



RESIDENCE LIFE COMMUNITY LIVING POLICIES

The Office of Residence Life seeks to provide a safe environment that enhances social and educational opportunities on campus as well as fostering community within the residence halls. Each residence living area has an Area Coordinator (AC), Senior Resident Assistants (SRA), and several Resident Assistants (RA) to assist students. All students are encouraged to seek the assistance of their AC and RA when they have questions about the college, concerns with their living environment, are unable to resolve a conflict with their roommate or floor mate(s), or need someone to talk to about a personal concern.

All students should adhere to the following policies. Students are responsible for reading and knowing the contents of these regulations for each academic year. A student's failure to abide by the terms of College regulations and policies may result in sanctions as outlined in the College Judicial Processes. The College reserves the right to change or alter these policies throughout the course of the year.

1. **Alcohol and Illegal Drugs:** Students are required to read and abide by the provisions of the campus Alcohol Beverage and Drug Policies contained in the *Knapsack* while in the residence halls. Also note that a resident could be held responsible for any behavior occurring in their assigned room as outlined in the Responsibility for the Room Policy
2. **Assignments:** The Office of Residence Life will assign all students, designate roommates, and facilitate room changes when warranted. The College may also place three students per residence hall room. There are a limited number of single-occupancy rooms on campus; the Office of Residence Life selects residents for these rooms based on requests for reasonable accommodation. If space allows, double-occupancy rooms are offered to students as singles during the spring semester at an increased charge. The Office of Residence Life typically makes housing assignments for upperclassmen through a housing lottery process that is held during the spring semester for the upcoming year. The Office of Residence Life publishes specific procedures for the housing lottery prior to that event.
3. **Bunk Beds:** Students may use homemade bunk beds or elevated beds only at the Fraternity Court. Individuals interested in building homemade bunk beds at the fraternity court must have plans approved by the Office of Residence Life before building.
4. **Check In/Check Out:** A Room Inventory Sheet will be completed for each room before a student moves into a residence hall room. Upon moving in, the resident should verify that the "check-in" status of the room is correct, sign the form, and return it to the Resident Assistant of the hall/area. A check out inspection will be conducted upon move out and the resident(s) will be responsible for any discrepancies between the check in and check out conditions of the room or apartment. An improper check out fine may be assessed for failure to follow the published check out procedures published at the end of each semester.
5. **Display of Objects from Residence Halls:** The display of flags, banners, signs and other objects from the outside of College residence halls and windows are prohibited without prior approval from the Office of Residence Life. Failure to abide by this policy may result in judicial sanctions including fines of \$25.00 per person may be imposed.
6. **Electrical Appliances:** Personal refrigerators are allowed but should be no more than 4.2 cubic feet. Electrical equipment such as blankets or pads, irons, razors, hair dryers, hair curlers, toothbrushes,

lamps, clocks, and musical instruments are acceptable provided such devices do not exceed the amperage limits of the circuits or create a hazard due to the manner in which they are connected. Electrical equipment that is NOT allowed in residence hall rooms include: personal air-conditioners, open coil burners (hot plates), griddles or grills, toasters (unless controlled thermostatically controlled), electric hamburger cookers (Foermer grills), indoor/outdoor grills or hibachis, and any high heat appliance capable of heating grease to the boiling point.

Extension cords are to be used only with portable appliances or fixtures. Extension cords should be maintained in a safe and operable condition, free from frays, splices, and damage. Extension cords cannot be affixed to the floor, walls, doors, or ceilings of residence hall rooms; they cannot also extend through walls, ceilings, and floors or under doors and floor coverings.

7. **Electrical Equipment** No students shall alter or repair electrical equipment or fixtures that belong to the College. Defects in electrical equipment should be reported to Campus Services immediately.
8. **Fire Safety:** The reporting of false fire alarms and tampering with fire safety or fire alarm equipment is a violation of State and Federal law. False alarms include, but are not limited to, the giving, signaling, or transmitting of a false fire alarm by telephone, spoken word, activation of any fire alarm system, or by any other means which results in a false fire alarm. Fire safety or fire alarm equipment includes, but is not limited to, any part of any fire alarm or sprinkler system, standpipe, fire extinguisher, exit light, fire hydrant, emergency lighting, and automatic fire doors and closures. Criminal prosecution as well as fines up to \$500.00 may be imposed.

Fire codes require evacuation of a building when the fire alarm is sounded -- fines up to \$500.00 may be imposed for non-compliance.

In accordance with fire safety regulations, the following items are not permitted:

- a. Candles / any open flame device: In conjunction with fire safety regulations, the institution strictly prohibits open flames of any kind within a residence hall room (i.e., candles, incense and oil lamps).
 - b. Fireworks: No fireworks of any kind are allowed in residence hall rooms.
 - c. Halogen Lamps: Halogen lights are prohibited in any residence hall room on campus.
 - d. Holiday/Decorative Lights: Live Christmas trees are not allowed within residence hall rooms. When using artificial trees, residents should not allow lighting wires to make contact with any metallic part of the tree. Lights must not be strung through suspended ceiling tiles and should not come into contact with any wrapping paper, metallic foil, etc. Decorative lights must be turned off and unplugged when no one is in the room. Residence Life Staff reserve the right to remove these units from any room without prior notice to the student(s). Judicial sanctions including a fine of \$50.00 per roommate may be assessed for any prohibited items.
9. **Furniture:** Students are not permitted to remove, transfer, or store any College property such as desks, chairs, dressers, beds, or mattresses provided in the student. Students who remove College property from a room without permission of Residence Life Staff may be fined \$50.00 and have the property returned to the room.
 10. **Guests:** Resident students may host overnight guests of the same gender; however, these guests may not stay for more than two consecutive evenings without written permission from the appropriate area coordinator. Cohabitation (defined as guests sleeping/staying in the room, which infringes on the rights and privacy of another roommate within the same room or apartment) is prohibited. The PC visitation policy still remains in effect at all times. Residents are responsible for the actions and

behaviors of their guest(s) and may be held responsible for any damages or violations of their guest(s).

11. **Hall Closings:** Students are permitted to stay in campus residence halls while they are open. The College does close residence halls during certain holiday periods, including, but not limited to, the Christmas break. Students needing permission to reside in the halls while they are closed must receive written permission from the Office of Residence Life in advance. Students who are found in the halls during unauthorized times (including move-in and move-out dates) are subject to fines and other sanctions as deemed appropriate
12. **Inspection/Search of Rooms:** The College may enter, inspect, or search a student's room under the following conditions: (1) when there is a reasonable suspicion that an occupant may be physically harmed or endangered, (2) when there is a reasonable suspicion that College regulations or State/Federal laws are being violated, or (3) periodic health and safety inspection of the residence hall rooms. Determinations of what constitutes "reasonable suspicion" may be made by the President of the College, the Vice President for Student Life, the Dean of Student Life, the Director of Residence Life and Student Activities, or a member of Department of the Student Life on call staff.
13. **Keys and Cards:** Room keys are distributed to each resident of a room -- students are required to pick up a key. All keys remain the property of the College and students are required to return keys upon their withdrawal, or upon completion of the spring semester. Students may not retain their keys even though they are to occupy the same room the following year. Keys and student ID cards are not to be exchanged or loaned to other students. Lost keys should be immediately reported to the Office of Residence Life. Students will be charged \$25.00 for a lost key. Lost student ID cards should be immediately reported to the Public Safety Office. Students caught forcibly opening doors (not using their key cards) will be fined \$50.00, pay any damages, and possibly be charged with a vandalism violation.
14. **Maintenance:** Any maintenance problems within the rooms and Residence Halls should be reported to Campus Services via the online reporting system. If there is an emergency and a student cannot reach his/her Resident Assistant, the student should contact the Residence Life Staff person on duty, the Office of Residence Life, or Campus Police.
15. **Meetings Convened by Residence Life Staff:** Meetings scheduled for a floor, wing or hall by Residence Life Staff are mandatory at the discretion of the Staff person -- Residence Life Staff may impose fines for unexcused absences if notice of a mandatory meeting is given beforehand.
16. **Pets:** Pets are not allowed in campus housing, even for short visits. Non-poisonous fish may be kept in a ten-gallon or smaller tank. Students keeping any prohibited pets in or outside of buildings will be subject to judicial action and may be fined \$50.00 for each offense. In addition, students found in violation of the pet policy may also be responsible for exterminating costs as well as any other damage charges related to the pet. Pets must be removed within 24-hours of receiving notification from the Office of Residence Life.
17. **Room Changes:** Students who wish to change rooms or residence halls must request and receive written permission from the Office of Residence Life. Students who change rooms without permission will be required to move back to their official assignment and are subject to judicial sanctions and/or fines for an improper room change. Room changes are not permitted during the first or last two weeks of each semester.

18. **Responsibility for Communal Property (hallways, baths, stairwells, elevators, lounges, studies, utility rooms, and kitchens):** Residents are expected to take every precaution to ensure that communal property is not abused. In halls or sections where the College has determined that the residents are tolerating abuse of property and the individual(s) responsible cannot be identified, all residents will be held responsible for paying a prorated share of the cost of repairing such damages. Instances of vandalism to these areas can carry with it a fine up to \$500.00 that may be divided among residents if the responsible student(s) can not be identified. The following concepts are the basis of this policy: (1) residents of a floor are part of a community and, therefore, have certain corporate responsibilities. Residents are expected to ensure that their community is conducive for sleeping, studying, and socializing. (2) The possibility of incurring a community damage charge encourages residents to hold one another responsible for behavior. If damage to a residence hall occurs as the result of vandalism by a student's guest, the host is held responsible. If a student causes damage to a public area of a residence hall, that student is bound to take responsibility and report the incident; failure to do so may be considered a violation of the Honor Code.
19. **Responsibility for Personal Property:** Students are encouraged to maintain appropriate insurance to cover personal belongings (i.e., clothing, furniture, electrical equipment, etc.). The College does not assume an obligation to pay for the loss of or damage to the personal property of residents occurring in its buildings or on its grounds.
20. **Responsibility for the Room:** Each student is responsible for all items and behavior occurring within his/her room. Assigned occupants as well as guests could be held responsible for any violation of campus polices occurring within a specific room.

In addition, each student is responsible for the condition of his/her assigned room and shall reimburse the College for all damage to or loss of fixtures, furnishings, or property. Each student is responsible for the upkeep of the room (and bathroom, if applicable). The student must provide all cleaning materials.

Students should refrain from putting stickers on the inside or outside of their doors and are asked to use tacks when attaching anything to a door or drywall. Damage charges may be applied for any adhesive marks or other damage to the wall because of the use of tape or stickers. Students are prohibited from painting their rooms or attempting to repair any wall/door damage. In addition, students are expected to be familiar with and abide by the provisions of the Campus Wide Sign Policy published in the Student Life Policies.

21. **Roofs and Ledges:** Students should not access roofs and ledges of any campus buildings. Judicial sanctions including fines of \$100.00 per person may be imposed.
22. **Solicitation and Selling:** Soliciting and selling by students and non-students is prohibited in all residence halls. No person may enter a College residence hall to distribute or collect questionnaires and surveys, and/or to collect any other information in person from students in their rooms without obtaining advance written permission from the Office of Residence Life. Students who encounter door-to-door solicitors should immediately contact their Resident Assistant or the Office of Residence Life. Advertisements from non-student groups may also not be displayed within residence halls without prior written permission from the Office of Residence Life. Residence Life Staff maintain the right to remove any advertisements (student generated or other) that they find offensive or inappropriate.

23. **Smoking:** Smoking is not allowed in any building on campus, with the exception of the Townhouses and Fraternity Court. Smoking in a prohibited area may in result in judicial sanctions and a \$75.00 fine.
24. **Storage of Personal Property:** The college does not provide storage for personal items and students should arrange for storage of the belongings at an off campus location. Storage of the personal property at the fraternity houses over school breaks requires the permission of the Director of Residence Life and Student Activities and/or the Director of Greek Life. The College assumes no responsibility for the loss or damage of property stored or left in the houses. The College assumes no responsibly for damage to any part of the house as a result of improper disposal of any perishable items.

Bicycles may only be kept in racks provided outside the residence hall, behind designated yellow lines in designated stairways, and in residence hall rooms. Bicycles may not be stored in residence hall lobbies, entryways, access ramps, hallways, and stairways. Any bicycle found in an inappropriate location may be impounded and placed into controlled storage at the owner’s expense and a \$50.00 fine may be imposed. Bicycles that remain unclaimed at the end of six months will become property of the College to discard or use as they see fit. Bicycles must be removed from campus at the end of the academic year.

25. **Trash:** Residents are responsible for cleaning all trash from the area around their residence hall door. This includes the hallway, walls, and ceiling within a five-foot range from each door jam -- failure to do so may result in a \$25.00 fine. Excessive trash in bathrooms, elevators, kitchens, laundry areas, lobbies, lounges, stairwells, etc. will be treated as common area vandalism.
26. **Visitation Policy:** The Student Government Association and the Residence Life Staff sponsor visitation in the men’s and women’s residence halls. The Resident Assistants and Area Coordinators are responsible for implementing the policy.

Option D below is the default visitation plan for each residence hall. However, the residents of each residence hall are allowed to vote at the beginning of each academic year by secret ballot on the adoption of a different visitation hours plan for hosting visitors of the opposite sex. The individual elections are supervised by the Residence Life Staff and require a two-thirds (2/3) majority for adoption.

The approved plans are as follows:

Plan	Open Days	Hours
A	Sunday – Thursday Friday and Saturday	(9 a.m. - 1 a.m.) (9 a.m. - 3 a.m.)
B	Sunday – Thursday Friday and Saturday	(noon - midnight) (noon - 2 a.m.)
C	Sunday, Monday, Wednesday Friday and Saturday	(noon - midnight) (noon - 2 a.m.)
D	Sunday, Wednesday, Friday, Saturday	(noon - midnight)

E Sunday – Saturday (twenty-four hours)
(Only available for Carol International House, Fraternity Court, Senior Hall, Scottish Arms, and the Townhouses)

The following regulations are effective for all residence halls visitation periods:

- 24.1 There will be one Resident Assistant on duty on weekends for each of the residence halls or areas.
 - 24.2 All guests must enter and leave through the exterior door(s). Entry and exit through windows (except in the case of an emergency) is prohibited.
 - 24.3 All non-PC guests must be escorted by their hosts at all times.
 - 24.4 The host must be a resident of the residence hall being visited and is responsible for his or her guests.
 - 24.5 Area Coordinators or Resident Assistants may require guests to leave at any time.
 - 24.6 Resident students may host same sex overnight guests; however, these guests may not stay for more than two consecutive evenings without written permission from the appropriate Area Coordinator.
 - 24.7 Cohabitation is prohibited at all times.
 - 24.8 Residence hall main lobbies are open for all students of both genders at any time. Students found sleeping in the lobbies will be asked to leave.
 - 24.9 In the event that violations of the Visitation Policy occur frequently on any floor or in an entire residence hall, the visitation privileges of that area may be revoked by the Residence Life Office.
 - 24.10 Both individuals involved in a visitation violation may be sanctioned. A first violation will result in a meeting with a Residence Life Staff member and a permissible fine of \$25. A second violation will result in a mandatory \$25 fine as well as a temporary suspension from the residence hall(s) involved. A third violation will result in a mandatory \$50 fine and permanent ban from the residence hall(s) involved. Any violation over three will be dealt with by the Dean of Student Life with suspension being the recommended course of action.
 - 24.11 Any modifications of this Visitation Policy must be approved by the Student Life Council. The College retains the authority to revoke the Visitation Policy at any time.
27. **Water Fights:** “Water fights” and the discharging of water guns are prohibited indoors, including the hallways of the residence halls. Water balloons are prohibited inside of residence hall rooms and may not be thrown from the windows of building. Judicial sanctions including a \$25.00 fine per person may be imposed.