

STUDENT HANDBOOK

Preparing Students for College Success Summer
Program at Johnson & Wales University - Denver

Summer 2019



JOHNSON & WALES
UNIVERSITY



LANDMARK
COLLEGE

Table of Contents

Overview & Purpose of this Handbook.....	1
Standards of Conduct.....	1
General Policies of the Program.....	1
Attendance	1
Classroom Behavior	2
Refund Policy	2
Privacy & Dignity.....	2
Compliance with College and Program Officials.....	2
Dress Code.....	2
Identification Cards	2
Room Use & Occupancy	3
Open Door Policy	3
Guests	3
Culpability	3
Room Keys	3
Locking Doors and Windows	3
Quiet Hours.....	4
Curfew	4
Room Inspections	4
Room Changes.....	4
Telephones.....	4
Storage & Security of Personal Items	4
Room, Automobile, and Personal Effects Inspections & Searches.....	4
Damage Assessment.....	5
Permission to Leave Campus	5
Knives and Weapons	5
Alcohol & Other Drug Policies	5
Prescription Medications	6
Tobacco Products	6
Automobiles.....	6
Fire Drills and Building Evacuation.....	6
Fire Safety.....	6
Anti-Hazing Policy	7
Prohibited Discrimination and Harassment (including Sexual Harassment) Policy.....	7
Disciplinary Process	8
Administrative Hearing	8
General Sanctions	8
Sanction Examples	9
Addendums & Changes Between Publications	10

Overview & Purpose of this Handbook

These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make positive and informed choices while living in a community atmosphere and intended to maximize everyone's academic and social experience.

All students who are enrolled in the Preparing Students for College Success Program at Johnson & Wales University (JWU or the University) will be held to the expectations and policies outlined in this handbook. It is expected that all parents/guardians and students read this student handbook thoroughly and refer to it as a source of guidance and information. Parents'/Guardians' and students' knowledge of its contents is expected and will be assumed by program administrators & staff.

Standards of Conduct

Students enrolled in the Preparing Students for College Success program at JWU are expected to treat other members of the program and University community with respect and courtesy. The following standards of conduct are examples and general expectations for all student members of the Landmark College community and are to be demonstrated during the summer program at JWU:

1. Honesty in academic endeavors and in all aspects of campus life.
2. Commitment to a safe, clean, congenial, and productive learning environment.
3. Respect for the feelings, time, efforts, and physical well-being of others, and for their capacity for growth.
4. Respect for the property and materials of the host institution and all members of the campus community.
5. Respect for and adherence to the rules and regulations of the host institution, its governing bodies, and all state and federal laws and regulations.

General Policies of the Program

Attendance

Students are expected to attend all their assigned classes, activities, academic prep time periods, and scheduled events (including field trips) on time unless they have a documented excuse issued by a member of the Summer Program staff. Undocumented absences, including chronic tardiness, will result in the following sanctions:

- First time: Warning
- Second time: Probation
- Third time: Expulsion

In addition, students are expected to remain on campus at all times, unless attending a program-sponsored event or activity or with parental permission. While on campus, students are expected to remain in assigned or designated areas on campus. Failure to comply with this requirement will result in disciplinary action.

Classroom Behavior

Creating a comfortable and safe learning environment is important to the development of academic engagement. In the classroom, students are expected to maintain appropriate and respectful behavior at all times. This includes following the direction of the instructor, respecting other students, and using appropriate language and action. Inappropriate classroom behavior will be addressed by faculty and other Program staff. Repeated or significant inappropriate behavior may be met with sanctions up to dismissal from the program.

Refund Policy

There are no refunds of tuition, room, or board for withdrawal or dismissal from the Landmark College Summer Program in conjunction with Johnson & Wales University. Students who voluntarily withdraw during the first five days of the program may submit a written letter requesting a policy exception. This request should detail the circumstances of the student's withdrawal. Students who are dismissed for any reason are ineligible for any refund.

Privacy & Dignity

While living in a community, it is important to maintain respect for the personal privacy and dignity of students and staff. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the community. Unwarranted peer intrusions on a student's right to such privacy shall be considered a violation of the program's disciplinary code.

Compliance with College and Program Officials

All students are expected to comply with all requests and directives made by JWU and Program staff members who are appropriately exercising their responsibilities. This includes, but is not limited to, residential staff, security staff, building managers, facilities staff, faculty, program directors, and deans.

Dress Code

The dress code for the program is casual. At no time is clothing that advocate's inappropriate behavior acceptable. Clothing is not to be a distraction to academics or community life. Keep in mind that you are in an academic environment. Interpretation of this policy is at the discretion of the faculty and staff.

Identification Cards

Students will be issued a JWU Summer Program identification card during the registration process. Students should carry this card with them and must show it to campus officials upon request. Students found tampering with or altering identification cards will be subject to disciplinary action.

Room Use & Occupancy

Each student is provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. Students are responsible for keeping their rooms neat, organized & clean. Consideration for roommates and respect for each other's property & personal space is expected. No room alterations are allowed.

Students, as a community, are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges and grounds surrounding the residence hall.

Open Door Policy

Student's residence hall rooms must remain open while individuals other than the student's roommate are present.

Guests

Guests are defined as those who are identified as registered students, faculty, or staff in the JWU Summer Program. All others are not permitted in the residence hall unless specifically invited by residential staff. No overnight guests are permitted. Out of respect for a roommate's right to privacy, students are expected to comply with the expressed desire of their roommate not to have guests.

Culpability

As it is often difficult to accurately determine degrees of culpability, all residents of a room where a violation is found may be held responsible to some level for that violation. Students are advised, therefore, to avoid such situations that may put them at risk of unwanted interventions and are encouraged to inform Program staff if such violations are occurring in their room.

Room Keys

At the start of the program students will be given keys to their rooms that they must return at the end of the program. Because of security concerns, any time a key is lost the student must immediately notify the Residential staff and a lock change will be initiated. A fee of up to \$50 may be charged for this service.

Locking Doors and Windows

In the interest of safety and security, all the external doors of the residence hall will be locked at all times. Students must carry their ID card with them for access to the residence hall and campus buildings. Additionally, all students should lock their doors and windows when they are leaving their rooms and carry their key with them. Keys should not be loaned to other students. Lost keys should immediately be reported to the residential staff. Security and fire doors in the halls should not be propped open (except by magnetic door holders that are connected to the fire alarm system). Windows should not be used as an entry or exit from a building, unless it is an emergency such as a fire. Items should not be passed through an open window.

Quiet Hours

The rigorous academic program requires evening study. For this reason, quiet hours must be observed in the residence hall as posted. All students are required to show courtesy to their roommates and the community around the subject of noise.

Curfew

Students of the Summer Program are required to be in their residence hall no later than 11:00 PM each night and in their own room by midnight. Failure to abide by the curfew will result in sanctions outlined in the section, “General Sanctions.”

Room Inspections

Room entry and exit inspections will be conducted by residential staff to determine the condition of each room. In addition, weekly health & safety inspections will be conducted by members of the residential staff to ensure that each room is in compliance with standards of health and safety. Any concerns will be addressed with the students, and students are expected to immediately comply with staff members’ requests.

Room Changes

Every effort is made to house students in compatible situations conducive to academic and personal growth. Roommate changes are rare, and may be made only under the direction of the residential staff.

Telephones

JWU does not provide local and on-campus telephones in residence hall rooms; students are required to provide their own telephones.

Students may not use cell phones, nor have them turned on during class periods or during any program-sponsored event or activity. Cell phones may not be used during academic preparation time or any other time in which the student has residential or program-based obligations. Excessive use of cell phones will be addressed by Program staff.

Storage & Security of Personal Items

All students are issued keys for their rooms and are advised to take precaution in securing items of value in their room and on their person. JWU, Landmark College, nor their staff accept responsibility, nor will they provide compensation for lost, stolen or damaged items.

Room, Automobile, and Personal Effects Inspections & Searches

JWU reserves the right to enter, inspect and search students’ rooms, automobiles or personal effects without notice in case of emergency or when there is reason to believe that campus regulations are not being followed or that campus or program policies may have been or are being violated. JWU will cooperate with law enforcement authorities as required and appropriate.

Damage Assessment

Residential staff, with the student present, record room conditions when the student arrives on campus. At closure, this joint procedure is repeated; the room key returned, and notations are made of any damages caused by the student that may result in charges.

Students are responsible for any damage done to personal or University property. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing JWU property.

Damages which cannot be attributed to specific individuals will be charged to all room or building occupants. JWU reserves the right to determine the cost to repair or replace any damaged property.

Permission to Leave Campus

Students in the Preparing Students for College Success summer program at JWU must have permission in advance to leave campus for any reason other than supervised, program-related activities. Permission to leave campus can only be granted by the primary parent(s)/guardians on record with JWU. Permission forms are available from the Residential staff.

Knives and Weapons

Knives of any sort are not permitted on campus by summer program participants or their guests, other than culinary knives to be provided as part of culinary elective courses for supervised use in classroom labs only. Firearms and ammunition of any kind, including BB guns, pellet guns, paintball guns, or any instruments that discharge projectiles such as bows and slingshots, and any other weapons are prohibited from campus. Students possessing such weapons will be subject to immediate disciplinary action up to and including dismissal.

Alcohol & Other Drug Policies

JWU and Program staff will address any behavior relating to drugs and alcohol as outlined below:

- **Possession of alcohol or illegal drugs on campus:** Students who are found to possess, use, distribute, or transport alcohol or illicit drugs on campus will be subject to dismissal from the program. JWU reserves the right to consider the presence of smoke or odors as a violation of this policy.
- **Being under the influence of alcohol or other drugs on campus:** Students who return and are found on campus under the influence of alcohol or illicit drugs will be subject to disciplinary action up to and including dismissal.
- **Drug Paraphernalia:** Drug paraphernalia, regardless of intended use, is not allowed on campus.
- **Alcohol Containers:** Empty alcohol bottles, cans, bottle tops, and other containers are not allowed on campus, even for decorative purposes.

Students found to be in violation of these policies will be subject to sanctions up to dismissal from the program.

Prescription Medications

All prescription medications to be used by students during the program must be registered, maintained, and dispensed by program staff (except topical creams and inhalers). Students will be expected to take these medications as prescribed by their physician. It is the responsibility of all students to report to Program staff at the appropriate time in order to take their medication. Refusal to take medication, including not reporting to Program staff for proper dispensing, may be met with disciplinary action.

Students who are found to be sharing, selling, or trading prescription medications on campus, or abusing or misusing their own prescription medications on campus will be subject to sanctions ranging from Disciplinary Probation to dismissal from the program at JWU.

Tobacco Products

It is a violation of Colorado State law for persons under the age of 18 to possess or use any tobacco or cannabis products. **Summer Program students, regardless of age, will not be permitted to use tobacco or cannabis products for the duration of the program.**

Any student in the Summer Program who may have difficulty with smoking cessation during the program may consult with the nursing or residential staff.

Automobiles

Automobiles and their use are not allowed on campus by participants of the Summer Program. Students with parental permission to arrive on campus using personal transportation will be asked to surrender all keys to the Residential staff upon arrival, and park their automobile in a designated area for the duration of the program. Students may not return to their automobiles without the permission of the Residential staff until the end of the program.

Fire Drills and Building Evacuation

JWU regularly conducts fire drills and building evacuations as part of its policy regarding health and safety. All occupants of a building whose alarm has been triggered should evacuate the building immediately in an orderly fashion, and meet at the designated “safe area.” Such procedures, including directions to the “safe area,” will be reviewed and practiced during orientation. Students should remain in the designated “safe area” until the situation has been cleared by local safety authorities.

Fire Safety

Compliance with fire regulations is a necessity in the residence halls. Smoke and heat detectors are only a part of fire safety. While the residence halls are as fireproof as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary:

1. Electrical appliances including, but not limited to: halogen lamps, hot plates, toasters, immersion coils, “George Foreman” type grills, toaster ovens, electric blankets, space heaters, sun lamps, and power tools are not permitted.
2. Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are not permitted.
3. Fireworks, explosives, volatile liquids, and fuel are not permitted.
4. Posters, pictures, and other combustible wall decorations which are not placed flat against the wall or those which block or hinder entryways are not permitted.
5. Ceilings may not be decorated with fabric, posters, fishnet, or other combustible material that might ignite.
6. Room contents must not obstruct doors, passageways, or corridors. Tapestries may not be hung from the ceiling or across closet openings.
7. Fire alarms and extinguishers are critical for safety and must not be tampered with. Students who pull false alarms and/or tamper with fire safety equipment will be subject to: fines and disciplinary action up to and including dismissal, fines from the Denver Fire Department, and may also be subject to criminal charges.
8. Extension cords under carpets or that multiply the number of electrical appliances used in one outlet without a surge protector are prohibited.

Anti-Hazing Policy

JWU unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. We interpret hazing as any severe, persistent or pervasive behavior that, for purposes of initiation or admission into any affiliation with any organization or group, endangers an individual’s mental or physical health, well-being or safety, or unreasonably interferes with an individual’s ability to freely participate in university life. For more information, please visit [JWU’s Hazing Policy](#) within the University’s Student Handbook.

Prohibited Discrimination and Harassment (including Sexual Harassment) Policy

JWU and Landmark College value and foster an educational and employment environment free from all forms of intimidation, hostility, offensive behavior, and discrimination, including harassment, on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy or marital status, or other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities. Such conduct violates not only University policy, but may also violate federal and state laws.

Complete information about JWU’s Prohibited Discrimination and Harassment (including Sexual Harassment) Policy is available online within [JWU’s Student Handbook](#). It is expected and assumed that all program participants and their families have reviewed this important policy prior to the start of the summer program.

Any questions about JWU’s Prohibited Discrimination and Harassment Policy should be directed to the Dean of Students at JWU Denver (campuslife.den@jwu.edu).

Disciplinary Process

It is expected that all members of our community will conduct themselves responsibly in accordance with the policies and regulations outlined in this handbook. JWU, through the disciplinary process will address actions that are inconsistent with the ideals of this community, or are prejudicial to the best interests of Landmark College, JWU or the Summer Program.

JWU reserves the right to impose disciplinary sanctions, up to and including dismissal, for violations of Summer Program and University policies or for the commission of illegal acts (on or off campus) or for any action it deems to be detrimental to the student's performance, or which would be harmful to the welfare of JWU or Landmark College, or which would disrupt the academic process of the program.

JWU reserves the right to address all matters through its disciplinary process, without regard to whether the conduct at issue may also be the subject of criminal charges.

JWU's disciplinary system relies on the standard of proof of 'a preponderance of the evidence' or 'more likely than not. This means that a hearing officer or conduct board must believe that there is more than a 50% likelihood that the actions or behavior in question did occur.

The determination of the appropriate discipline, including dismissal from the Summer Program, shall be the discretion of the Dean of Students at JWU or their designee(s) as appropriate. The procedures set forth should not be considered to be a promise for specific treatment in specific situations.

JWU may immediately dismiss a student from the program and campus who poses a continuing danger to self, persons or property, or who poses an ongoing threat of disruption to the academic progress of the University prior to or subsequent to the disciplinary procedures described in this Handbook.

The Dean of Students at Johnson & Wales University has the ultimate decision-making authority in all matters relating to carrying out the University's policies, including matters relating to discipline and expulsion.

Administrative Hearing

Students who are involved in violations of policy will be required to attend an Administrative Hearing typically convened and facilitated by the Summer Program administration. The outcomes of the hearing may include (but are not limited to) sanctions ranging from a warning to expulsion from the program. Parents and/or guardians may be present in an administrative hearing, but may not participate in the hearing itself. Attorneys are not allowed to participate in administrative hearings.

General Sanctions

Warning – A reminder to the students of the obligation they accept to adhere to campus or program policy, procedure or rule.

Probation - official notification that any further violations of campus or University policy may result in dismissal from the program.

Dismissal - A student is required to leave the program immediately. They may or may not be permitted to return to the campus in the future and are responsible for their own travel arrangements (including cost).

Sanction Examples

Examples of behavior that would likely result in disciplinary action up to dismissal from the program, include, but are not limited to:

1. Possessing, consuming, being under the influence of, or distributing:
 - alcohol
 - alcohol containers
 - illegal drugs
 - tobacco products
 - weapons
 - drug paraphernalia
 - fireworks
 - medications that have not been prescribed to the individual
 - riding in unauthorized vehicles without staff permission
2. Leaving the campus without authorization, or being in an unauthorized location on campus.
3. Being absent without prior approval from class or other events where attendance is required.
4. Stealing, or deliberately damaging any buildings, furnishings, personal possessions of other students, or other property.
5. Engaging in academic dishonesty, such as cheating or plagiarism.
6. Engaging in any act that is considered unlawful in the State of Colorado or the United States of America (including but not limited to, theft, assault, destruction of property, etc.).
7. Engaging in acts of a sexual nature that may be deemed inappropriate or offensive.
8. Verbal or physical harassment of students or staff. Examples of harassment can include, but are not limited to: derogatory comments, epithets or other behaviors, demeaning comments prohibited by JWU's policy against harassment, and/or comments or behavior that create an intimidating, hostile or dangerous living, learning or working environment through words or actions.
9. Not observing the program curfews. (Note: program curfews are posted in the residence halls and are subject to change at the discretion of the Summer Program staff).
10. Not abiding by the general policies of the program.

Addendums & Changes Between Publications

JWU and Landmark College jointly reserve the right to add, modify or amend any part of this handbook at any time. JWU and Landmark College will inform students, faculty and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.