainant, accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
3. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct Board hearings concerning each student to be conducted either separately or jointly.
4. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The complainant and/or the accused student is responsible for presenting his or her own information unless the college acts as the complainant, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board hearing.
5. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
7. All procedural questions are subject to the final decision of the chairperson or the Student Conduct Administrator or designee.
8. After the portion of the Student Conduct Board hearing concludes, in which all pertinent information has been received, the Student Conduct Board shall determine (by majority of vote if the Student Conduct Board consists of more than one person) whether the accused student has violated each section of the Student Code of Conduct which the student is charged with violating.
9. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
10. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

H. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (with the exception of violations solely of Housing Conduct found in Article III.II.A.A which may not be recorded). Deliberations will not be recorded. The record will remain the property of the college.

I. If an accused student, with notice, does not appear before a Student Conduct Board hearing, the information in support of the complaint shall be presented and considered even if the accused student is not present.

J. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Chief of Staff to be appropriate.

II. Sanctions

A. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
   1. Warning
      A notice in writing to the student that the student is violating or has violated institutional regulations.
   2. Probation
      A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   3. Loss of Privileges
      Denial of specified privileges for a designated period of time.
   4. Fines
      Previously established and published fines may be imposed.
   5. Restitution
      Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   6. Discretionary Sanctions
      Work assignments, essays, service to the college, or other related discretionary assignments or educational classes.
   7. Change of Grade/Course Status
      A lower or failing grade on an assignment, a request to repeat or resubmit an assignment, a request to withdraw from the course with the appropriate grade of W or F, a lower grade including a failing grade for the course.
   8. Residence Hall Suspension
      Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   9. Residence Hall Expulsion
      Permanent separation of the student from the residence halls.
10. College Suspension
Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

11. College Expulsion
Permanent separation of the student from the college.

12. Revocation of Admission and/or Degree
Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

13. Withholding Degree
Southwestern Michigan College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

B. More than one of the sanctions listed above may be imposed for any single violation.

C. Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, college suspension, college expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, college suspension, college expulsion or revocation or withholding of a degree may be expunged from the student’s confidential record seven years after final disposition of the case. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

D. The following sanctions may be imposed upon groups or clubs:
   1. Those sanctions listed in Article IV.II.A.1-6.
   2. Loss of selected rights and privileges for a specific period of time.
   3. Deactivation. Loss of all privileges, including college recognition for a specific period of time.

E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group, and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

III. Interim Suspension
A. In certain circumstances, the Chief of Staff or a designee may impose a college or residence hall suspension prior to the Student Conduct Board Hearing.

B. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the college.

C. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Chief of Staff or the Student Conduct Administrator may determine to be appropriate.
D. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

E. An interim suspended student may appeal the suspension to the Chief of Staff in writing via college email or through the Concerns reporting system. The request must be received within 5 days of the suspension order being imposed. Upon receipt of the appeal, the Chief of Staff shall review the matter and after doing so may either rescind, modify or confirm the interim suspension. The suspension shall remain in place during the pendency of the appeal. The decision of the Chief of Staff will be final.

IV. No Contact Orders

A. College administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between individuals as an interim measure prior to a hearing or investigation or when they have information to believe that there exists a reasonable concern that physical or psychological harm may result from such contact.

B. The college will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:
   1. When there are allegations, threats, or evidence of physical violence, emotional abuse, or pervasive harassment by one student against another;
   2. When continued contact between students may have a material impact on campus disciplinary proceedings or campus communal living;
   3. When requested or agreed to in good faith by both students involved; and/or
   4. When there are allegations of serious college policy violations.

C. Generally, but not in all circumstances, NCOs shall provide that neither student may have contact with the other or that they are “mutual” in nature.

D. “Contact” includes, but is not necessarily limited to, in-person contact, telephone calls, email, texts, and other forms of electronic communication, social media-based messages or postings, and third party communications including through proxies.

E. NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the college. Any additional terms shall be expressly stated in the NCO. These protective measures or other terms need not be reciprocal. They may include, but are not limited to, the following:
   1. Restricting a student from being in close proximity to the other student.
   2. Restricting a student’s access to certain campus locations, including another student’s residence hall/room or classroom.
   3. Restricting the times a student may be present in on-campus dining facilities.
   4. Requiring that the students not be enrolled in the same academic course(s).
   5. Requiring that the students not participate in the same co-curricular or extra-curricular activities.

F. NCOs may be issued by the following administrators:
   1. For matters pertaining to the Code of Student Conduct: the Chief of Staff, Student Conduct Administrator or designee.
   2. For matters pertaining to the Sexual/Gender Based Misconduct Policy: the Title IX Coordinator, Deputy Coordinator or designee.
   3. For emergency situations involving personal safety: Any member of the resident’s Cabinet as well as the Director of Security and the Director of Campus Housing may issue temporary NCOs, which shall be confirmed, modified, or rescinded by the appropriate administrator once all relevant information is reviewed.

G. Each NCO will remain in effect until the graduation or withdrawal of at least one of the parties, unless the NCO expressly provides otherwise or is modified or rescinded by the college.

H. A student seeking the modification or rescission of an NCO shall so request the administrator who issued the NCO. The issuing administrator will review the initial information and may consult with each party before determining whether or not to modify or rescind the NCO. The decision of the administrator is final.

I. Violations of NCOs are subject to discipline under the Student Code of Conduct or the retaliation provisions of the Sexual/Gender Based Misconduct Policy, as appropriate.
J. Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCOs.

V. Appeals
A. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator (except solely Housing Conduct found in Article III.II.AA) may be appealed by the accused student(s) or complainant(s) to an Appeals Board within five (5) business days of the decision. Such appeals shall be in writing and shall be delivered to the Designated College Official.
B. Decisions in regards to solely Housing Conduct (found in Article III.II.AA) may be appealed in writing within five (5) business days to the Designated College Official.
C. Except as required to explain the basis of new information or for solely Housing Conduct cases, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
   1. To determine whether the Student Conduct Board hearing was conducted fairly in light of the complaints and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   2. To determine whether the sanctions imposed were appropriate for the violations of the Student Code of Conduct which the student was found to have committed.
   3. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
   4. To determine if there was bias on the part of the Student Conduct Board that significantly altered the findings. Perceived prejudice will not be grounds for appeal. There must be evidence of bias.
D. If an appeal is upheld by the Appeals Board, the matter shall be returned to the Student Conduct Administrator for re-opening of a Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). All attempts will be made to assign a new Student Conduct Board in cases of bias. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Article V: Interpretation and Revision

I. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Student Conduct Administrator for final determination.

II. The Student Code of Conduct shall be reviewed yearly by the Student Conduct Administrator under the direction and with the approval of the Designated College Official.

Article VI: Administration of Records

Records of college judiciary activities as they pertain to the individuals shall be administered under the following guidelines:

I. Disciplinary records shall be made available only to the following:
   A. Employees of the college who have access to the student record as guided by FERPA.
   B. Other educational institutions upon request.
   C. Prospective employers upon request.

II. The President of the college shall provide the Board of Trustees with an annual list of all violations resulting in suspension or expulsion.
Residence Life

Introduction

Living on campus in an integral part of the total college-life experience. Our mission is to foster communities that transform student lives through purposeful and creative programs, practices, and services provided in a safe, residential environment. We want living on campus to be positive, enabling residents to make connections and take advantage of the many great opportunities that Southwestern Michigan College has to offer.

The Department of Residence Life is staffed and structured to assist students in making personal adjustments and a smooth transition into the Southwestern Michigan College community. Programs and policies are designed to help students understand the responsibilities of membership in this community and enhance their personal development. Standards, policies, and procedures are designed to provide basic information about and foster understanding of our residential community. While we have attempted to make it as comprehensive as possible, inevitably some areas have not been included. Residents should contact Residence Life staff regarding any questions of interpretation or exclusion.

Resident Rights and Responsibilities

Residents in college housing facilities possess specific individual and group rights and responsibilities which guide Residence Life staff in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of campus life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents.

Students Have the Right...

- To study, sleep, and be free from undue interference from noise, guests, and other distractions. Residents must respect this right by not creating disturbances or causing unreasonable noise or distraction.
- To privacy. Residents must respect this right by asking permission before borrowing or using other residents’ possessions (e.g., computer, clothing, food, etc.) unless such possessions have been specified as a “shared item” in the Roommate Agreement. Residents must also respect each other’s private time. The college reserves the right to enter apartments as explained in the Residence Life section of the Student Handbook.
- To a clean-living environment. Residents must respect this right by maintaining common areas in a clean and orderly fashion. Residents must report maintenance issues and damage to rooms, suites, or common areas as soon as such issues or damage are noticed.
- To be free from fear of intimidation, physical harm, or emotional harm. Residents must respect this right by conducting themselves as good citizens and good neighbors.

**Students Have the Responsibility to...**

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff or college officials.
- Meet established payment schedules.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others, as stated above.
- Participate in conduct proceedings to determine appropriate standards of behavior.
- Contribute positively to the SMC community by participating in educational and developmental activities.
- Keep their bedroom, suite, lounge, and floor reasonably clean.
- Study and academically succeed.

**Code of Conduct**

All residents are to comply with the Student Code of Conduct contained in the SMC Student Handbook. All rights, procedures, and possible sanctions described in the SMC Student Code of Conduct apply to residents. In addition, residents are to comply with the rules and regulations contained in the Residence Life section of the Student Handbook. Residents who violate the Student Code of Conduct or the rules and regulations contained in the Student Handbook may be suspended or expelled from student housing and may be subject to any of the sanctions described in the Code of Conduct and the SMC Student Handbook. At any time, SMC and the Department of Residence Life reserve the right to alert proper law enforcement authorities of possible criminal activity.

**General Residential Information**

**Winter Break Housing**

Southwestern Michigan College recognizes that some residents need to remain in Dowagiac during Winter Break. Jerdon Hall remains open during Winter Break. Students should note on their Residence Life application if they will require housing during Winter Break. Students not currently living in Jerdon Hall who require Winter Break housing will be placed in Jerdon Hall as spaces become available.

**Summer Housing**

A student may elect to stay or not stay during the summer regardless of the initial contract that they signed. The sign-up will take place during the Spring semester each year. Summer housing students are expected to meet the Summer housing enrollment requirements. Summer housing demands may require students to move to a different housing assignment for the duration of the summer.
Important Housing Dates

Fall Enrollment Deadline: July 15, 2021
Students must be enrolled full-time by this date. Students who are not enrolled full-time will be moved to the bottom of the waitlist and forfeit their guaranteed spot in housing. Students who do not make the registration deadline are not exempt from the cancellation deadline.

Fall Payment Date: July 15, 2021
All Residence Life fees must be paid by this date. Students have the option to pay in full, use authorized financial aid, or set up a payment plan by this date. Failure to do so by this date will result in being moved to the bottom of the waitlist. Students who do not make the registration deadline are not exempt for the cancellation deadline.

Fall Cancellation Date: August 15, 2021
Students wishing to cancel their Residence Life contracts must cancel their contract by this date at 8 a.m. Failure to cancel by this date will result in full housing charges for the Fall semester.

Fall Move-In Date: August 29, 2021
Students may move into student housing starting on this date from Noon - 5pm.

Fall Move-Out Date: December 18, 2021
All students must check out with a Resident Assistant by this date. The specific procedure for checking out will be shared two weeks prior to this date. Students who are returning for the Spring semester may leave personal items but cannot stay unless approved for break stay.

Spring Enrollment Date: December 1, 2021
Students must be enrolled full-time by this date. Students who are not enrolled full-time may lose their spot in housing for the Spring semester.

Spring Payment Date: December 1, 2021
All Residence Life fees must be paid by this date. Students have the option to pay in full, use authorized financial aid, or set up a payment plan by this date. Students who do not do so by this date may lose their spot in housing for the Spring semester.

Spring Cancellation Date: December 1, 2021
Students wishing to cancel their Residence Life contracts for the Spring semester must cancel their contract by this date at 8 a.m. Failure to cancel by this date will result in full housing charges for the Spring semester. Students already living in housing will be charged a $1,000 cancellation fee.

Spring Move-In Date: January 7, 2022
All students may move in/return to campus housing.

Spring Move-Out Date: April 30, 2022
All students must check out with a Resident Assistant by this date. The specific procedure for checking out will be shared two weeks prior to this date. Students who are returning for the Summer semester may leave personal items but cannot stay unless approved for break stay.
Moving Policies

Move-In Inventory
On move-in day, a Resident Assistant will meet with each student to review the Room Inventory. It is the resident's responsibility to make sure that all pre-existing damages are noted on this inventory. The Room Inventory will be reviewed with residents at move-out. Residents are responsible for any damage to the suite, beyond normal wear and tear, that was not identified on the room condition report at move-in.

Move-Out Process
Students who are not returning for the following semester must move out by the assigned move-out date. This date is typically 24-48 hours after finals are completed each semester. The exact move-out date will be communicated to students each semester. Students may ask for a move-out extension by sending a request to the Director of Residence Life no later than 48 hours before the scheduled move-out time. Residents must check out with a Residence Life staff member. Failure to move out by the move-out date will result in a $25 charge per day. Failure to check out with a Residence Life staff member will result in a $75 improper check out charge.

Damage
The Department of Residence Life will charge residents for any damage to the suite beyond normal wear and tear not listed on the room condition report at move-in, including any necessary cleaning charges. Damages to common areas of a suite (kitchen, bathroom, living room) will be split between all residents unless we can identify an individual or individuals responsible for the damage.

Appealing Charges
Should a student want to appeal any damage charges, the student must complete an appeal form by completing a concerns report located on their Wired dashboard. All charges must be appealed within 14 days of being posted to a student’s account to be eligible for appeal.

Damage to Public Areas
If damage occurs to a public area inside SMC housing facilities and Residence Life staff cannot determine who is responsible for the damage, the costs of repair may be charged to all residents. This policy is designed to encourage pride in SMC housing facilities and to discourage damage. If a resident destroys college property, that resident may be responsible for restitution and other sanctions.

Late Stay
If a resident needs to stay in the suite beyond the official move-out date, the resident must request an extension of the move-out date from the Director of Residence Life. The protocol for requesting an extension will be further explained in communications sent out by Residence Life staff. If a resident is granted a move-out extension, the resident must pay a daily rate, prorated based on the daily rate for a 12-month contract term, for each day he or she remains in the suite.

Canceling a Residence Life Contract
Canceling Before Move-In
Residents who wish to cancel their contract must complete the Cancellation Request in the ResLife Portal before the deadline found in the application. Students who cancel before the deadline will not be responsible for Residence Life fees. All Residence Life contracts are for a full academic year (Fall and Spring semesters).
**Canceling After Move-In**

Once a student moves into SMC campus housing, they are responsible for the terms listed in their contract. This includes both the Fall and Spring semesters. Students may request an early cancellation of their contract by completing the Cancellation Request in the ResLife Portal. Students cancelling after the start of the semester will be responsible for all Residence Life fees for that semester. A $1,000 cancellation fee will be charged for any semester that has not yet started.

**Suspended Student Procedure**

When a Residence Life student is suspended from classes due to non-payment, they will be given 48 hours from the date of suspension in order to be fully reinstated in classes. If they are not reinstated by the end of the 48 hours, they will have to move out of SMC campus housing and will not be allowed inside campus housing until the suspension is lifted.

Removal due to suspension from classes does not cancel the student’s financial obligations for Residence Life fees. SMC reserves the right to shorten the 48-hour limit if the student has prior conduct history or is currently on campus housing GPA appeal. Additionally, SMC reserves the right to shorten the 48-hour limit if the student is causing a disruption to the living or learning environment in Residence Life.

**Academic Requirements**

**Academic Policy**

SMC recognizes that residents are first and foremost students. SMC reserves the right to cancel a residential housing contract if SMC believes that living in campus housing is interfering with the resident’s academic success.

**Mandatory Meetings**

Residence Life is dedicated to student success. As part of this, we require each student to meet with a Residence Hall Manager whenever an Academic Alert is received. Failure to attend these meetings will result in the student’s Residence Hall and Student Activity Center access being removed. The student will be responsible for any lock-out charges during this time.

**Academic Probation**

Residents who earn a cumulative GPA below 1.0 will be placed on academic probation. These residents must meet with a Residence Life professional staff member and may be required to utilize campus resources, including tutoring, to improve their grades.

**Academic Dismissal**

Any student who, while on academic probation, earns less than a 1.0 cumulative GPA may be removed from campus housing. The Department of Residence Life will terminate their housing contract for the next semester. Any resident who is removed due to not meeting the GPA requirement will have the option to appeal as stated below. The student will still be responsible for any unpaid Residence Life fees.

**Dismissal Appeal**

All students have the opportunity to appeal Academic Dismissal from campus housing. This appeal must be received in writing to the Director of Residence Life by the deadline stated in the dismissal letter. Appeals are not guaranteed.

**Enrollment Requirements**

**Fall and Spring Requirement**

To remain a resident of campus housing, residents must be full-time students during the Fall and Spring terms, taking no less than 12 credits per term.
Summer Enrollment Requirement
To remain a resident of campus housing, residents must be enrolled in at least 6 credit hours.

Exceptions to Enrollment Requirements
Students may submit a request in writing to the Director of Residence Life to have the enrollment requirements waived. These will be considered on a case-by-case basis. One example would be that only 9 credit hours are needed in order to complete a degree.

If a student wants to drop below 12 credit hours by withdrawing from classes, they must contact the Director of Residence Life. The Department of Residence Life allows students to drop below 12 credit hours only once during their time at SMC.

- Students who drop below 12 credit hours must maintain at least a 1.50 semester GPA instead of the 1.00 GPA requirement.
- Students will not be allowed to drop below 12 credit hours until the midpoint of the semester.

Room Assignment and Roommate Information

SMC Initiated Changes
SMC reserves full rights to assign and reassign residents to specific suites. Residence Life staff may move a resident to another room if staff believes such a move is in the best interest of SMC, the resident, or other residents. Students must comply with a request to change rooms. Room consolidation will occur throughout the academic year as spaces become vacant.

Student-requested Changes
Students may request to change rooms during the semester by completing a room change request form located in the ResLife Portal. The Department of Residence Life will consider all requests but requests are not guaranteed. No room change requests will be granted during the first two weeks of each semester except in cases of emergencies.

Roommate Selection
The Department of Residence Life will consider requests for specific assignments, including requests for roommates, but it may choose not to grant such a request. The roommate selection process will be open to all students submitting a Residence Life application. Roommate requests must be mutually agreed to in order to be granted.

Roommate Agreements
During the first two weeks of the semester, a Resident Assistant will meet with every suite and complete a roommate agreement. The agreement will address such matters as overnight guests, bathroom schedules, study schedules, cleaning of common areas, and the designation of items as shared or community items. Guest visitation will not be allowed until the Roommate Agreement is completed.

Roommate Conflict Resolution
If a resident is physically injured by another resident or a guest or is fearful of another resident or guest, or if a resident knows that another resident is fearful of or has been injured by a resident or guest, the resident should notify Residence Life staff immediately. In all other cases, residents should discuss issues of conflict or concern directly with suitemates and neighbors before involving Residence Life staff. Residents must respectfully listen to fellow residents and attempt to resolve problems and concerns.
amicably. If a resolution cannot be reached between the residents, a resident may ask for assistance from a Resident Assistant or Residence Life professional staff member.

The typical roommate situation should follow these steps:

1. Students try to work out the situation with roommates. If the issues are not resolved then;
2. The Resident Assistant on the floor will try to mediate. If the issues are not resolved then;
3. The Residence Hall Manager will try to mediate. If the issues are not resolved then;
4. The Director of Residence Life or an outside mediator will try to mediate. If the issues are not resolved then;
5. Residence Life will determine what students to move to a new location.

**Registered Sex Offender**

If it comes to the attention of the Department of Residence Life or SMC that an individual required by law to register as a sex offender applies to reside in or currently is a resident of Residence Life, the Director of Residence Life and other college officials will form a review committee to determine if the individual will be allowed to reside in or continue to reside in campus housing.

The individual will be given an opportunity to provide information to the committee and may be requested to appear before the committee. The committee will then determine whether it is in the best interest of the Residence Life community and the SMC community for the individual to reside in campus housing, and if so, whether conditions of residency will apply.

If the committee concurs, by majority vote, that the individual will not be allowed to stay in campus housing, the individual will be notified in writing. The decision of the committee will stand, unless the individual submits a written appeal within 7 calendar days of receiving notification. Such appeals must include supportive reasons and must be made in writing to the Director of Residence Life. If appealed, the Director of Residence Life will make a final determination as to whether the individual will be allowed to reside or remain in campus housing. Students may obtain information about registered offenders living on or near the SMC campus through the Michigan Public Sex Offender Registry at http://www.mipsor.state.mi.us/.

**Felony Conviction History**

Individuals who have a felony conviction are not allowed inside any SMC residential buildings. This includes both residents and their guests. If it is discovered that a person with a felony conviction history has been or currently is in housing, they will be asked to leave.

Any requests for exceptions must be sent to the Director of Residence Life who will initiate the review process.

**Visitation**

**Guest Information**

Guests must sign in at the front desk and show picture identification (e.g., driver’s license, military ID, state ID). The guest’s host resident must also sign in acknowledging that the host resident takes responsibility for the guest. The host resident must escort his or her guest for the duration of the guest’s stay. High school or college identification forms are not valid forms of identification.

Guests must follow Residence Life policies and procedures. The host resident accepts all responsibility for any damage, problems, or violations caused by his or her guest’s behavior or actions. The Department of Residence Life may revoke or deny visitation privileges to any guest for any reason.

All guests who are at least 18 years old are permitted to stay overnight with the consent of the other suitemates. Residents must have a Guest Visitation Agreement on file in order to have any overnight guests. Overnight is considered to be after Midnight.

Guests may not stay longer than three nights in a seven-day period. No guest may stay more than 16 cumulative nights in campus housing in a semester.
All guests must be checked in when entering any Residence Hall. Any guest found in the Residence Hall without checking in will be asked to leave without the option of check in.

Residents are limited to two guests per room, with no more than four guests in an apartment at any time. Suitemates should have conversations ahead of time if they plan to have guests.

Minor Visitation: All guests under the age of 18 must have a Minor Waiver Form signed by a parent/legal guardian granting permission to visit and stay on campus. Minors under the age of 13 are not permitted as overnight guests. Visitation for minors is from 8:00 a.m. to 9:00 p.m. daily. A parent/legal guardian must accompany minors under the age of 13 at all times.

Minor Waiver Forms are located at each residence hall front desk and must be filled out at least 48 hours prior to the minor visiting.

**Cohabitation Policy**

The cohabitation policy refers specifically to other students who currently live in campus housing. All other visitors are subjected to the guest policy. Roommate agreements may increase the restrictions but cannot lessen them. Any guest, including current SMC students, must follow the gender guidelines in the roommate agreement.

Students may not live or cohabitate in a room besides their assigned room. Any of the following items are considered cohabitation:

- Keeping personal items in the suite beyond what is needed for the allowed duration. This includes clothing and personal hygiene items. Current Residence Life students are expected to use the showers provided in their own suites.
- Staying overnight in a room more than three nights in a week. Overnight is considered to be after Midnight.
- Staying overnight in a room more than 16 nights in a semester. Overnight is considered to be after Midnight.
- Bringing college furniture from one apartment to another.
- Being in a suite while the host is not present.

**Residence Life Policies**

**Approved and Prohibited Items**

All campus housing suites come equipped with a full-size refrigerator, oven, dishwasher, and microwave.

Residents may not bring any other appliance or electronic item into the apartment unless the item is identified below as a pre-approved item or unless the resident is granted specific approval by the Department of Residence Life. Under no circumstances may a resident bring or allow to be brought into the apartment any of the items identified below as a prohibited item.

**Pre-Approved Items:**

- Irons (equipped with auto shutoff feature)
- Desk lights with glass cover
- Personal computers and accessories
- Clocks
- Coffee makers
- Portable hair dryers
- Curling Irons
- Desk fans
- Non-halogen floor lamps
- Answering machines
- Radios
- CD players
- TVs
- DVD players
- Video game systems
- Personal refrigerators (must be under 5 cubic feet and must use less than 1.5 amps of electric current)
- Toasters
- Popcorn poppers
- George Foreman-style grills
- Fish tanks (20 gallons or less)

Prohibited Items:
- Mug warmers
- Wax/candle warmers
- Candles
- Grills
- Hoverboards
- Halogen lamps
- Space heaters, electric blankets, or heating pads
- Combustive chemicals, such as gasoline or propane
- Waterbeds or other water-filled furniture
- Live trees (e.g., holiday trees) or large potted plants
- Pets (caged or uncaged)
- Air conditioners
- Mattresses
- Microwaves
- Tapestries
- Incense
- Lofts
- Extension cords
- Lava lamps
- Dart boards and darts
- Oil Lamps
- Pressurized canisters (i.e. CO2 and scuba equipment, helium tanks, and spray paint)
- Furniture
- Appliances with exposed heating coils
- Window A/C units
- Full size appliances (i.e. deep freezers, refrigerators, etc.)
- Alcohol paraphernalia (i.e. shot glasses, empties, etc.)
- Vape devices and vape paraphernalia
- Weapons of any kind (see Weapons section below)

In addition, motorcycles and other fuel-driven engines may not be stored or operated anywhere inside campus housing facilities and must be parked in designated parking areas. This list is not exhaustive and items may be prohibited by Residence Life staff during the course of the academic year.

**Weapons**

The display, possession, use or intent to use firearms, ammunition, firecrackers, explosives, or other hazardous objects or substances is prohibited inside all Residence Life facilities.

Prohibited weapons include, but are not limited to handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, or slingshots; longbows, compound bows, crossbows and arrows; knives (with the exception of culinary knives used solely in kitchen areas for cooking purposes); martial arts weapons such as nun chucks, swords, throwing stars, etc. Weapons may not be possessed or used in Residence Life facilities.

**Appliance Restrictions**

Residents may not leave heat-producing items (e.g., irons, toasters, blow dryers, George Foreman grills, etc.) unattended. Such items should be unplugged when not in use and should be cool to the touch before they are stored. Residents may not cover ventilation openings on TVs, stereos, or radios. Appliances and electronic items may only be used with proper power strips. If the cord of an appliance or electronic item
is frayed or damaged, the appliance or item is no longer safe and may not be used in the suite. Residents must unplug all appliances and electronic items before leaving for an extended period of time. Residents may not overload circuits by plugging too many devices into one outlet. If SMC determines that a resident is overloading a circuit, an SMC staff member will ask the resident to remove some items from the circuit. Residents must comply with such a request, and the failure to comply with such a request may result in disciplinary action. Residents may also not bring full size appliances into the suites.

**Abandoned Items**

The personal belongings of a student will be considered abandoned five calendar days after the required move out. The required move out is the date posted for semester move out, a date listed on a conduct or GPA removal letter, or as communicated to the resident by a Residence Hall Manager or the Director of Residence Life. After five calendar days, abandoned items will be discarded, donated, or repurposed. Residents may be charged $25.00 per day until items are collected by the resident or the five-day deadline passes.

**Pets/Animals**

Pets are prohibited, with the exception of aquarium fish with a maximum tank size of 20 gallons. Any student requesting an exception to this rule must contact the Director of Residence Life. This restriction does not apply to residents needing service animals. Residents needing service animals or emotional support animals should contact Disability Services prior to bringing their animal into Residence Life facilities.

**Courtesy Hours**

Courtesy hours are in effect 24 hours a day, seven days a week. Residents should inform other residents if activity is unreasonably disruptive. Residents have a responsibility to listen to other residents who approach them about their noise level. Residents are expected to first approach their neighbor or suitemate about a concern before requesting assistance from the Department of Residence Life.

**Quiet Hours**

During quiet hours, noise should be contained to a resident’s apartment or bedroom. Noise that can be heard clearly through closed doors or walls is considered excessive. The following hours have been designated as quiet hours:

- Sunday Night-Thursday Night: 11 p.m.-8 a.m.
- Friday Night-Saturday Night: 1 a.m.-8 a.m.

**Exam Week Quiet Hours**

Due to the varied class schedules of residents during exam week and the intensity of study and quiet needed during this time, 24-Hour quiet hours are in effect starting at 11:00 p.m. on the day before finals week each academic term and lasting through the end of final exams, with the exception of a brief courtesy hour between 6 p.m.-7 p.m. each day. This courtesy hour is not for blasting loud music or screaming in the hallways but is for residents to vacuum or remove furniture if moving out or to perform similar activities that might cause too much of a disturbance otherwise.

**Trash/Littering**

In order to maintain a clean, healthy, and bug-free environment, residents are expected to properly dispose of all garbage in proper receptacles in a timely manner. Residents who leave bags of trash, boxes, or other items outside their door create a fire hazard. Trash should be disposed of in plastic bags that are tied shut. Trash picked up by staff will be billed to the responsible party’s account at the rate of $25.00 per bag. If no responsible party can be identified, the apartment that the trash is found outside of may be held responsible and all suitemates will be charged the rate of $25.00 per bag. Suites found to be unclean will be charged $25.00 per resident assigned to the suite.
Security

The Department of Residence Life provides door security systems on all suite/bedroom doors and ensures that they are maintained in working order. Residents should report malfunctioning locks immediately to the Front Desk. Residents may not affix any additional locks on suite/bedroom doors. Residents may not undermine the use of room security by disabling locks. This includes any action which prevents the suite/bedroom lock from functioning as intended. In addition, window screens should not be removed by students for any reason.

Residents may not use emergency exits or windows for entry or exit of the building except in emergency situations. SMC encourages residents to purchase small lockboxes or safes to keep in their personal bedrooms for the storage of personal valuables.

Residents may not allow any other individuals to use their ID to enter the buildings or suites. Any unauthorized use will result in disciplinary actions.

SMC is not responsible for damages to personal property in your suite. SMC encourages residents to obtain renters insurance.

Exterior suite doors should never be propped open.

Furniture

All suites will be supplied with the following furniture:

- Twin XL mattress and frame
- Desk with chair
- Dresser
- Upholstered couch
- Upholstered chair
- Entertainment center
- Dining table with 4 chairs
- Coffee table
- Barstools

Residents may not remove furniture from suites, bedrooms, or lounge areas. Residents will be charged for any furniture items that are missing or damaged.

Lockouts

It is every resident’s responsibility to ensure they have their student ID on them at all times. Residents will be charged a $5 lockout charge any time a Residence Life staff member has to key them in through the building exterior doors or key them into their suite/bedroom. Residents will not be charged for any lockouts during the first week of each semester.

Magnetic wallets will erase the encoding on your student ID. Please do not store your student ID in a magnetic wallet or you will be responsible for any lockout costs that occur.

Smoking

Smoking is prohibited within all Residence Life facilities. This includes the use of pipes, cigarettes, hookahs, e-cigarettes, vape pens, and like items. Residents found to have violated this policy will be referred to Student Conduct. Outdoor smoking is permitted in designated smoking areas.

Students are not allowed to tamper with fire detection/suppression devices.
Hall Sports

Sport activities are not permitted inside Residence Life facilities. This includes, but is not limited to, throwing objects, rough-housing, water fights, and roping. Active use of bicycles, skateboards, rollerblades/skates, scooters, or other related equipment is not permitted in campus housing facilities.

The use of drones or aerial vehicles is prohibited within all Residence Life facilities and surrounding areas.

Business Operation

Residents are not permitted to operate a business within any Residence Life facility.

Windows

Hanging, climbing, or attempting to climb on/within buildings is not permitted. Throwing, shooting, or dropping any object (including liquids) within or from any Residence Life facility is prohibited. This includes yelling out the windows.

Residents are not permitted to hang anything over their windows except blinds or curtains. Any curtains that will be used must have that as their intended purpose.

Security Policy

Allowing another student to use your student ID to enter the residence hall, your suite, or your bedroom is prohibited and will be considered a violation of Residence Life’s security policy.

Tampering with any door lock that prevents the normal operation of the lock is prohibited and will be considered a violation of Residence Life’s security policy.

Accessing an unassigned bedroom within a suite or an unassigned suite is prohibited and will be considered a violation of Residence Life’s security policy.

Security violations such as tampering with locks, entering or exiting through a window, or using another student’s ID to access a suite/bedroom will result in a $250 fine.

Failure to Comply

Residents are expected to comply with all reasonable requests and instructions of Residence Life staff members in the performance of their duties. Residents must cooperate with staff, provide accurate information, and properly identify themselves to Residence Life staff members when those staff members are in the performance of their duties. Residents that fail to identify themselves with student ID or who are disrespectful to staff will be referred to Student Conduct.

Pranks

Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others or that cause damage or destruction to property are prohibited. Using or attempting to use college property in a manner inconsistent with its designated purpose is also prohibited. Residents who participate in pranks will be referred to Student Conduct.

Parking Policy

Residence Life offers free parking to all students who reside in campus housing. In order to have a vehicle on campus, the student must register their vehicle with their building Residence Hall Manager. They will be issued a parking tag that must be displayed in their vehicle at all times while in the parking lot. Failure to have a vehicle registered may result in the vehicle being towed at the owner’s expense. In order to register a vehicle on campus, the student must have their registration, driver’s license, and proof of insurance.

Any vehicles parked in the residence hall parking lots must be in good working condition and must be drivable. Students are not allowed to conduct maintenance on their vehicles in residence hall parking lots. Students must be able to move vehicles to other lots when requested by SMC staff. Non-working vehicles may be towed at the owner’s expense. Vehicles that are not moved when requested by Residence Life staff may be towed at the owner’s expense.
Mail

Mail and packages are delivered to the residence halls Monday-Friday when the college is open. There will be a minimum of a 24-hour delay between mail being delivered and mail being sorted. Residence Life is not responsible for lost or damaged mail or packages.

Mail and packages will not be forwarded once a student moves out of residence life facilities. Mail and packages for students no longer living in housing will be marked return to sender. Any mail that Residence Life pays to return to sender will be charged to the student’s account. It is the responsibility of the student to ensure they have updated their mailing addresses once they have moved out of Residence Life.

Equipment

Any equipment checked out from the residence hall front desk (i.e. vacuum, board games, moving bin, etc.) must be returned within 24 hours. Failure to return equipment that has been signed out could result in the resident being charged for the replacement of the equipment.

Common Area Etiquette

All residents must be fully clothed when in any of the residence hall common areas. This includes shoes, a shirt, and pants. Common areas include lobbies, elevators, and laundry rooms.

Emergency Protocols

Safety and Security Protocols

In the event that an emergency arises, it is the goal of SMC and the Department of Residence Life that all residents are fully prepared and know what to do and how to respond. Resident safety is of the utmost importance. Resident Assistants will meet with all students at the beginning of each contract term to review emergency protocols. Residents should be aware of all protocols and take all alarms, threats, and warnings seriously.

Tornado

Tornadoes can occur at any time, but are more prevalent during the Spring months. They are usually a funnel-shaped cloud, spinning rapidly and extending toward earth from the base of a thundercloud. When close by, a tornado sounds like the roar of airplanes.

A weather monitor is located at the front desk. In the case of severe weather or tornado, an alarm will sound, (students should hear an alarm that is a steady tone, as opposed to a fire alarm sound which is a ringing sound) and all residents in the building will be directed down stairwells to the basement. First-floor residents may take shelter in their bathrooms. Residents should not use the elevator. Suitemates should check to make sure other suitemates are exiting the apartment. Residents should take keycards and close all doors.

Flashlights are not provided by Residence Life. Residents should consider obtaining flashlights for their suite in the event of a power outage or extreme weather. Candles are prohibited.

Tornado Watch

A tornado watch means that conditions are favorable for the development of a tornado. A tornado watch will be announced only through local radio and television (no sirens). Although tornado watches are issued frequently, one should be prepared to take appropriate action, should threatening weather develop.

Tornado Warning

A tornado warning means that a tornado has been sighted, and SMC is in its path. The County Emergency Management Agency will activate its siren. The siren will issue a steady tone for three to five minutes. If residents hear the siren, they should proceed to the designated areas as discussed above.
Bomb Threat

In the event a bomb threat is received:

- Residents will be evacuated immediately from the building. Residents should stand at least 100 feet from all buildings.
- No one may re-enter the building until clearance is given by SMC staff or the Residence Life professional staff. Should it be determined that the individual responsible for the bomb threat is a student, the college will initiate immediate disciplinary action and refer the student for criminal prosecution.

Fire Alarm

All suites and common areas are equipped with heat detectors. Should the heat detector in a resident bedroom or suite go off, it will not trigger the entire building system. Residents who have an out-of-control fire in their suite or bedroom should exit their suite, pull the door to their bedroom and suite shut (to prevent the fire from spreading), and pull the fire alarm in the hallway to activate the all-community alarm. The resident should then call 911 and find a staff member or firefighter and tell them where the fire is located and, if possible, how it was started. At no time should a resident try to combat or continue to combat a fire that is out of control. If a resident does not feel safe or a fire extinguisher is not doing enough, the resident should exit as quickly as possible and do as much as they safely can to alert the rest of the community.

When a fire alarm sounds, residents should always respond as if it is a real fire. Residents should immediately exit their suite. Procedures for exiting during a fire alarm are as follows:

- Feel all doors and door knobs for heat on the other side with the back of your hand before opening them. If a door is hot, do not open it. If a door is not hot, open it cautiously and be prepared to quickly shut it if smoke or flames start to rush in. If no flames or smoke rush in, look out and check the hallway. If it is clear, close the door behind you and walk to the nearest exit. Never use an elevator during a fire. Take stairs to the ground level and exit the building. Once you have exited the building, meet in the designated evacuation area and find your floor and group so that staff can properly account for all residents. Follow all instructions of Residence Life staff and other SMC officials. Always stay 25 feet away from the building and away from areas that firefighters need access to.
- If smoke or flames rush into your suite, close the door quickly. If there is time, place a wet towel under the door to prevent smoke from entering your suite. If possible, close yourself into a bedroom with a window, again closing the door and placing a wet towel under the door. Open your window and hang a towel outside for someone to see. If you have a cell phone or phone near you, call 911 and tell them which suite you are trapped in and the location of the fire. Tell them you have hung a towel out your window as a sign of where you are. Remain calm and stay on the line with the operator. If you do not have a working phone, go to your open window and start yelling for help. SMC staff and firefighters should be inspecting the outside of the building looking for anyone in distress.
- Residents should remain in the designated evacuation area with their floor group until an all-clear is sounded or they are instructed that they may return to the building. If the building remains unsafe to re-enter, residents will be relocated for the evening and given instructions by SMC staff.

Knowingly or negligently causing or attempting to cause a fire in a college building and initiating or causing to be initiated any false alarm, report, warning, or threat of fire, explosion, or other emergency is prohibited and a cause for disciplinary action. Misuse or damage to fire safety equipment such as fire extinguishers, exit signs, first aid kits, or emergency supplies is also prohibited and a cause for disciplinary action. Failure to evacuate the building during fire drills or fire alarm activations is cause for disciplinary action.

Fire Extinguishers

If a fire is minor and a resident feels safe handling it, all suites are equipped with fire extinguishers. To use a fire extinguisher:

- **Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.**
- **Aim** at the base of the fire, not the flames. This is important—in order to put out the fire, you must extinguish the fuel.
- **Squeeze** the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **Sweep** from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher--different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not the flames!

Once the fire is out completely, residents should call 911 and find a staff member to file a report. Firefighters should still be called to the scene to assess the cause of the problem and make sure the fire is completely out.

**Fire Log**

Federal law requires that every college that operates on-campus student housing facilities maintain a written and easily understood log of all fires that occur in such facilities, including records of the nature, date, time, and general location of each fire.

- The law requires that the log be available for public inspection for the most recent 60-day period and that additions or changes to the log be made within two business days of the receipt of the information.
- The law also requires that any portion of the log older than 60 days be made available within two business days of a request for inspection.

For the purpose of this log, a "fire" is defined as "any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner". If a specific day is not listed, then no fires were reported on that day.

This fire log will be available at each residence hall front desk.

**Campus Lockdown**

RAVE is SMC’s emergency notification service provided free to students, faculty, and staff. This system is used to send safety alerts and advisory messages immediately to all phone numbers provided by SMC students, faculty, and staff. In the case of a campus lockdown, residents will receive notification via the RAVE system and a campus message will be sent out on SMC Wired.

During a campus lockdown, residents are asked to remain where they are, lock doors to suites and bedrooms, stay clear of windows, and wait until an all-clear message is sent or directions are given through the RAVE system or on the SMC Wired account. If a resident feels that he or she is in immediate danger and is unable to relocate, the resident should call 911.

**Emergency Contacts**

Residence Life may contact individuals identified by a resident as emergency contacts at any time SMC deems such contact appropriate. Students will also be asked to leave an emergency contact in case they are reported as missing. This contact will be kept confidential and will only be used for the purpose of a missing person report.

**Missing Person Policy**

A missing person is anyone whose absence is contrary to his/her usual pattern of behavior, and it is suspected that unusual circumstances may have caused the absence.

Residence Life will ask residents to provide a missing person contact during the application process. This information will be stored separate from the emergency contact information collected and will only be used for the purpose of a missing person.

Residence Life will first attempt to locate the individual. If we are unable to contact the individual we will notify SMC’s Security Coordinator who will work in conjunction with the Dowagiac Police Department.
Residence Life will contact the missing person contact provided by the student within 24 hours of determining the student is missing. Residence Life will also contact the parent of any student under the age of 18.

**Room Entry**

**Periodic Safety Inspections**

Department of Residence Life and Buildings and Grounds staff may periodically inspect suites, including bedrooms and bathrooms, to ensure that no safety hazards exist. Staff will attempt to schedule such inspections and will attempt to give residents at least 48-hours’ notice before the inspection. During the safety inspection, SMC staff will check for malfunctioning appliances, unreported damage, and that the apartment is being kept in an overall clean and safe condition. Following the inspection, SMC staff will leave the residents notice that the inspection was completed and of any follow up that may be necessary.

**Maintenance Inspections and Repairs**

SMC staff may enter suites and inspect common areas and bedrooms and bathrooms in the course of routine maintenance inspections. These inspections are designed to alert staff to maintenance and upkeep needs, to prevent short- and long-term damage to buildings, and to prevent unnecessary charges or fees to residents. SMC will attempt to provide residents with at least 24-hours’ notice before conducting one of these routine inspections, but this may not always be possible.

Following the submission of a work request, maintenance staff will attempt to repair the issue as soon as possible. In these instances, SMC staff will knock and announce themselves before entering the suite. If, after three attempts, no one opens the door, SMC staff may open the door and enter the suite without a resident present. Following the inspection, SMC staff will leave the residents notice that the inspection or repairs were completed and of any follow up that may be necessary.

**Emergency Inspections**

SMC staff may enter any suite without notice or permission when there is reason to believe that a resident may be violating this handbook, SMC rules or regulations, or federal, state, or local law, or when entry is necessary to protect someone’s health or safety or to preserve the rights of other residents.

**Discovery of Violations or Contraband During Inspection**

If, during an inspection, a staff member observes evidence of a violation of the Code of Conduct, Residence Life policies, SMC’s rules and regulations, or of a federal, state, or local law, the staff member may contact appropriate SMC authorities who may enter the suite or the bedroom or bathroom to further investigate. If an inspection reveals contraband or an item that is likely to cause a safety threat to the building or the community, SMC staff may confiscate the contraband or item without the consent of the resident. If evidence of a violation of the Code of Conduct, Residence Life policies, SMC rules, or federal, state, or local law is discovered during an inspection, the resident or residents of the suite may be subject to further investigation and discipline. If SMC staff discover, during the course of an inspection, evidence of illegal activity, staff may refer the matter to law enforcement personnel for further investigation and possible prosecution.

**Media Policy**

**Media**

Residents may not knowingly permit members of the media to enter Residence Life facilities without the approval of the Director of Residence Life.

**Solicitation and Posting**

To protect the safety, welfare, and privacy of student residents, solicitation from outside vendors is prohibited. Residents and their guests may not sell or distribute items door-to-door in resident housing buildings without the prior approval of the Director of Residence Life. If a resident notices a violation of this policy, the resident should contact the front desk immediately.
Signs advertising academic, educational, or social activities sponsored by SMC or official SMC organizations may be posted in authorized areas of campus housing buildings after they are stamped by Marketing. Signs not stamped by Marketing will be removed. Stamped materials must be delivered to the building Residence Hall Manager.

Residents may not post personal items on the walls, doors, or unauthorized bulletin boards in public or common areas of the student housing buildings, including, but not limited to, rideshare information, offers to buy or sell items, or advertisements for events that are not sponsored by SMC or an official SMC organization. Students may post such items on public or community bulletin boards designated for such postings. SMC is not responsible for the content of material posted on public or community bulletin boards.

**Terms and Conditions**

**Housing Not Guaranteed**

Campus housing space is limited. The college does not guarantee that campus housing will be available for every student who attends the college or who submits a Residence Life application.

**Requests for Specific Assignments**

The college reserves full discretion to assign and reassign residential students to specific residential units. The college will consider requests for specific assignments, including requests for roommates or requests to transfer to a different residential unit, but it has no duty to grant those requests.

**Notification of Assignments**

If the college accepts a Residence Life Application, it will notify the student of the assignment by sending an assignment letter to the student by email. The assignment letter will identify move-in dates and times.

**Students Starting After the School Year Begins**

If a student submits a Residence Life Application after the start of the academic year and the college accepts the application, the student must pay the full amount of Residence Life fees before the student will be allowed to move into a residential unit. Residence Life fees are paid on a term basis and are not prorated.

**Payment Options**

A residential student may make payments by check or credit card. Payments must be sent to Southwestern Michigan College, 58900 Cherry Grove Rd, Dowagiac, MI 49047 (the words “Residence Life” should be included on the memo line of the check). To arrange payment by credit card, a student must access their Bill and Payment Center through SMC Wired.

**Failure to Pay**

Unpaid Residence Life fees are a debt owed by the student to the college. The college may take all lawful measures to collect the debt. The college may prevent a student from registering for classes for from receiving final transcripts if the student has outstanding debt to the college. If the residential student fails to timely pay fees, the college will charge the student 1.5 percent monthly interest, or the maximum interest allowed by law, whichever is less, for each month in which the fees remain unpaid. The college may terminate a Residence Life contract if a student fails to pay required fees by the due date.

**Services and Items Provided by the College**

The college will provide its residential students the following services free of charge: 1.) electricity, 2.) heat, 3.) water and sewer, 4.) trash removal, 5.) wireless Internet, 6.) cable television. The college will also provide residential students basic furniture, including bed, desk, desk chair, living room furniture, and kitchen table and chairs.
**Subletting Prohibited**
Residential students may not sublet any portion of their residential housing unit to a third person. Residential students may not transfer rights or responsibilities contained in this document or in the Residence Life application and contract to any third party.

**Personal Property**
The college is not responsible for personal property belonging to residential students or their guests. Residential students should consider obtaining renter’s insurance.

**Termination by the College**
The college may unilaterally terminate a Residence Life contract if any of the following occur: 1.) a residential student no longer meets the terms and conditions necessary for residing in the college’s campus housing as provided in this document and the Residence Life contract; 2.) a residential student violates the terms of this document, the Residence Life application or contract, the college’s Residence Life community standards, the college’s Student Rights and Responsibilities Handbook or any applicable federal, state, or local law; or 3.) a residential student fails to timely pay Residence Life fees.

If the college terminates a Residence Life contract for any of these reasons, the college will provide the student written notice of termination. The student must vacate his or her campus housing unit within 48 hours from the time the student receives notice from the college. If the college terminates the contract, the student remains responsible for all fees due under the contract for the entire contracted period.

The college reserves the right to remove a student from the campus housing unit without providing 48 hours’ notice if the student’s continued residence in the campus housing unit poses an immediate risk to the student’s safety or to the safety of others.

**Release or Modification by the College**
The college may release a student from a contract or otherwise modify the terms of a contract. For example, the college may modify the term of a contract to a term shorter than a fall and spring term if a student will only be enrolled in the college for one semester. The college has no duty to modify the terms of a contract.

**Termination due to Extraordinary Circumstances**
If a campus housing unit is destroyed or damaged to the point where it is no longer habitable, or if an emergency or catastrophe prevents a student from using a campus housing unit, the Residence Life contract will be immediately terminated. The student will be responsible for fees according to the terms of their contract. The college is not liable for any costs or expenses incurred by a student or any other person due to such a termination.

**Damage to Campus Housing Unit**
If a residential unit is damaged during a contract period beyond normal wear and tear, the residential students assigned to that campus housing unit must pay for the costs of the repair. Residential students are also responsible for damage that occurs to the area directly exterior to the door of the campus housing unit.

**Maintenance of a Campus Housing Unit**
The college will provide basic maintenance and repair to the campus housing unit at no cost to the residential students as long as the maintenance and repair is not the result of damage to the unit beyond normal wear and tear. Residential students must keep their residential units clean. Residential students may not place trash outside the door of their residential units. The college may fine residential students who violate these requirements.

**Right to Enter and Inspect**
College staff may enter a campus housing unit without notice in the event of an emergency or if the staff believe that violation of law, policy, or the terms and conditions of Residence Life contract are occurring in the unit. Staff may enter a campus housing unit for maintenance and repair purposes.
Department of Residence Life Housing Agreement

Contract Length
I understand that my Residence Life Contract is for both the Fall AND Spring semesters. I fully understand that by submitting my Residence Life Contract I am agreeing to be financially responsible for BOTH the Fall AND Spring semesters. I understand that transferring to a different educational institution, withdrawing from Southwestern Michigan College, removal due to the GPA policy, conduct removal, and/or family emergencies are not grounds to invalidate my financial obligations to Southwestern Michigan College.

Background Consent
Residence Life requires all students to go through a background check prior to living in campus housing. If any misdemeanors or felonies are found, the student may lose eligibility to live in housing. Please read the information below.

Southwestern Michigan College may obtain information about your residency and/or employment history from a third-party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment and/or residency is an investigation into your education and/or employment history conducted by Castle Branch, 1845 Sir Tyler Drive, Wilmington, NC 28405, 888-666-7788, or another outside organization. The scope of this notice and authorization is all-encompassing, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment and/or residency to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by Southwestern Michigan College at any time after receipt of this authorization and throughout my employment and/or residency, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Castle Branch, 1845 Sir Tyler Drive, Wilmington, NC 28405, 888-666-7788, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic, or photographic copy of this Authorization shall be as valid as the original.

Building Descriptions
Please note: Specific building requests cannot be guaranteed.

McKenzie Hall
This building will have an overall theme of “Roadrunner Nation.” There will be an emphasis on involvement in intramural sports and campus activities. McKenzie Hall is located closest to the Student Activity Center and the intramural football field. If you want to be in the action, McKenzie Hall is for you!

Jerdon Hall
This building will have an overall theme of “Explore the Arts.” There will be an emphasis on the fine and performing arts. Jerdon Hall is located closest to the Dale A. Lyons building where most fine and performing arts classes are held. If your heart is in the arts, sign up for Jerdon Hall!
Jerdon Hall is the only building that will be open during Winter Break. If you plan to stay on campus during Winter Break, you must select Jerdon Hall as your top option.

**White Hall**

This building will have an overall theme of “Books, Brains, and Board Games.” There will be an emphasis on the academic, as well as all-things nerdy. White Hall is located the farthest away from other campus buildings and tends to be quieter than the other buildings. White hall is a great place to be yourself. Sign up today!

**Non-refundable Application Fee**

To finalize your reservation, you must submit a $75 non-refundable application fee. This fee must be submitted when you submit your application. This fee is non-refundable. You must either use a credit or debit card to submit this payment.

**Notice of Non-discrimination**

Southwestern Michigan College is committed to diversity and providing an inclusive learning and working environment that recognizes the unique value and perspective of each person.

The College is committed to providing equal opportunities in employment, education, all of its programs and use of its facilities for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, pregnancy, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the College.

The College complies with all state and federal laws and regulations prohibiting discrimination including, but not limited to, the Elliott Larson Civil Rights Act, Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act and with all requirements and regulations of the U.S. Department of Education.

The College does not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

For further information on notice of non-discrimination, visit the Office for Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

For inquiries related to Title IX please contact the Director of Security and Conduct (for students) or the Director of Human Resources (for employees). For inquiries related to the Equal Opportunity Policy and/or Title VI, Section 504 or the ADA please contact the Chief of Staff.

**Housing Not Guaranteed and Waitlist**

I understand that housing is not guaranteed and is offered on a first come, first served basis. Spaces in campus housing are reserved based on the date that Residence Life receives a completed application packet. I understand that if there are no available spaces at the time the completed application packet is received, I will be placed on a waitlist.

**Enrollment Requirement**

I understand that I must be enrolled in at least 12 credit hours by July 15 (Fall) and January 4 (Spring). I understand that if I am not registered by July 15 and January 4, I will lose my guaranteed spot in housing and be moved to the bottom of the waitlist for housing. I understand that I must remain enrolled in at least 12 credit hours throughout the course of the semester to remain in housing. I understand that if I drop below 12 credit hours at any point, I may lose my housing assignment.
**GPA Requirement**

SMC recognizes that residents are first and foremost students. Residents who earn a GPA between 1.0 and 2.0 during any term will be on academic probation. These residents must meet with a Residence Life professional staff member and may be required to utilize campus resources, including tutoring, to improve their grades.

Any student who earns less than a 1.0 semester GPA during any semester may be removed from campus housing. The removal will take place immediately and will result in the cancellation of a student’s Residence Life Contract. Removal due to low GPA does not invalidate a student’s financial obligation to Southwestern Michigan College.

**Residence Life and Tuition Payments**

I understand this Residence Life Contract is for the entire academic year (Fall and Spring semesters). I agree to make housing and tuition payments by the dates listed in the Residence Life section of the Student Handbook found at www.swmich.edu/student-handbook (July 15 and December 1).

I understand that if I fail to make payment by the dates listed above, I will lose my guaranteed spot in housing and be moved to the bottom of the waitlist for housing.

**Campus Housing Agreement**

I have read, understand, and agree to be bound by the terms of this Campus Housing Agreement, the SMC Student Handbook including the Residence Life section (swmich.edu/student-handbook), and all applicable local, state, and federal laws. I understand that violation of any of these may result in disciplinary action up to and including termination of this Campus Housing Contract.

**Cancellations**

The deadline for a cancellation with a full refund of Residence Life charges is August 24. After August 24, students may incur full Residence Life charges for the full length of this Residence Life Contract.

**Missed Enrollment or Payment Deadlines**

I understand that if I miss either the enrollment or payment deadlines, I may lose my space in campus housing. If a waitlist is in place at that time, I will be moved to the bottom of the waitlist.

**Room Entry**

College staff may enter a campus housing unit without notice in the event of an emergency or if the staff believes that a violation of law, policy, or the terms and conditions of residential housing are occurring in the unit. If staff believe that a violation of law, policy, or the terms and conditions of residential housing have occurred, staff are authorized to search all areas of the suite for any pertinent evidence. Staff may enter a residential housing unit for maintenance and repair purposes after they provide the residential students who reside in the residential unit reasonable notice. Reasonable notice will be determined by the seriousness of the situation. The college will maintain a key to each residential unit.

**Room Consolidation**

I understand that I may be required to move from my assigned space to help fill empty spaces throughout housing over the course of the year.

**Litigation or Collection Expenses**

To the extent permitted by law, if the college incurs expenses as a result of a student’s failure to comply with the terms and conditions contained in this document or if the college incurs expenses attempting to enforce the terms of this document including, but not limited to, legal or collection expenses, the student will reimburse the college for those expenses, along with interest in the amount of 1.5 percent per month.
or the maximum amount allowed by law, whichever is less, for each month in which the student owes money to the college.

**Final Agreement**

By signing the box below, I certify that I am at least 18 years old or the parent or legal guardian of the applicant. Additionally, I grant permission for Southwestern Michigan College to perform a background check. I am aware that once my application fee is submitted, it is non-refundable.

**Department of Residence Life Summer Housing Agreement**

**Contract Length**

I understand that my Residence Life Contract is for the Summer semester only. I fully understand that by submitting my Residence Life Contract, I am agreeing to be financially responsible for the Summer semester. I understand that transferring to a different educational institution, withdrawing from Southwestern Michigan College, removal due to the GPA policy, conduct removal, and/or family emergencies are not grounds to invalidate my financial obligations to Southwestern Michigan College.

**Background Consent**

Residence Life requires all students to go through a background check prior to living in campus housing. If any misdemeanors or felonies are found, the student may lose eligibility to live in housing. Please read the information below.

Southwestern Michigan College may obtain information about your residency and/or employment history from a third-party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment and/or residency is an investigation into your education and/or employment history conducted by Castle Branch, 1845 Sir Tyler Drive, Wilmington, NC 28405, 888-666-7788, or another outside organization. The scope of this notice and authorization is all-encompassing, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment and/or residency to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by Southwestern Michigan College at any time after receipt of this authorization and throughout my employment and/or residency, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Castle Branch, 1845 Sir Tyler Drive, Wilmington, NC 28405, 888-666-7788, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic, or photographic copy of this Authorization shall be as valid as the original.

**Notice of Non-discrimination**

Southwestern Michigan College is committed to diversity and providing an inclusive learning and working environment that recognizes the unique value and perspective of each person.

The College is committed to providing equal opportunities in employment, education, all of its programs and use of its facilities for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, pregnancy, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information in all programs, activities, services, employment, and advancement including
admissions to, access to, treatment in, or compensation in employment that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the College.

The College complies with all state and federal laws and regulations prohibiting discrimination including, but not limited to, the Elliott Larson Civil Rights Act, Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act and with all requirements and regulations of the U.S. Department of Education.

The College does not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

For further information on notice of non-discrimination, visit the Office for Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

For inquiries related to Title IX please contact the Director of Security and Conduct (for students) or the Director of Human Resources (for employees). For inquiries related to the Equal Opportunity Policy and/or Title VI, Section 504 or the ADA please contact the Chief of Staff.

**Housing Not Guaranteed and Waitlist**

I understand that housing is not guaranteed and is offered on a first come, first served basis. Spaces in housing are reserved based on the date that Residence Life receives a completed application packet. I understand that if there are no available spaces at the time the completed application packet is received, I will be placed on a waitlist.

**Enrollment Requirement**

I understand that I must be enrolled in at least six credit hours by May 1. I understand that if I am not registered by May 1, I will lose my guaranteed spot in housing and be moved to the bottom of the waitlist for housing. I understand that I must remain enrolled in at least six credit hours throughout the course of the semester to remain in housing. I understand that if I drop below six credit hours at any point, I may lose my housing assignment.

**GPA Requirement**

SMC recognizes that residents are first and foremost students. Residents who earn a GPA between 1.0 and 2.0 during any term will be on academic probation. These residents must meet with a Residence Life professional staff member and may be required to utilize campus resources, including tutoring, to improve their grades.

Any student who earns less than a 1.0 semester GPA during any semester may be removed from Residence Life. The removal will take place immediately and will result in the cancellation of a student’s Residence Life Contract. Removal due to low GPA does not invalidate a student’s financial obligation to Southwestern Michigan College.

**Residence Life and Tuition Payments**

I understand this Residence Life Contract is for the entire Summer semester. I agree to make housing and tuition payments by the dates listed in the Residence Life section of the Student Handbook found at www.swmich.edu/student-handbook.

I understand that if I fail to make payment by the dates listed above I will lose my guaranteed spot in housing and be moved to the bottom of the waitlist for housing.

**Campus Housing Agreement**

I have read, understand, and agree to be bound by the SMC Student Handbook including the Residence Life section (swmich.edu/student-handbook), and all applicable local, state, and federal laws. I understand that violation of any of these may result in disciplinary action up to and including termination of this Campus Housing Contract.
Cancellations
The deadline for a cancellation with a full refund of Residence Life charges is May 1. After May 1 students may incur full Residence Life charges for the full length of this Residence Life Contract.

Missed Enrollment or Payment Deadlines
I understand that if I miss either the enrollment or payment deadline, I may lose my space in campus housing. If a waitlist is in place at that time, I will be moved to the bottom of the waitlist.

Room Entry
College staff may enter a residential housing unit without notice in the event of an emergency or if the staff believes that a violation of law, policy, or the terms and conditions of residential housing are occurring in the unit. If staff believe that a violation of law, policy, or the terms and conditions of residential housing have occurred, staff are authorized to search all areas of the suite for any pertinent evidence. Staff may enter a residential housing unit for maintenance and repair purposes after they provide the residential students who reside in the residential unit reasonable notice. Reasonable notice will be determined by the seriousness of the situation. The college will maintain a key to each residential unit.

Room Consolidation
I understand that I may be required to move from my assigned space to help fill empty spaces throughout housing over the course of the semester.

Litigation or Collection Expenses
To the extent permitted by law, if the college incurs expenses as a result of a student’s failure to comply with the terms and conditions contained in this document or if the college incurs expenses attempting to enforce the terms of this document including, but not limited to, legal or collection expenses, the student will reimburse the college for those expenses, along with interest in the amount of 1.5 percent per month or the maximum amount allowed by law, whichever is less, for each month in which the student owes money to the college.

Final Agreement
By signing the box below, I certify that I am at least 18 years old or the parent or legal guardian of the applicant. Additionally, I grant permission for Southwestern Michigan College to perform a background check.
Campus Life

Southwestern Michigan College promotes a lively campus through the recognition of clubs, the development of student leaders, the teamwork of intramural athletics, and the promotion of recreational and social activities.

Student Clubs

Southwestern Michigan College encourages students to form clubs that are congruent with the educational mission and goals of the college.

Officially recognized clubs may be eligible for assistance from the college in the form of financial assistance, use of facilities and the ability to post public notices of meetings and events, as well as being recognized on the college website and via official college social media channels.

Students wishing to form such clubs must have an advisor who must be a full-time member of the college faculty or professional staff and must submit an application for club approval to the Assistant Director of Campus Life. Information and applications can be picked up at the SAC front desk. The application must include a statement of purpose and objectives that are congruent with, and supportive of the mission, goals and core values of Southwestern Michigan College. Applications that are supported by the Clubs & Student Engagement Committee will be recognized as an official club.

Applications that are rejected by the Clubs & Student Engagement Committee may be appealed by the faculty/staff advisor to the Vice President of Enrollment Management & Campus Life, who will make the final decision to approve or not approve the formation of the club.

Once a club is officially recognized through the approval of the Assistant Director of Campus Life (and/or the Vice President of Enrollment & Campus Life upon appeal), official recognition may be maintained through an annual acknowledgment by the Assistant Director of Campus Life, provided a full-time faculty/staff advisor remains in place and the mission and charter of the club remain unchanged.
**Council of Clubs**

The Council of Clubs provides organization, opportunities for collaboration, leadership development, continuity, and governance to officially recognized SMC student clubs and organizations.

The council is comprised of five officers (president, vice president, secretary/treasurer, communications director, and an events coordinator), elected from the members of the recognized clubs and organizations. Officers should commit to serve for the full academic year (Fall and Spring semesters).

**Duties of Council of Club Officers**

- **President**  
  Work with Campus Life leadership to set a minimum of three meetings per semester (maximum of four), to review funding requests from clubs.

- **Vice President**  
  Assist the president and serve as acting president in his/her absence.

- **Secretary/Treasurer**  
  Keep a record of club requests for funds and meeting minutes.

- **Communications Director**  
  Partner with clubs to ensure that events are being adequately promoted.

- **Events Coordinator**  
  Serve as a resource for club event coordinators and determine the best times for events and where collaborative efforts may be appropriate.

**Goals and Student Learning Outcomes for the Council of Clubs**

- Develop student leaders.
- Enhance student support (buy-in) for campus activities and thus increase student interest in and attendance at events.
- Offer an opportunity for student organizations to self-govern (through a modest designated amount of funds to support student organization activities that the council would award).
- Foster collaboration among student organizations for larger events and activities.
- Engage a group of student leaders in orientation and welcome week planning and execution. Establish continuity for the clubs as leaders graduate.
- Ensure that club officers understand college policies related to student organizations.

**Student Activity Center**

The Student Activity Center (SAC) in the Charles O. Zollar Building is a vibrant physical recreation and education center serving currently enrolled students, faculty, staff, and community members. The SAC is a student facility that is open to community membership. The SAC is staffed to ensure that all activities are coordinated, safe, and suit the desires of current students.

**Rules and Regulations**

- No admittance without SMC ID card. All students, employees, or community members must swipe their ID each time they enter.
- A guest must show a government ID in order to purchase a day pass.
- Entering through an emergency exit door or providing access to others through such door will result in immediate and long-term loss of SAC privileges and referral to the Security Office.
- No one under the age of 16 will be allowed to use the SAC. Special consideration may be given to dual-enrolled high school students.
- Any display of poor conduct, abusive language, fighting, or willful destruction of college property will result in the loss of facility privileges. If appropriate, other disciplinary or legal action may be taken.
- The SAC is a clean air zone. Smoking and vaping are prohibited inside the building.
- Proper safety equipment is required for all activities including, but not limited to, bicycle helmets, racquetball goggles, and appropriate climbing harness.
- Portable speakers are prohibited in the SAC. Members must utilize personal headphones if interested in playing their own music.
- In order to use a specific room (dance studio, classroom, theater), a member must first check with the front desk attendant to make sure that the space is available. Once availability is confirmed, user must sign the “Student Request Log” to reserve the room.
- The Student Activity Center reserves the right to refuse service to those involved as perpetrators in any incident (on or off campus) that, due to the nature of the alleged behavior, causes a potential for the disruption of college activities or the possibility of risk to the safety and/or welfare of specific individuals, the property owned by SMC, or to the general college community.

**Fitness Center**

- Appropriate fitness attire is required at all times. No jeans are allowed.
- Athletic shoes must be worn at all times. Sandals, slippers, work boots, and shoes that mark the floor are not permitted.
- Only water or athletic drinks, in sealable plastic containers, are permitted.
- Food is not permitted in the fitness center.
- The fitness center is not responsible for lost or stolen items.
- Personal items and bags must be stored in lockers which are available from the front desk.
- All equipment must be used in the manner for which it is designed.
- When finished using plate-loaded equipment, please re-rack all bars and plates.
- Use of chalk is not permitted.
- Please do not drop or slam weights.
- Collars must be used during all lifts using plate weights and bars.
- Spotters are strongly recommended for free weight exercises. The fitness center attendant can assist with spotting.
- A 30-minute time limit on all cardiovascular equipment is enforced during heavy usage periods.
- Please wipe down equipment after each use.
- Report any damage or injury immediately to the fitness center attendant.
- Orientations are strongly recommended for individuals not familiar with the equipment. Orientations may be by appointment or walk-in. Check at the front desk.
- The fitness center reserves the right to refuse service to any member who violates any rules or proper etiquette toward fellow members or staff.

**Dance Studio**

- No street shoes allowed when using the room for exercise purposes.
- No food or drink, with the exception of water.
- If using the sound system, the volume will not go so high as to disrupt members outside of the dance studio.
- If equipment is used, all items must be thoroughly cleaned and placed back in its original spot once finished.

**Racquetball Courts**

- Approved proper safety goggles must be worn in the courts by all persons at all times. There are no exceptions to this policy. Violation will result in immediate loss of playing privileges. Safety goggles are available at the front desk.
- Shoes should have non-marking soles. Shoes that have marking soles will scuff up the wood floors.
**Gymnasium**
- Appropriate attire is required. This includes clean, non-marking shoes.
- Shirts and workout gear are required.
- Food and beverages are not permitted in the gym. Exceptions would include bottled water and sports drinks.
- No dunking.
- Book bags and personal items are your responsibility. Please secure in a locker or cubby, provided at the facility. Do not bring valuable items into the facility.

**Resistance Pools**
- Use pools at your own risk. We are not responsible for accidents or injuries.
- Only one person at a time is allowed in each pool.
- No diving.
- No glass, food, or drinks in the pool area.
- No animals allowed.
- No running, pushing, or other dangerous horseplay.
- Be considerate--no yelling or other loud noises.
- Management reserves the right to deny use of pool to anyone at any time.

**Climbing Gym**
- No food or drink allowed inside the rock-climbing gym, with the exception of water.
- Proper climbing attire must be worn, including climbing shoes. Climbing shoes are not to be worn outside the rock-climbing gym.
- No street shoes allowed on the wall.
- No chalk is allowed. Ecoballs are provided as an alternative.
- No jewelry (necklaces, rings, bracelets) allowed while climbing.

**Event Theatre**
- Members must ask for assistance before using any and all equipment housed within the theatre.
- Appropriate clothing must be worn while inside the theatre; shirts, pants and shoes all are required.
- No standing on the seats.
- No resting your feet on any part of the seats.
- The theatre may not be used to show anything pornographic or discriminatory in nature.

**Game Room**
- Appropriate clothing must be worn while in the game room. Shirts, pants, and shoes are required.
- No food or drink may be set on the pool tables or ping pong table.
- No sitting on the pool tables, the ping pong table, or the game console tables.
- No yelling or other loud noises.
- No derogatory, discriminatory, or excessive language may be used.
- Misuse or abuse of equipment will result in the loss of privileges or possibly fines.
- Video game console memory is wiped on a monthly basis but may be wiped sooner if staff deems it necessary.
Intramural Sports Participant Policy

Southwestern Michigan College promotes an intramural program that encourages sportsmanship, teamwork, and healthy competition.

Mission Statement
To enhance each participant’s learning experience by engaging the college community in healthy lifestyles through sports, fitness, and recreational opportunities.

SMC-issued ID Card
Participants must present their valid SMC-issued photo ID at all games. No one is allowed to participate in any intramural activities without proof of identity and current student status. Any player attempting to play under an assumed name or using an invalid ID shall be banned and subject to suspension for the remainder of the semester.

Intramural Staff
The Intramural Coordinator (IM-C) is the final authority on all intramural activity, discrepancies, and disputes. The IM-C will be responsible for organizing all intramural events, teams, facilities, officials, and managing the contests. The Student Activity Center Manager may also be included to consult on any intramural matters.

Participants must realize that game officials are the first source of ruling and information. Participants are reminded that game officials are often students themselves, just learning how to referee and are not seasoned veterans. The IM-C (if not serving as an acting referee) should only be consulted on interpretation or application of the rules.

The IM-C (or his designee) may intervene to stop play at any time. Situations such as disorderly conduct, abusive language, or fighting are potentially dangerous and could lead to the IM-C terminating a contest and assessing a forfeit or removing player(s) from the event.

Assumption of Risk
Students are advised that participation in the intramural program involves physical risk. Participation is strictly voluntary. The possibility of injury exists during the course of normal activities. Injuries and their resulting costs are solely the responsibility of the participant. The risk of injury extends to the physical being, but risk can also include loss of personal belongings.

Alcohol and Drug Policy
If any participant is suspected to be under the influence of alcohol or drugs during an Intramural activity, the individual will be asked to leave the event. If the individual does not comply, stoppage of the activity or a forfeit could result.

Eligibility
All students, faculty, and staff, both full-time and part-time, who are enrolled in classes and in good standing with the college are eligible to participate in the intramural sports program, with the following exceptions:

- Participants with less than six credit hours.
- Participants with a grade point average lower than 2.0 are not eligible to participate in any intramural activities.
- Participants may play on only one team per league per season. A player declares his team preference with their first participation. Any changes must be approved by the IM-C.
- Any team using an ineligible player shall forfeit all games in which the violation occurred.
- Any player ejected from a game shall be suspended immediately and must apply to schedule a Meeting for Reinstatement with the IM-C.
Team Requirements and Equipment
Full teams may be created and registered at sign-up. Partial teams may sign up and have other participants assigned by the IM-C to fulfill their roster. A team must adhere to both the minimum and maximum players allotted according to the sport. Roster additions may be made at any time during the week by contacting the IM-C. A game-day addition must be made one hour prior to game time.

Teams are allowed to wear their own uniform (or shirts) provided that they are appropriate for the sport and in good taste, per the IM-C. Teams without uniforms will be given jerseys to wear in order to differentiate between teams.

All game equipment will be provided by SMC, but players are allowed to use their own equipment (within the rules) as well.

Forfeits
Teams are strongly encouraged to arrive at least 15 minutes early for their scheduled games. GAME TIME IS FORFEIT TIME. If a team is not ready at game time or does not have the minimum number of participants necessary, a forfeit shall be declared. A forfeit is equivalent to a loss on the team’s record. Multiple forfeits may disqualify a team from tournament competition, unless otherwise allowed by the IM-C.

Rule/Policy Changes
The Student Activity Center and the intramural program reserve the right to change and/or put into effect any new rules or policies deemed necessary without notice.

Jewelry and Other Equipment
Officials and the IM-C have the authority to disallow any participant from wearing any equipment, including jewelry, which in their judgment is dangerous or disadvantageous to other participants. This is for the safety of all players, including the wearer of such equipment. There are no exceptions to the policy other than for religious reasons.

- Jewelry is not allowed to be worn by any participant. This includes rings, watches, earrings, necklaces, bracelets, and any other unconcealed body piercing. Medical bracelets are permissible, but must be secured to the body. No exceptions will be made!
- Proper shoes must be worn. Participants will not be allowed to play in non-athletic shoes or sandals, flip-flops, etc. Cleats are acceptable for outdoor events; however, metal cleats are not allowed. The IM-C shall have the final say.
- No headgear is allowed to be worn while participating in an intramural event. This includes hats, bandanas, beanies, and scarves. Exceptions could be made for injuries or for weather but need approval from the IM-C.
- Participants should be dressed in the proper gear for the activity. Street clothes and jeans are generally not appropriate for sporting contests.
- Hard casts or braces are not allowed. Soft casts and braces will need approval by the IM-C.

Players found in violation of this policy and thus endangering the safety of all participants, shall be penalized with unsportsmanlike conduct and removed from the game. If the player rectifies the equipment issue, they may be allowed to return.

Protests
Athletic contests are competitive. While acknowledging this inherent quality, SMC, the SAC, and the intramural program believe that all participants, while competing to the highest degree, will maintain their composure. If a dispute arises, a proper protest protocol will be followed. If, after discussion with officials and the IM-C, the interpretation is not able to satisfy one team, they may declare to the IM-C that they will continue to play “under protest.” Protests will not be allowed in matters involving an official’s judgment, only on rule interpretation. The intramural staff reserves the right to rule in any matters not covered in intramural policies. We will apply the “spirit” of the rules and fairness in all situations.

Reinstatement Process
Any participant who is ejected from a contest, violates the Intramural Code of Conduct, or is suspended for other disciplinary reasons may not participate in another intramural activity until they have applied for, and were granted, a Meeting for Reinstatement with the IM-C.
Intramural Code of Conduct and Sportsmanship Policy

Intramural Code of Conduct
The SAC and intramural sports program take sportsmanship very seriously, and offenders will be dealt with accordingly. Sportsmanship policies will be enforced strictly to ensure the safety and enjoyment of ALL participants, including our student intramural staff. Actions that are dangerous and/or conduct that is detrimental to the intramural program will not be tolerated and are grounds for suspension from further participation in all intramural sports activities.

The intramural program has the jurisdiction to suspend or remove individuals and teams from participation in any and all intramural sports activities. The intramural program and SAC reserve the right to remove any player or team for involvement and/or further unsportsmanlike actions.

Unsportsmanlike Behavior
The rules stated below will govern all intramural play:

A. Unsportsmanlike Conduct
   Any person who commits, attempts to commit, incites or aids others in committing any acts of misconduct shall be subject to disciplinary procedures by the Intramural Sports Coordinator (IM-C).

B. The IM-C will be the final judge of what is unsportsmanlike.

C. Unsportsmanlike conduct includes, but is not limited to, the following:
   1. Fighting (pushing, punching, tripping, late hits, cheap shots, or any type of physical contact).
   2. Using profane, inappropriate, insulting, or vulgar language or gestures—incidental or otherwise.
   3. Verbally or physically baiting or taunting an opponent, including “trash talking” in any manner.
   4. Attempting to influence an intramural staff member’s decision.
   5. Dissent towards an intramural official or staff member's decision;
   6. Disrespectfully addressing intramural staff.
   7. Physical contact with intramural staff.
   8. Failure to follow the directions of any intramural staff member acting in performance of his or her duties.
   9. Physically damaging a facility, equipment, or other provided intramural apparatus (example: hanging on the basketball rims).
   10. Delay of game and/or tactical fouls.
   11. Engaging in any general unsportsmanlike act, especially those that show disregard for intramural rules and policies (unsportsmanlike conduct penalties).
   12. Any attempt to strike an opponent or intramural sports staff member.
   13. Aggressive action toward a participant or intramural sports staff member.
   14. Actions that may lead to a fight.

D. The following policies will also be considered in dealing with unsportsmanlike conduct:

Incidents reported to the administrative staff which indicate unsportsmanlike conduct include failure to adhere to facility policies and procedures; failure to follow verbal instructions of a staff member; failure to provide personnel with proper identification upon request; unauthorized use of facilities; theft or damage to facilities or equipment; and physical or verbal abuse directed toward a staff member, spectator or participant. In doing so, the individual(s) involved will be questioned and may be required to submit a written statement of the incident within seven days of the occurrence. Written statements from on-duty personnel and witnesses will also be obtained. At the conclusion of the internal investigation, the IM-C will rule on the incident. Penalties could include temporary or permanent probation, suspension from the facilities for a specified period of time or permanent loss of access to recreational facilities.
Ejections and Suspensions

A. There is an automatic minimum of a one-game suspension for all individual ejections.

B. Players may be ejected for two unsportsmanlike penalties, one severe unsportsmanlike penalty, or may be removed by an intramural staff member for a gross violation:
   1. A player receiving two unsportsmanlike penalties (Examples: two yellow cards/two technical fouls/two unsportsmanlike conducts (UCs)/two major penalties) or one flagrant foul.
   2. A player called for one unsportsmanlike penalty (Examples: red card/technical foul).

A. A player can be ejected at the discretion of an IM sport supervisor (Example: taunting from a sideline or an attempt to injure another player).

B. Ejected players will be asked to leave the field of play and the facility. The ejected person must leave the playing area immediately and has five minutes to leave the facility. Any ejected person not adhering to this rule could cause their team’s game to be forfeited and face possible referral to the SAC manager.

C. Most suspensions will be served in the sport in which the offense occurred, but individuals can be suspended from all intramural sports and events depending on the severity of their offense.

D. In cases occurring late in the sport season or the academic year, a suspension may carry over into the next sport, season, semester, or academic year.
Southwestern Michigan College is committed to diversity and providing an inclusive learning and working environment that recognizes the unique value and perspective of each person.

The College is committed to providing equal opportunities in employment, education, all of its programs and use of its facilities for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, pregnancy, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the College.

The College complies with all state and federal laws and regulations prohibiting discrimination including, but not limited to, the Elliott Larson Civil Rights Act, Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act and with all requirements and regulations of the U.S. Department of Education.

The College does not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

For further information on notice of non-discrimination, visit the Office for Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Inquiries regarding this policy and/or application of Title VI, Title IX, Section 504 or the ADA may be referred to Brent Brewer, Chief of Staff, David C. Briegel Building, room 2104, 58900 Cherry Grove Road, Dowagiac, MI, 49047, 269.782.1276.

Southwestern Michigan College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.