MARYMOUNT UNIVERSITY

DC Summer Institutes for High School Students Program

Campus Regulations and Code of Conduct

Office of Campus and Residential Services · 2807 North Glebe Road, Arlington, Virginia 22207-4299 · Phone: (703) 284-1500 · Fax: (703) 522-0349

PHILOSOPHY

As a Catholic University, Marymount stands for the human dignity and worth of every person. We believe in values that foster the human respect necessary for people to live, work, and study together as a community.

Rules and regulations provide the basis for a reasonably ordered campus life. Honesty, integrity, responsibility, and respect for persons and property, especially property belonging to the community, characterize members of the Marymount community. Acting against these values diminishes the community; such action is taken seriously here at Marymount, and is handled fairly yet firmly.

PROCEDURES

Participants in all activities for Marymount University’s DC Summer Institutes for High School Students program (the Program) are bound by the standards of conduct listed herein and the Terms and Conditions of Occupancy of University Residences, which can be found on the back of the student’s housing Occupancy Agreement. Program participants must comply with these Program Expectations and Campus Regulations. In the event of a conflict between the rules listed in the Occupancy Agreement and the rules detailed herein, the Program Expectations and Campus Regulations for the Institutes for High School Students program shall govern.

In the event that Program participants violate either the Program Expectations and Campus Regulations or the Occupancy Agreement, they may be subject to discipline. The Program Staff are required to report any and all misconduct and infractions of the rules described below to the Office of Campus and Residential Services (OCRS). OCRS will investigate the alleged violation(s).

Investigations will include an opportunity for the student to hear and respond to the allegations that s/he has violated Program rules. If OCRS determines that a participant has violated Program rules, the participant is subject to sanctions or dismissal from the Program.

A decision that a student’s misconduct warrants dismissal from the Program will be made by OCRS in consultation with the Program’s administration. A student dismissed will be withdrawn from class and his or her parents/guardian will be contacted. In the event of dismissal, parents/guardians must make arrangements for their child to leave campus within 24 hours. No refunds will be granted to students who have been dismissed from the Program.

RULES

1. **Quiet.** Residence Halls are primarily a place of study and rest. Students are expected to maintain a mature manner in the corridors and common areas at all times. Twenty-four hours a day, reasonable quiet must prevail in University-owned housing. An atmosphere of quiet is to be maintained between the hours of 11:00 p.m. and 9:00 a.m. Sunday through Thursday, and 12:00 a.m. and 9:00 a.m. on Friday and Saturday. Radios, stereos, voices, etc., should not be heard outside the room. Students’ right to quiet supersedes students’ right to create noise, and students are expected to cooperate with all requests to reduce noise.

2. **Curfew.** From Sunday through Thursday, students are to be in their residence hall by 11:00 p.m., in their rooms by midnight. On Friday and Saturday, students are to be in the residence hall by midnight, in their rooms by 1:00 a.m. University staff will do rounds at the designated curfew hours. Anyone who is out and about after these curfew times may be subject to disciplinary action.

3. **Leave Policy.** Students are generally not permitted to arrange for late curfew or to spend nights away from campus during the Program. In a few extenuating circumstances, permission to be late for curfew or to be away from campus for a night might be granted. Requests for such permission must be received 72 business hours PRIOR TO THE STUDENT’S ARRIVAL ON CAMPUS by contacting OCRS at residencelife@marymount.edu. Your e-mail MUST include student first and last name, parent/guardian first and last name, student e-mail, student cell phone number if available, parent/guardian daytime and evening phone number, parent/guardian e-mail, the exact date and exact time when the student will depart AND the exact date and exact time when the student will return, the reason the student’s absence is requested, and the name of the Institute course of study in which the student has enrolled. Please note, in order to ensure accountability for students and to ensure that students do not miss critical components of their program, a significant number of individuals (including faculty, staff, and administrators) must be involved in the decision to approve or deny such special requests. As such, the 72-hour rule is firm. Please note: Requests as outlined above are not approved until both the student and the parent have received confirmation in writing via e-mail from Marymount University. Requests for extended curfew and nights away not received 72 business hours prior to a student’s arrival will not be considered.
4. **Alcohol and Drugs.** Students are strictly forbidden from possessing, consuming, asking others to purchase, asking others to consume, or otherwise being in the presence of alcoholic beverages, illegal drugs, and/or drug paraphernalia. These rules apply during the entire period the student is attending the Marymount University Program, regardless of whether the student is on campus or off campus. These rules are strictly enforced and, if violated, will result in dismissal from the Program and the residence halls.

5. **Smoking.** A strict non-smoking policy will be enforced at all times during the Program. Tobacco Product & Simulated Smoking Devices -- Marymount University prohibits the use of any tobacco products on campus. Further, Virginia State law §18.2-371.2 prohibits persons under the age of 18 from possessing tobacco products. For the purposes of this policy, simulated smoking devices such as e-cigarettes and hookah pens are considered.

6. **Prohibited items.** The following items are prohibited in the residence halls at Marymount University: firearms, ammunition, firework, explosives, hunting knives, swords, sabers, candles, incense, scented oils, kerosene/gasoline, kerosene lamps, halogen lamps, mercury thermometers, motorized vehicles (including gasoline-powered bikes, mopeds, motorcycles, etc.), grills/thurber, computer extension devices (including but not limited to computer servers, wireless access points, switchers, routers, hubs, etc.), Ethernet splitters, any layer 2 device that allows more than one Ethernet device to use any given port at the same time), lofts, hot tubs, spas, waterbeds, water chairs, aquariums, open element/electrical cooking appliances (including but not limited to hot plates, toaster ovens, toasters, coffee pots/makers).

7. **Tobacco Product & Simulated Smoking Devices** - Marymount University prohibits the use of smoking devices, which include: cigarettes, tobacco, pipes, hookah pens, e-cigarettes, cigars, cigarettes, and any other device that releases tobacco smoke, regardless of whether the student is on campus or off campus. These rules are strictly enforced and, if violated, will result in dismissal from the Program and the residence halls.

8. **Hall Sports.** No interior space of the residence halls shall be used for sports activities. Objects used in violation of this rule will be confiscated.

9. **False identification.** Students shall not falsely represent their age in any way for the purpose of drinking, possessing, purchasing, or attempting to purchase an alcoholic beverage. Specifically, students shall not possess or use false identification documents to drink, possess, purchase, or attempt to purchase alcoholic beverages or to gain admission to an event or facility that serves alcoholic beverages. Any false identification cards or documents will be confiscated and disciplinary action will be taken.

10. **MU ID Card.** Students are to maintain their MU ID Card on their person at all times. When requested by a University official, individuals are required to produce their official ID Card. ID Cards are not transferable; use of the ID Card by anyone other than the person to whom it is issued is strictly prohibited. Unauthorized alteration of an ID Card for any purpose is prohibited. It is forbidden to manufacture, distribute, or attempt to manufacture or distribute false ID Cards.

11. **Failure to Comply.** All students are required to comply with the directions of any law enforcement officer or University personnel, including, but not limited to, campus police officers and residence hall staff, Program administration, faculty, etc. Disrespect of a University official through language or actions is prohibited.

12. **Personal Responsibility.** Students are expected to be honest in all their dealings at the University. Students are expected to abide by agreements they make with members of the University community. Lying, misrepresentation of facts, or giving of false testimony is prohibited. Students are prohibited from altering, forging, or attempting alteration or forgery of any University document or document submitted to the University.

13. **Gatherings.** Program students shall not be permitted to attend gatherings of college students either on or off campus except as outlined in writing in the Program schedule distributed by the Program.

14. **Guests.** Student hosts are responsible for the behaviors of any individuals they allow to access the residence halls. Guests of a different sex from the host may visit in the common areas of the residence hall only and may not be in the hallway or individual room of the host. The right to quiet takes precedence over a roommate’s privilege to have guests of the same sex in their residence hall room. If one roommate wishes to have quiet time and another roommate’s guests are interfering with the necessary quiet, the guest shall be asked to leave the room.

15. **No overnight guests are permitted at any time.** No persons of college age are permitted in Program participants’ rooms at any time. No guests are allowed after curfew and/or during quiet hours.

16. **Mandatory Classes and Events.** Prompt attendance at all classes is mandatory. Some programmed events will also be mandatory. Students will be notified which program events are mandatory via an announcement prior to the event.

17. **Disorderly Conduct.** Students are prohibited from actions or attempted actions that annoy or disturb others. Any action that disrupts, obstructs, or attempts to disrupt or obstruct the intended functions of the University is prohibited.

18. **Fire Safety.** Students may not intentionally or recklessly misuse fire-safety equipment (such as fire extinguishers, fire alarms, exit signs, etc.). Students may not unnecessarily activate the fire alarm system. Students must leave a building during a fire alarm or drill. Students may not light candles or incense. Students may not intentionally initiate or cause to be initiated any false report, warning, or threat of fire, explosion, or other emergency on University premises or at University-sponsored events. Students may not burn or attempt to burn any public or private property. The University views violation of these rules as a very serious breach of regulations that will result in dismissal from the Program.

19. **Restricted Areas.** Students are not permitted in any area that has specifically been designated off-limits by the University or an authorized University official. Students are not permitted any place on campus where it could reasonably be inferred that access is prohibited or restricted. Students are not allowed on the roofs of University buildings except where expressly authorized by University personnel. Students may not access electrical or mechanical rooms, restricted playing fields, restricted locker rooms, or construction sites.

20. **Harassment.** Students may not intentionally or persistently engage in acts deemed intimidating, hostile, coercive, or offensive.

21. **Stalking.** Students may not engage in communication of any type that is unwelcome, including face-to-face, telephone calls, voice messages, electronic mail, written letters, notes, unwanted gifts, etc. Students may not pursue or follow other students when such is not welcomed. Students may not observe or survey people, places, or things when such is not
welcomed. Students may not conduct any behaviors or activities on more than one occasion that place another person in reasonable fear or threaten his or her mental health and/or
are intended to cause emotional distress.

22. **Physical Assault.** Students may not intentionally touch, or attempt or threaten to touch, any person in such a manner as to cause fear of bodily harm or physical injury.

23. **Sexual Activity and Misconduct.** Program participants are prohibited from engaging in sexual activity and sexual misconduct, including assault and actions of a sexual nature that
are intentionally indecent and/or offensive. Students in violation of this provision will be dismissed from the Program.

24. **Theft.** Students may not obtain or attempt to obtain, whether through a single act or multiple occurrences, the property or services of persons or the University with the intent to
deprose the other or the University of a right to the property or a benefit of the property or service.

25. **Trash Disposal.** Students are responsible for the proper disposal and containment of trash in and around their residence. Leaving trash receptacle(s) on public display outside of
the individual room to which a student is assigned is prohibited. Students may be billed for trash found in or around their room without further notification.

26. **Maintenance of Rooms.** All students are expected to maintain their rooms in a clean manner and free of excessive debris and trash. Students are expected to remove their trash on
a daily basis. In addition, all students are obliged to maintain their rooms and otherwise comply with the Terms and Conditions of Occupancy of University Residences listed on
the back of each student’s housing agreement. Each student will be asked to sign a housing agreement at the time of check-in.

27. **Defacement.** Students may not engage in an act or attempted act that may result in the marring of the appearance of another’s property or University property.

28. **Pets.** Unauthorized pets are not permitted on campus.

29. **Objects from Building.** Students may not throw and/or intentionally cause to fall any object from a window, rooftop, or balcony.

30. **Damages.** Students are responsible for the care and condition of the rooms and corridors they occupy, including but not limited to the walls, floors, carpets, and furniture. The
rooms and corridors must be left in move-in condition upon departure. Students will be held financially responsible for the cost of repairs for any damages and the cost of any
special cleaning needed to return the room or corridor to their move-in condition. The need to repair and costs of any such repairs or cleaning is within the sole discretion of
Marymount University. In cases where the responsibility for damage cannot be attributed to specific persons, the cost of the damage will be divided among all residents responsible
for the area in which the damage occurred.

31. **Misuse of University Resources.** Students are prohibited from using University resources in a manner inconsistent with their intended purpose and as permitted by University
officials. Student are prohibited from using academic resources for purposes other than those specifically permitted by the instructor and in the course syllabus.

32. **Academic Integrity.** The acquisition of knowledge requires an academic environment free of dishonesty and deceit. Students are prohibited from engaging in acts of academic
dishonesty, including but not limited to, plagiarism, cheating, falsification, and soliciting or facilitating the academic dishonesty of another. The consequence for academic
dishonesty is failure of the course and possible removal from the program.

33. **Laws and Statutes.** Violations of applicable laws and statutes that occur on or off campus are not permitted and may result in disciplinary action on the part of the University.

34. **Changes and Additions.** OCRS and the University has the right to add or make changes to these rules and regulations as deemed necessary to help preserve the spirit of the
community. Any changes will be communicated to students. Signatures of the participant and his/her parent/guardian will signify willingness to abide by the conditions and
regulations of Marymount University, the Office of Campus and Residential Services, and the Program. Failure to abide by these conditions may result in immediate dismissal of
the participant.

Printed Name of Participant __________________________ Signature of Participant __________________________ Date __________

Signature of Parent or Guardian __________________________ Date __________

Please return the signed License Agreement, along with your completed application for Marymount University’s DC Summer Institutes for High School Students, to Marymount University, Office of Admissions, 2807 N. Glebe Road, Arlington, VA 22207.