



## Good Neighbor Policy for Off Campus & Commuter Residents

### For the approved off-campus or commuter student:

Name (*please print*): \_\_\_\_\_ ID Number: \_\_\_\_\_

Heidelberg is a 4 year residential university, therefore; living off campus or commuting is a privilege granted to a limited number of students, and therefore carries with it certain responsibilities. As an off-campus or commuter resident, your conduct is a direct reflection of Heidelberg University; therefore students are expected to conduct themselves in a manner that builds and strengthens the relationship between the University and the greater Tiffin community.

### Belonging to a Community

Specifically, students must understand that:

1. Though students may only be living in the community during their academic tenure, long-term residents have made a commitment to their community. For this reason, students are expected to demonstrate responsible citizenship by showing respect and concern for all members of the local community.
2. Families and neighborhoods around campus have the right to enjoy a reasonable level of peace and quiet. Students are expected to be sensitive to the needs of their neighbors in this regard.
3. Families and neighborhoods take a sense of pride in their community by taking care of their property. Students are also expected to take care of their property as a reflection of their commitment to that community.
4. Though the university cannot regulate what goes on in the privacy of off campus homes, when a student's otherwise private actions or behaviors become public and attract the attention of others within the community, Heidelberg University must become involved.

### Exercising Good Conduct

Additionally, students should the following guidelines to establish themselves as good neighbors in the Tiffin community:

1. Build relationships by introducing yourself to surrounding neighbors.
2. Exchange phone numbers, e-mail addresses and other contact information in case of emergency.
3. Get to know your neighbors by asking questions about their family, professions and interests.
4. Be a positive reflection in the community by keeping your property respectable (take care of your lawn, remove excess snow, clean up trash around your lawn or in front of your house).
5. Handle problems politely and maturely through personal communication.

### Areas of Misconduct

Students must abide by all federal, state, and local laws, as well as all published University policies. Specific areas of potential misconduct include, but may not be limited to, the following:

1. **Noise:** Music and general noise should be maintained at reasonable levels. Music should be directed toward the interior of the residence. Residents should remind visitors to exercise common courtesy when visiting, to refrain from excessive shouting between the street and the house, and to limit vehicle noise whenever possible.
2. **Automobiles:** Observe all city ordinances and exercise courtesy and common sense. Do not obstruct the street or private driveways or park on someone else's property without their permission. The city of Tiffin also has a 72-hour on-street parking ordinance, so remember to move your car periodically. For your own safety, as well as that of your neighbors, abide by all traffic laws and drive responsibly.
3. **Property:** Individuals residing in the dwelling and their guests should respect the property of their landlord, host and neighbors. They are to refrain from the destruction, defacing or littering of property.

4. Verbal Harassment: Verbal harassment, profanity, fighting words and/or threat of harm directed toward others are inappropriate. When the potential for conflict develops, students are encouraged to seek mediation assistance through the university.
5. Fighting/Assault: Physical assault and confrontational behavior are unacceptable. If a volatile situation occurs, walk away until the concerns can be appropriately addressed. If necessary, seek mediation from the university and/or local authorities.
6. Alcoholic Beverages: The use of alcoholic beverages must be in accordance with all state and local laws.
7. Responsibilities as a Host: Residents of a dwelling are responsible for the actions of their guests. Sponsoring parties for profit, sponsoring social gatherings that disturb neighbors and/or authorities, serving alcohol to minors, harassment or defacing or damaging property, selling or distributing drugs, or participating in other illicit behaviors will not be tolerated.

**Consequences**

Heidelberg University students may be charged through the Student Conduct system for violating this policy, or for other misconduct which arises off campus if the student is in violation of federal, state or local laws or published University policies. Students found responsible are subject to sanctions up to and including loss of the privilege to live off campus or suspension or dismissal from the University. Students may also be required to move into on-campus housing, regardless of the financial hardship it may cause them.

**Acknowledgement**

By signing and returning the accompanying Landlord Agreement or Commuter Agreement, you are also acknowledging your acceptance and adherence to the Heidelberg University Good Neighbor Policy. Please keep this policy for your records. Any questions regarding this policy may be directed to the Office of Residence Life at 419-448-2058.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone \_\_\_\_\_