

Residence Hall Handbook  
2017-18



# Residence Hall Handbook

## Introduction; Goals and Desired Outcomes

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### Introduction

Welcome to residence hall living at Mayville State University! As a student it is important to remember that academic success in every field is dependent upon learning to work with other people. For most students, living on campus is an integral component of one's educational experience. We assert the beliefs and goals that form the philosophical foundation of a college residence life experience:

- Encourage and respect students as emerging adults.
- Provide a clean, safe, enjoyable residential environment.
- Promote an environment conducive to study and academic pursuit.
- Increase student appreciation of different cultures, races, values, and lifestyles.
- Promote the development of healthy and meaningful relationships among students.
- Encourage self-exploration and self-challenge: emotionally, intellectually, physically, spiritually, occupationally, and socially.
- Teach life skills such as critical thinking, decision-making, communication, and personal responsibility.
- Provide challenge and support for students as they explore developmental issues.
- Encourage and promote leadership, volunteering and community service as an important component of citizenship in any community.

Please read this document carefully, as all information contained in this section is incorporated as a part of the residence hall agreement. Individuals who sign and submit a housing contract will be responsible for knowledge of all information contained in this handbook.

### Goals and Desired Outcomes

*This section describes outcomes hoped for in a residence life program. None of these outcomes are guaranteed, but in our interaction with students and their roommates, students and their families, and students in their personal development, these goals guide our interaction with students.*

## Residence Hall Handbook

### Goals and Desired Outcomes

#### Community

Your residence hall will be "home" for nine months of the year. This is where you study, sleep, make friends, socialize and relax. You may be sharing a room, suite, or apartment with other students and you will share the facilities of your floor with a number of students. You are an important member of this community. Living in a residence hall requires compromise, consideration and the sharing of responsibilities. As a member of your floor, you are responsible for respecting the needs and rights of others. All residents are asked to do their part to keep the floor clean, safe and quiet enough for sleep and study. These responsibilities also apply to the residence hall as a whole since you and the residents of your floor will cooperate with residents of other floors to make it a better place to live.

#### Quiet Hours – Courtesy Hours

Courtesy and consideration (24 hours per day) for the rights of others are essential if a harmonious atmosphere is to be maintained. The staff will be working toward developing an environment conducive to study; however, this can be accomplished only with the cooperation of all residents.

Recreation rooms and lounges are recommended for large group activities. An easy guideline to remember is: If you are making a noise that disturbs another resident, you are making too much noise. Quiet hours in the residence halls are from **10pm-11am** daily or Midnight to 11:00 am Saturdays/Sundays/Holiday days. 24-hour quiet hours are in place during final test periods.

#### Resident Rights – Courtesy Living

1. The right to read and study without interference, unreasonable noises, and other distractions.
2. The right to sleep without undue disturbance.
3. The right of all residents to have personal privacy in their rooms.
4. The right to live in a clean environment.
5. The right to have free access to one's room and facilities.
6. The right to host guests, but with the understanding that the guests will honor other residents' rights.
7. The right of a resident to sleep or study supersedes the right of another person to entertain.

8. The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
9. The right to be free of fear or intimidation and physical or emotional harm.
10. The right to assume there will be reasonable cooperation in telephone use.
11. Each resident must respect his or her roommate's belongings.
12. The right to have a living environment free from residents who abuse or misuse drugs/alcohol.

#### Resident Student Rights and Responsibilities

As a member of the residence hall community, you have the following rights and responsibilities:

1. You have the right to live in a safe, clean, well-maintained facility and the responsibility to ensure the same for all.
2. You have the right to an environment that is conducive to your academic and social pursuits, and the responsibility to take part in developing and maintaining such an environment.
3. You have the right to voice your opinion on policies that affect you through participation in floor meetings, hall government and University organizations.
4. You have the right to freedom from discrimination on the basis of race, sex, age, religion, handicap, creed, sexual orientation, or national origin. You retain the right afforded you as a citizen of the state and the union.
5. At all times you are asked to consider the rights of other residents. Your actions should not interfere with another's rights as stated, nor should your actions interfere with the University's attempt to manage and maintain the residence hall system.
6. You have the responsibility to participate in floor community meetings. Each resident shares in the responsibility for establishing, adhering to and enforcing community policies and guidelines.
7. You are responsible for knowing state and University policies as well as those outlined in this handbook and are not to violate these rules and policies.
8. You are responsible for your own actions and for accepting consequences associated with policy violations.

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### Goals and Desired Outcomes

#### Roommate Bill of Rights

The first step in learning to live in a community is establishing a good relationship with your roommate and/or suitemates. Part of this relationship should include consideration of the rights of your roommate. These rights include the following:

1. The right to read and study free from undue interference in one's room.
2. The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to live in a clean environment.
5. The right to expect reasonable cooperation in the use of the telephone.
6. The right to free access to one's room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to have guests according to established hours with the expectation that guests are to respect the rights of the host's roommate and the other hall residents.
9. The right to discuss grievances.
10. The right to be free from fear of intimidation, physical and/or emotional harm. These rights are a suggestion to aid you in creating a positive living environment for you and your roommate(s).

#### Leadership Development

Many opportunities exist for students to get involved in leadership roles and to enhance their skills. The purpose of these efforts is to provide support for the overall leadership development of students in the residence halls.

One of these leadership opportunities is the Resident Assistant position. RAs are student members of the residence hall staff. They plan hall activities and assist the Resident Director with the administrative functions of the hall. Through training, RAs learn valuable life skills such as time management, conflict resolution, stress reduction, counseling and interpersonal communication skills. RAs are recognized as student leaders, in the residence halls and throughout the University community.

The Residence Hall Association also provides leadership opportunities for students.

#### Residence Hall Association (RHA)

RHA is an organization that acts as an avenue for voicing recommendations and providing input regarding policies and other aspects of residential life. This legislative body consists of executive officers, floor representatives and general members who meet on a regular basis and serve a variety of functions including setting a budget for hall funds, purchasing equipment for the halls, discussing and offering solutions for problems occurring within the residence halls, and planning and implementing hall activities. All residents of MSU's residence halls are eligible for membership in the RH and all meetings are open to all students.

Officers are elected from members of the residence halls and serve a one-year term. Committees address items such as policies, repairs, programming, budget, food service and intramurals. Contact your Resident Director or Resident Assistant for more information on how you can get involved in this intra-hall government system specifically designed for students in residence.

#### Residence Hall Staff

The Mayville State housing office employs students and professional staff. While living in a residence hall, resident assistants (RAs) will be the student members of the staff with which you have most contact. RAs are men and women who live on or near the floor and assist you in many ways.

They will be assisting you in developing a community. They will set behavioral expectations and work with those not conforming to those expectations. They will assist you in problems you may be having with your roommate, a boyfriend or girlfriend, loneliness, and a wide variety of other concerns. In general, they are knowledgeable of housing, university services, and they are a good starting point to find information. They are available to help you in a crisis emergency situation, which could include injury, accident, or illness. The wide variety of responsibility makes the job difficult, to say the least.

## Residence Hall Handbook

### Residence Hall Staff, Residence Hall Policies

Please do not forget the RAs are also students and have an academic schedule and study needs similar to yours. They need personal and relaxation time, and there may be times when they are distracted. You may, on occasion, have difficulty contacting the RA. Please refer to their posted phone numbers to contact them via phone or by email.

Someone is "on duty" each night. Duty begins at 9:00 pm and at least one RA is in the building until the next morning. They tour the building to check for safety issues and to help students live within the expectations of the community.

Your Resident Director is a full-time, professionally trained staff member responsible for your hall. This person provides resources and support for the many activities in your hall and on your floor. This includes supervising RAs and working with residents with personal and behavioral problems.

The Resident Director is also the hall liaison with maintenance, housekeeping, and food service. Their primary concern is the growth and development of all residents and the community. A Resident Director wants to get to know you and will be knocking on your door. Please feel free to stop by their apartment and get to know them or just to say "hello."

The Residence Hall Night Watch Patrol are students who walk through our residence halls during the evening hours. Their purpose is to assist with enabling a wholesome living environment for our students and to assist with maintaining a safe environment for our resident students.

### Residence Hall Policies

#### Directives of a University Official

Students are not to disregard the reasonable directive, verbal or written, of a University official. University officials include, but are not limited to, Resident Assistants, Resident Directors, Residence Hall Night Watch Patrol, MSU Night Watch Patrol, and MSU weekend custodial. Neither are students to obstruct residence hall or other University officials in carrying out their assigned duties.

#### Falsification of Information/ Misrepresentation

Students are not to use or provide false documentation to the University or to officials of the

University in any form, written or verbal. Students are not to knowingly use, misrepresent or falsify any University records forms or procedures. Misrepresentation or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a residence hall or university staff member will result in disciplinary action.

#### Identification of Persons on Campus

In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons on property under the jurisdiction of the University shall identify themselves to an institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University. A person may be asked to present some form of identification.

If a person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility. In addition, if the person is a student he/she may be subject to disciplinary actions.

#### Occupancy

Students who are leaving MSU at the end of any term (including those graduating or studying abroad next term) or those students withdrawing from the University must remove all belongings, return the room and its furnishings to the original condition, and check out with their RA/RD.

All students, in May, must remove all belongings, return the room and its furnishings to the original condition, and check out with their RA/RD.

The presence of one's personal items may constitute "occupancy" for purposes of ongoing billing. A student who withdraws/is withdrawn by the University who has belongings in a room rendering that room/bed space in a room unrentable to another may incur rental charges and/or cleaning/restoration fees and/or may have their belongings subject to the abandoned property protocol. Attempts will be made by MSU to determine the student's intent regarding their belongings.

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### Residence Hall Staff, Residence Hall Policies

Specifically, a fall semester student who does not return for the spring semester, but has left items in his/her fall semester room making it unrentable, will be charged for two weeks of occupancy (until the first day after add/drop has ended), and will be charged for packing/cleaning his/her room, and the Director of Student Life or designee will reach decisions about which items have sufficient value to keep/arrange for returning to the student and which have too little value for such action. It is preferred a student who is not confident they are returning pack their belongings prior to leaving in the fall semester.

#### Termination of Occupancy

Room occupancy terminates immediately upon the close of the academic session/year or 24 hours from the date of official withdrawal unless directives have been made by the Director of Student Life or the Vice President of Student Affairs.

#### Abandoned Property

Items left in the room may be held for a brief period of time as a courtesy, but all items become "abandoned property" on the date the residence hall closes according to announcements regarding this date, and/or a date your student status changes. Such items are subject to disposal by MSU in the manner determined by MSU, including such manners that may result in a cost to the student/former student.

#### Storage

Break Housing: Students returning from fall semester to the following spring semester may leave their belongings in their assigned rooms over the winter break, but must make sure the room is secured, is free from perishables, and that all items of value and/or those that will be needed over the break are taken home over the break. Access to a student's room is limited and may not be possible during the break.

A student who has requested a room change from the fall to the spring semester must complete the removal of their belongings from the fall room. Failure to do so may result in a room change cancellation (such that the new room can be assigned to a new incoming student) or in rent for both rooms being charged on a per diem basis.

Summer: MSU does not have the capacity to store personal belongings over the summer months.

#### Dates of Occupancy

Arrangements for students who are involved in leadership groups and/or varsity athletics, in situations where that group or team is conducting training, service, practice, or competition, or the like, may have dates of occupancy that are more expansive than the published opening-and-closing dates announced. Except for such students, the announced dates indicate the earliest or latest, respectively, a student is in the residence hall. In some cases and at the discretion of the Director of Student Life, a student may early-arrive or late-stay. Generally, a cost of \$30/night is associated with such permission.

#### Quiet Hours

Quiet hours in all residence halls are from **10pm-11am**. This means respecting others' right to sleep, study, or not be disturbed. Students being disturbed should talk with the resident making the disturbance. If this initial approach is unsuccessful, solicit the assistance of your RA or Resident Director if the problem continues.

Conduct proceedings may be initiated if it is determined that an individual has exceeded established noise levels.

#### Guests

In order to maintain a favorable, safe and secure living environment, certain rules must be followed. All non-residents of a building must be escorted by a resident of that building. Visitors to the residence halls must be an invited guest of the resident.

There is an approved visitation schedule.

Sunday through Thursday: 11:00 a.m. – Midnight  
Friday and Saturday: 24 hours  
(Escort rules apply)

On Weekdays (school nights), no guest should be in a student room after midnight. Weekend (Friday and Saturday) nights, 24-hour visitation is permitted. As in other areas, discussion with your roommate prior to bringing a visitor to the room should be done. The time(s) and frequency of visitors need to be arranged in advance between roommates. The right of a resident to sleep or study supersedes the right of another person to entertain.

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### Residence Hall Staff, Residence Hall Policies

Cohabitation – an on-going relationship in which two people appear to be residing together – is against state law and University policy.

Students have the privilege to have overnight guests.

1. Non-students guests, who are registered/approved with the Director of Student Life/Resident Director. Examples of merited guests might be members of a resident's immediate family. Non-registered overnight guests will be treated as trespassers.
2. The guests may be housed in your room with permission of your roommate; however, the guests will not be issued a key to your room. You may not have more than one guest at a time and may not house a guest for more than three nights, unless special arrangements are made. You must instruct your guest of the University and residence hall rules and policies; you are responsible for the conduct of your guests. Misconduct could result in the loss of this privilege, disciplinary action for you, and immediate eviction of your guest.
3. Student guests: The University establishes a visitation hour's policy for weekly inter-visitation privileges and requires all visitors to be escorted by hall residents to and from rooms.

Visitation might infringe upon the rights of the roommates or suitemates.

The host of a guest must recognize the right of a roommate to a reasonable degree of privacy. Such privacy must be given every consideration by those who have a guest. It is of paramount importance for roommates to discuss visitation and to arrive at a program acceptable to both. A resident's right to privacy takes precedence over the roommate's privilege to have a guest.

During long weekends, visitation and escort rules for the weekend will be extended to include the non-class day(s). This extension does not apply to semester (winter) or Spring Break.

Residents are responsible for the behavior of their guests. In addition, guests who violate campus policy will be reported to the appropriate authorities.

### Housing Requirement

Any student is welcome to reside in the institution's residence halls, regardless of their age or class status. All freshmen, sophomores, and students who are less than 21 years of age are required to live on campus in an approved residence hall. Students who live in residence halls are required to take part in an approved Board plan.

Students who wish to seek an exemption from this on-campus housing policy should first contact the Director of Student Life and/or complete a request for an exemption to the on-campus residence requirement. The following categories of students are exempt from the above requirement. Students who meet these exemption conditions must first provide the necessary documentation before assuming an off campus residence.

Exception categories: Students may be asked to provide appropriate documentation (as indicated below), if requested.

1. Students who have at least 60 earned semester or 92 earned quarter credits. Documentation: A transcript indicating the number of earned credits.
2. Students who are 21 years of age at the beginning of the appropriate term of enrollment. Documentation: Verification of date of birth by a driver's license or other document.
3. Married students, and/or those who have dependents residing with them. Documentation: A marriage license and/or dependent birth certificates.
4. Students who have served on active duty in the military for at least 18 months. National Guard and Reserve members are not eligible for this exemption unless they have active duty service time of 18 months. Documentation: A copy of the military record DD 214.
5. Freshmen and sophomore students who are living at home with their parents or legal guardian. This is the only exemption allowed for students in their first two years of enrollment unless they meet an exemption outlined in 1 – 5 above. Documentation: Parents of eligible freshmen and sophomores should contact the Director of Student Life by phone or in

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person to verify that their son or daughter will reside at home.

6. Sophomore students who completed 24 credits in their freshmen year, and excluding dual credit coursework have a cumulative GPA of 3.4 or higher.

Additional exemptions may be authorized by the Director of Student Life based on guidelines established by the Residence Life Sub-committee, including students with specific medical or health conditions and students who will become 21 years of age during the term. *Under no circumstances should students acquire off-campus housing without first securing permission from the Director of Student Life.* The office for the Director of Student Life is located in Campus Center 106.

#### Insurance

You should consider purchase of insurance or an extension of your parents insurance to cover loss or damage to personal property, including your laptop computer or other electronics or valuables.

The University is not responsible for loss or damage from any cause to the personal property of the resident. Parents' homeowners' insurance policies may cover such items. Students are encouraged to provide their own personal insurance. Make sure that your laptop computers are insured. This may be done through your parent's homeowners insurance or a through renters insurance policy through most commercial insurance companies.

When not in your room, keep your doors locked. Encourage your roommate/suitemates to do the same thing.

In some residence hall rooms, there is a lockable drawer or cabinet. Home improvement stores sell containers (tubs) that accept a lock. Having a container to put your valuables is an important part of preventing loss when you live with a roommate.

### Alcohol and other Drugs, and Items and Activities prohibited by State Law

#### Alcohol

The North Dakota State Board of Higher Education prohibits

- the presence of alcoholic beverages within campus residence halls;
- alcoholic beverage distribution, storage, or consumption
- the storage or display of alcoholic containers, including empty alcohol containers, on state university property.

Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages. In addition, beverages that are sold as "imitation alcohol products" are not allowed. Individuals in the presence of alcohol or other drugs are subject to conduct procedures. Violation of this policy and/or other policies impacting your fellow residents may result in your removal from the residence halls. Non-college students, who are of minority age, found in situations with alcohol in the residence halls are subject to arrest, as are their hosts.

#### Party Rooms – Alcohol

A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional \$150.00 fine and 10 hours of community service for the renters of the room. Local law enforcement may be contacted in certain situations.

#### Alcohol/Drug Advertisement

Posters and other items advertising alcohol/drugs are prohibited in the public areas of the residence hall and its surrounding grounds. This includes posters and lighted signs in residence hall windows or on residence hall doors.

#### Alcohol Containers

Alcohol containers, full or empty, are not allowed in MSU residence halls. Violations will be subject to conduct proceedings.

#### Chewing Tobacco

Mayville State University is a "tobacco free" campus. Chewing tobacco is not allowed in or around the residence halls. Violation of this policy will result in disciplinary action.

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### Alcohol and other Drugs, and Items and Activities prohibited by State Law

#### Drugs

The State of North Dakota prohibits the sale, possession, and use of marijuana, depressants, stimulants, hallucinogenic drugs and/or paraphernalia. The University cooperates fully with state authorities seeking to enforce drug abuse laws. Students receive no immunity from arrest or prosecution by law enforcement officials as a result of their residence in University housing.

Residence hall students are expected to abide by Federal, State, Local, and City laws and ordinances with respect to the use of dangerous/illegal drugs and narcotics. Situations involving student drug possession/abuse will be reported to the Director of Student Life and/or civil authorities for appropriate disciplinary and/or legal action. This may include removal from the residence hall and/or the university.

#### Gambling

Any games of chance involving money are prohibited on University property.

#### Harassment

*Menacing:* Menacing is knowingly frightening or attempting to frighten another person through threats of imminent and serious harm.

*Terrorizing:* Terrorizing means to threaten to commit an act of violence and/or to threaten to commit an act that would endanger another person's life.

*Stalking:* To "stalk" means to intentionally with no legitimate purpose, repeatedly (more than one time) behave in a way that would cause a person to experience fear, intimidation or harassment, or to be the object of repeated unwanted attention. Stalking behavior includes, but is not limited to, such actions as: following, loitering near, telephoning, or e-mailing another person with the intent to annoy, harass, alarm, distress, or intimidate that person or his/her immediate family.

#### Hazing

Hazing is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. It is assumed that all students, student groups, faculty, and staff are interested in intellectual and social development of individual members; therefore, in activities no action will be taken which stands to endanger the health of the individual, or demand of

him or her undignified conduct, or in any way jeopardize his or her scholastic standing or general well-being. For these reasons, all forms of hazing on the part of any student/student groups – whether on or off University property – are expressly prohibited.

#### Incapacitation – Alcohol or other Drugs

Residents who become incapacitated as a result of drinking, drug usage or a medical condition will receive proper emergency medical care when staff members become aware of their condition, EMS will be notified immediately. Residents will be financially responsible for the costs of this medical care including ambulance and/or hospitalization costs.

**Immunity from Prosecution—** "An individual is immune from criminal prosecution if that individual contacted law enforcement or emergency medical services and reported that the individual was or that another individual was in need of emergency medical assistance due to a drug overdose. To receive immunity under this section, the individual receiving immunity must have remained on the scene until assistance arrived, cooperated with emergency medical services and law enforcement personnel in the medical treatment of the reported drug overdosed individual, and the overdosed individual must have been in need of emergency medical services" (NDCC § 19-03.1-23.4).

The University will not take disciplinary action against a student who calls for or who receives medical attention due to alcohol or other drug use such that medical assistance is needed or sought. The University may require compliance with educational initiatives related to the overdose that created the situation.

According to North Dakota Century Code #5-01-05.1, **"If a person is hospitalized for detox purposes, law enforcement or campus security personnel must notify the emergency contact."** Except as noted above, incapacitated students who are in violation of local, state or federal laws concerning alcohol and other drugs are subject to citation and/or arrest for relevant violation of law.

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### Alcohol and other Drugs, and Items and Activities prohibited by State Law

#### Smoking

Mayville State University is a "tobacco free" campus. Smoking is a violation of this policy and will result in disciplinary action.

#### Weapons and Explosives

Firearms, explosives, or other dangerous weapons are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the University, except when carried by law enforcement officers or military members in uniform.

NDCC § 62.1 defines weapons as "any switchblade or gravity knife, machete, scimitar, stiletto, sword, dagger, or knife with a blade of five inches [12.7 centimeters] or more; any throwing star, nunchaku, or other martial arts weapon; any billy, blackjack, sap, bludgeon, cudgel, metal knuckles, or sand club; any slungshot; any bow and arrow, crossbow, or spear; any weapon that will expel, or is readily capable of expelling, a projectile by the action of a spring, compressed air, or compressed gas, including any such weapon, loaded or unloaded, commonly referred to as a BB gun, air rifle, or CO2 gun; and any projector of a bomb or any object containing or capable of producing and emitting any noxious liquid, gas, or substance.

...

"Firearm' or 'weapon' [also] means any device which will expel, or is readily capable of expelling, a projectile by the action of an explosive and includes any such device, loaded or unloaded, commonly referred to as a pistol, revolver, rifle, gun, machine gun, shotgun, bazooka, or cannon."

Weapons may be securely stored in vehicles. "Secured" means the firearm is closed into the trunk or nonpassenger part of the vehicle; placed into a closed and secure carrying device; rendered inoperative by the use of a trigger, hammer, cylinder, slide, or barrel-locking device that renders the firearm incapable of firing until the device is unlocked and removed; or so disassembled or disabled as to be rendered incapable of firing (*ibid*).

#### RESIDENCE HALL POLICIES:

##### Facilities/Room and Structure

#### Alterations (Electrical)

Modifications, especially dimmer switches, are prohibited because of the safety factor involved during installation.

The use of extension cords without a surge protector is prohibited. Electrical alterations: UL approved power strips with surge protectors are the only type of multiple outlets allowed.

Plugging one power cord into another power cord (serial use of power strips or extension cords) is dangerous and prohibited. The use of outlet multipliers without a surge protector is prohibited.

#### Alterations (Room)

Student rooms are furnished with beds, desks, dresser, chairs, and things designed to meet basic student needs. Removal, alteration, or addition to student rooms must receive prior written approval from the Housing Office. Before approval of any additions, deletions, or alterations to a room is given, the student must understand that such additions, deletions, or alterations must meet University standards. The painting of students' rooms can only be done by the University. Alterations to any residence hall property or semi-permanent installation of your permanent property are prohibited.

Consult with your resident director regarding room decorations. Any damage caused by your decorating efforts will result in a charge for repair being assessed to you. Example: No nails, screws, tape, no command strips, etc. Sticky tack is preferred. Restoration costs will be assessed for damages for the cleanup of walls.

#### Appliances (Cooking)

The cooking of meals in student rooms is strictly forbidden (exception: Agassiz apartments). Each hall is equipped with one or more kitchenettes with a range/oven and microwave oven for your convenience.

#### Appliances (General)

In the residence halls, several students' rooms are wired into the same electrical circuit. Care must be exercised in the number of electrical appliances plugged into any one outlet. Acceptable electrical appliances include desk lamps, radios, televisions, stereos, clocks, fans, portable hair dryers, curlers,

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curling irons, computers, refrigerator (3 cubic foot) and electric shavers.

Appliances not allowed include portable heaters, cooking appliances, sun lamps, exercise equipment, microwaves, and air conditioners. No more than 3 electrical appliances can be plugged into any double outlet. The Director of Student Life must approve all other electrical appliances. NOTE: Repeated disruptive offenses will result in confiscation (until such a time when the appliances can be taken home).

#### **Beds**

Bed extenders are to be used only in bunking beds. Unsafe use of extenders, such as stilting or lofting, may result in conduct proceedings. The lofting of beds is prohibited in all residence halls.

#### **Candles**

No open flame is allowed in the rooms; therefore, burning candles and incense is prohibited.

Electric potpourri pots are not allowed.

#### **Cleaning**

You are responsible for cleaning your room (exception: Agassiz Hall & Berg Hall suites and apartments are on a cleaning schedule for the bathrooms. These times will be communicated to Agassiz & Berg residents). Cleaning equipment is available in your hall.

Keeping your room in a reasonable state of cleanliness throughout the year is expected. When you check out, you are expected to remove all personal items brought into the room. You are responsible for cleaning the room so that it is left in the same condition as when you moved in. If any special cleaning must be made by the custodian, you will be charged a \$75.00 minimum. The University reserves the right for its personnel to enter and inspect your room if concerns for you and others health and safety is perceived.

#### **Cooking**

Fire regulations forbid cooking, candles and the burning of incense in your room. Cooking facilities are available for the resident's use. Kitchens may be closed if residents neglect to clean up after using the facilities.

#### **Cooking/Grilling Outside**

Students who choose to grill outside of the residence hall can do so provided they are tending the grill at all times. Grills must be cleaned after use and the cold ashes must be disposed of in an appropriate manner. Grills may be stored in the student's room as long as the grill is clean and free of ashes. Lighter fluid and charcoal with fluid imbedded in the product cannot be stored in student rooms.

#### **Dishes**

Personal dishes may be confiscated or discarded if left unattended in cooking areas/kitchenette for 24 hour

#### **Flags**

Flags may be displayed on the wall of your room, or from the ceiling if done so in a way that does not alter the room (you can use the suspended ceiling tile tract, but you cannot use nails).

Flags may not be displayed in windows.

#### **Furniture**

No structural changes, additions, attachments, transfers, or change of furniture may be made at any time. Additional furniture is not allowed in the residence halls. (i.e. no personal futons, couches, chairs, etc. unless otherwise approved by the Director of Student Life). All entrances to rooms must be kept open and not blocked by furniture. Residents may bring small items of furniture (storage tubs/drawers, etc.) from home if they desire; however, they are responsible for all furniture in their assigned rooms and must meet the approval of the Hall Director. There is no storage space available for University furnishings moved to accommodate personal items. Furniture may not be transferred from one room to another or removed from campus.

#### **Furniture – Common Areas**

Residence Hall lounge furniture is for the use of all residents (for the convenience of all residents) and is to be left in the lounge or public area. Conduct proceedings will be initiated against residents in possession of hall furniture in their rooms. Fees for the rental of common area furniture, upto \$20/day from the first day the item is missing, may be assessed to the individual responsible for such possession.

## Residence Hall Handbook

### Facilities/Room and Structure

#### Furnishings

All residence hall rooms are fully furnished. When you check out, you are responsible for removing all your items. A fee will be assessed if residence hall personnel are required to move your items or replace residence hall furniture. Each student provides himself or herself with all necessary articles, including bedding, linens, and personal items.

Furnishings which are not permitted without approval include dart boards, traffic signs, candles, incense, weight lifting equipment, exercise bikes, rowing machines, fishnets, and large tapestries, and personal couches, futons.

#### Holiday Decorations – Room Personalization

Holiday decorations may not include natural trees and greens. Artificial trees less than four feet are allowed. Spray snow and seasonal decorations must be removed prior to winter break. Only nonheat producing fireproof lights and decorations are permitted. Decorative lights must be UL approved and must be of miniature size. Ceramic lights are not permitted. Lights may not be hung on curtains or on the windows themselves and must be kept from contact with fabric. Residents must be in the room when lights are in use. SEE ROOM PERSONALIZATION.

#### Hall Dues

RHA, representing your Hall government, collects dues during fee payment periods of each semester. These dues are used for programming purposes, residence hall activities, leadership training, minor operational costs and miscellaneous expenses.

#### Heat

An extensive network of steam tunnels provides hot water heat to all University buildings. In the fall and spring when temperatures fluctuate rapidly, we are unable to turn the heat "off and on." Your patience with this situation is appreciated. To conserve energy, your room window must remain closed. If your room is too hot or too cold, notify the hall staff promptly. See **Windows**.

#### Linens

Students must furnish their own bed linens. The University furnishes furniture and drapes/blinds.

#### Locked Doors

All residence hall doors leading into the resident's wings are locked on a 24-hour basis for protection of the residents and their property. Anyone

propping doors or forcibly pulling open a locked door will face University conduct action.

#### Lofts

Lofting in residence hall rooms is not allowed.

#### Lounges

Each residence hall has lounges for your use. Please be courteous of others in your lounge and cleanup after yourself. The hall staff reserves the right to deny lounge privileges if the lounges are not kept neat, clean, and orderly.

#### Maintenance

If during the course of the year maintenance is required in your room, you may submit a work order through your Housing Portal (Campus Connection >> Self-Service >> On-Campus Housing). The link under "Other Tasks" reading "Submit a Work Order" will allow you to submit your concern.

You may also request your RA or RD initiate a work order instead.

Any heating problems should be reported immediately to a Residence hall staff member to prevent related repairs such as frozen pipes. The Facility Services Department will respond to resident concerns as quickly as possible. Keep in mind that Facility Services serves the entire campus. Residents are reminded that they should not attempt to repair damages to their room themselves. Repairs made by residents may result in additional charges at checkout.

#### Pets

For health and sanitation reasons no pets are permitted in on-campus living units, except for fish (**aquarium size: 10 gallons maximum**). When a pet is discovered a fee of \$20.00 a day will be assessed until the pet is removed. If necessary, the police will be contacted to remove the pet at the owner's expense. Any special cleaning/sanitation work that is required will be billed to the resident(s) responsible for the pet. Any aquarium that is placed in the room must be approved by all parties involved and the tank must be properly maintained.

#### Pictures/Posters/Signs

Pictures/posters/signs obviously intended to be obscene, pornographic, or to promote alcohol/drugs are prohibited in public areas.

**Pictures/Posters are not to be displayed in**

## Residence Hall Handbook

### Facilities/Room and Structure

#### **residence hall windows or on doors.**

Residence hall staff reserves the right to prohibit the display of signs anywhere within the residence halls.

#### **Refrigerators**

Students may bring their own refrigerator providing the unit does not exceed **3 cubic feet**. Before check-outs at end of the semester or before extended breaks, all fridges must be properly defrosted and cleaned out. Any fridges that show the existence of mold, are left in an unacceptable state or deemed a health hazard will be assessed with a Health and Wellness Violation and will be removed from the room by Residence Hall Staff.

#### **Residents and their Guests**

Guests *must* be escorted by a resident at all times while visiting in the building. Fines may be assessed for violations of this policy.

#### **Road Signs**

Road signs are not permitted in the residence halls. If found, they will be confiscated and returned to their rightful owner. In general, traffic signs in the possession of students are suspected to be stolen, government property and a referral to law enforcement may also be appropriate.

#### **Roof**

Residents are not permitted on the roof of any building.

#### **Room Checks**

Approximately monthly, your RA and RD, or other designated University official, will enter your room. You will be notified before this happens, but you do not have to be present at the time of entry.

The purpose of the room check is to ensure university property is well-maintained, that fire safety measures are in place, that the room is clean, that there are no obvious policy violations, and that the environment is appropriate and conducive to living and learning.

#### **Search Policy**

Room searches for disciplinary investigations are conducted under the following conditions: 1) permission by the occupant, 2) a judge's search warrant, or 3) a Student Services authorization to enter a room, issued by a designated University official.

#### **Sports Equipment/Indoor Sports:**

Due to safety and facility concerns, the riding of skateboards, roller-blades, roller skates and bicycles is prohibited in the halls.

**Balls** – The bouncing of balls, hitting balls, rolling balls, etc. is prohibited in the residence hall and is subject to a noise and/or damage fine.

**Bicycles** – Bike racks are available for use outside each residence hall. All students who own bikes are encouraged to obtain strong locks and chains. As they are outdoor bikes, you cannot ride bikes in the residence halls. Bikes may not be stored in the residence halls common areas and no winter storage is available. No motorized vehicles are allowed in residence halls.

**Darts** – Due to damage resulting from darts, they are not allowed in the residence halls.

**Rollerblades/Inline Skates and Scooters/Skateboards** – The wearing of rollerblades/inline skates, the use of scooters/hoverboards/skateboard and the like, are prohibited in the residence halls. These types of sports equipment damage floors and carpets.

**Water** balloons, water balloon launchers, or the use of other like objects are also prohibited in the residence halls.

#### **Vending/Service Machines**

Each residence hall has coin operated vending machines. If you have problems with any of these machines, please report the problem to your hall director. Anyone tampering with any vending or service machine in the residence halls will be subject to a \$100 fine, plus restitution.

#### **Waterbeds**

Because of potential damage, waterbeds are not permitted in the residence halls except for medical reasons. Written approval from the doctor must be submitted to the Director of Student Life before approval is granted.

#### **Windows/Window Screens**

Window screens, stops, or seals may not be loosened or removed for any reason -- window screens are to remain in place at all times. A

## Residence Hall Handbook

### Contractual Information

**\$25.00** fine is assessed for the removal of any screen, and additional charges may be made for repairs and/or replacements of screens.

Dropping, throwing, or in any manner allowing objects, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are considered responsible for any object ejected from their window.

Residents are not allowed to place tape, stickers, aluminum foil, or signs of any kind on or in their windows. Doing so can result in the cracking of the glass.

Residents should be aware that leaving windows open during cold weather may cause the pipes in their rooms to freeze and possibly burst. Students are responsible for any damages that result from frozen pipes due to a window being left open in their room. When the heat is turned on in the Fall until the heat is turned off in the Spring, any window that is left open during that time lead to freezing pipes. **Open windows can result in water pipe breaks.** Residence Hall Staff who become aware of an open window will remind residents to close the window. Hall Staff will enter the room to close the window if students are gone (an open window when the temperature is less than 28° F will cause the pipes under your window to freeze and break). The cost for this entry is \$10 each time it happens. One's choice to leave the window open The University does not guarantee that an open window will always be detected. Residents who are in violation remain liable for damages that may occur and will be billed accordingly.

Students should ensure they have insurance to compensate them for damages done by the flooding from a broken heating pipe.

### RESIDENCE HALL POLICIES:

#### Contractual Information

##### Housing Contract

Housing contracts are signed each year by students planning to live in residence halls. The contract is a legal document explaining the University's policies as well as its expectations of students.

Standard procedures and regulations concerning residence hall living are contained in the contract.

You are responsible to know and abide by the contract's terms and conditions, as it is important to retain your portion of the document as a source of information. Housing contracts are in force on an academic year basis. Students are held responsible for fulfilling the contract terms.

##### Application/Room Reservation Fee

A \$25 application fee is required for reserving a room in our residence halls. This fee is nonrefundable if a student does not live in our residence halls.

##### Break Periods

Your housing contract allows for continual occupancy of the residence hall throughout the entire fall semester and continual occupancy in the spring semester, with the exception of Spring Break. Students can pay for winter break housing and can pay for spring break housing, and sometimes in-season sports teams may have a coach make arrangements for break housing.

International students and students employed by the university who are scheduled to work may appeal for a waiver of interim housing charges. Appeals are to the Director of Student Life. All other students will vacate for the break.

For safety and health reasons, whenever you leave your room for vacation periods you must turn off all the lights, unplug all appliances (excluding refrigerators, computers, and aquariums), empty your waste baskets, close and lock window, leave drapes or blinds 12 inches open, and close and lock your room door. The residence hall staff will check the fire safety equipment in the hall and individual student rooms during each vacation period: semester (winter) and spring break.

##### Cancellations

Rooms are rented on an **academic year basis**. Students moving to an off-campus residence during a term will be responsible for the entire semester's room and board and no refunds unless they withdraw from the University. Students of junior/senior status or 21 years of age or older students who desire a change to their housing contract may appeal to the Director of Student Life for an exemption.

##### Check-in

Your residence hall staff is in charge of checking you in and out of your room. Once you check into your room you assume responsibility for the room's contents and maintenance. At the time of check in

## Residence Hall Handbook

### Contractual Information

the room should be checked thoroughly. Room inventory forms must be completed at check in/checkout. **Report damages to resident director immediately.**

#### Check-out

When you check out, any damages to your room incurred during the year, will be charged to you and/or your roommates. Rooms not cleaned will be assessed a cleaning fee (minimum \$25). Improper check-out may also result in the imposition of a fee (minimum \$75). **PROPER CHECK OUT PROCEDURES ARE AS FOLLOWS: 1)** Entire

room must be cleaned: **a)** Floors swept/vacuumed and mopped. **b)** All drawers and shelves must be emptied and wiped out. **c)** All Personal belongings must be moved out of your room before the room will be checked. **2)** Check out procedures: **a)** Sign up for the time you wish to be checked out with the Resident Assistant. The RD/RA will check your room at that time. **b)** Windows/doors should be locked and keys turned in to RD/RA after check has been taken. **c)** Sign the residence hall inventory sheet and be aware of any damage assessment. Record the date and your forwarding address. **Note: deadline for vacating the residence halls will be posted for your information.**

#### Common Damage

Common damage is defined as malicious or negligent damage to a common area of a hall, above normal wear and tear, including theft of property. We expect a certain amount of wear to occur in your rooms. However, you will be charged for damage or loss which is a result of negligence or misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage in the residence halls, (i.e., lounge, restrooms, hallways, stairwells, lighting units, fire extinguishers, vandalism to other resident's room/property, etc.) will be charged to the individual(s) responsible for the damage. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate. Your cooperation and assistance will help contain room rates and improve the quality of living in the hall. A fine will be assessed for removal of lounge furniture to individual rooms.

#### Room Assignments

The University reserves the right to assign or

reassign space for the benefit of an individual student and/or living unit. The University reserves the right to refuse housing to any student who is delinquent in the payment of housing bills or has demonstrated an unwillingness to abide by housing rules and policies. Reasonable notice of termination will be given. All students desiring rooms in University residence halls must submit a Housing Request Application Form accompanied by a \$25 room reservation fee payment receipt to the Student Services office before room assignments will be made.

In general, students select their own rooms based on an announced prioritization of applicants.

#### Room Changes

Room changes, when necessary, should be made during the 3rd week of the semester. Room changes for spring semester should be submitted to the Hall Director two weeks prior to the start of final exams. Persons desiring a room change during the course of a semester must see their RD and get approval through the Student Life Office in CC 106. Mayville State University reserves the right to transfer students to another room, floor, or building, or remove students from campus residence altogether if it is deemed to be in the best interests of the health, safety, or welfare of students in University Housing.

#### Room Checks

On a bi-monthly basis and at a pre-arranged time, residence hall staff personnel will visit all residence hall rooms to check for security, compliance, and to interact with the residents to address concerns they may have about their living environment.

#### Health and Wellness Checks

Are conducted as needed by the Resident Assistants to help with ensuring the health and safety of the residents. The checks will be conducted at random or on specific days determined by the Resident Director. Anyone who is found with a room that is determined to be unfit (i.e., excessive mess, unsanitary, risk to residents in terms of safety or providing a hindrance in case of a fire/emergency) will be given 24-48 hours to clean the room. After said time has passed the RA/RD will re-inspect the room, if the room fails inspect the second time, a \$75.00 fine will be assessed to the room's occupant/s and the occupants will be given until the following week to improve the room's condition.

## Residence Hall Handbook

### Contractual Information

#### Room Entry

Your right to personal privacy will be respected. However, we reserve the right to authorize entry to your room when:

1. We have reasonable cause to believe that there exists an immediate threat to the health or safety of the occupants.
2. We have reasonable cause to believe that there exists a need to protect property (college or private).
3. It is necessary for residence hall personnel to close and secure a hall or to repair, replace, or inspect the property.
4. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.
5. We have our routine cleanliness and maintenance checking of rooms. North Dakota landlord-tenant law gives greater freedom for room entry if the landlord (University) has reasonable cause to believe there is a violation of state, federal or contract regulations taking place in the room.

#### Room Personalization – Holiday Decoration

Personalizing your room is permitted. However residents must not alter or damage the condition of the room and must conform to current housing guidelines. Pictures and posters may be temporarily hung on the walls of your room. Use of stick-ons and other adhesive products is discouraged. Any damage resulting from the use of hanging material will be charged to you upon checkout. It is recommended that blue sticky tape be used to hang items.\*Note that it may stain so use at your own risk. Tacks, nails, and duct tape cannot be used on the doors or walls. Plant hangers are not permitted in the ceiling.

It is important to properly space any posters or decorations on your wall due to flashover. Flashover is defined as the rapid spread of fire through a material that spans more than half of a wall and allows no fuel breaks. Hazardous materials (i.e. parachutes, fishnets, flags, and crepe paper) are not permitted to be hung from the ceiling. Any material which completely covers the length of the wall, or any other materials that are arranged so close to each other that a path of fuel spans the entire wall, can lead to flashover during a fire. Any materials, including wall hangings, posters, murals, wallpaper, etc., displayed on a wall which could lead to flashover

are prohibited in the residence halls and are considered hazardous materials.

You are welcome to bring your favorite lamp, pillow, or rug to make your room more livable. No rubber or foam back carpet is permitted because of the toxic fumes given off by these substances during a fire. Your room is furnished with a bed, dresser, desk and chair for each resident, as well as drapes. The University does NOT provide the following items: blankets, linen, bedspreads, mattress pads, towels, garbage cans, and pillows.

The following electrical appliances which must be UL-approved and in good condition are permitted in student rooms: clocks, desk lamps, portable hair dryers, curling irons, PC equipment, radios, TV's, razors, fans, heating pads, sewing machines, and stereo equipment. No more than three electrical appliances can be plugged into any double outlet. However, multiple outlet power strips which are UL-approved and fused are allowed in residence hall rooms with a limit of one per outlet. Room air conditioners and microwaves, and electrical grills are not permitted in residence hall rooms. Safety regulations do not permit live Christmas trees in residence halls. All Christmas decoration in student rooms and hallways must be made of fireproof materials. Christmas lights must be non-heat producing lights, miniature size and UL-approved. Plastic guards are permitted. Ceramic lights are not permitted. Lights must not be hung on the curtains or on the windows themselves, and must be kept from contact with fabrics. Residents must be in the room when lights are in use.

#### Semester and Spring Break - Breaks

According to your room and board contract, the residence halls and food service program are not available to our students during semester break (winter), and spring break. Any student desiring housing during these breaks may do so by paying an Interim Housing fee of \$30 per day or \$99/week. An application for Interim Housing must be completed at least 10 days prior to the beginning of the break in which housing is needed.

Residents must turn off all lights, unplug all appliances, take out garbage, close and lock windows, and lock doors. Maintenance and/or hall personnel may enter a student's room without notification when the building is officially closed or during vacation breaks.

Students choosing to take advantage of Interim Housing privileges will be charged double the

## Residence Hall Handbook

### Contractual Information

stated fines if they are found in violation of residence hall or University policy during break periods.

#### **Vacancies**

If a room has a vacancy during the year, resident(s) should always be prepared for a new roommate. If necessary, students residing in a single room may be required to take on a roommate provided that space is limited in the residence halls. Students living alone in a double room will be given reasonable time and notification to either secure a roommate or to pay for a single room.

#### **Double-as-a-Single/Single Rooms**

A limited number of designed single rooms are available. These rooms may become open at any time during the year and are assigned in priority order. Residents who want to be considered for a single room may note this on their application or may add their names to the Double-as-a-Single or Single list kept by the Director of Student Life.

Keep in mind that single rooms are not guaranteed and one might not be available just because you have applied. They are determined on a priority and availability basis. Medical need for a single is demonstrated through the Office of Disability Services. Occasionally double-as-a-single status granted will need to be rescinded in the case of overcapacity.

## Campus Services

### **Computer Help Desk**

The Help Desk is located in the lower level of the Bynes-Quanbeck Library. Personnel will assist you with all of your computing needs.

### **Computer Usage**

Individuals who use the North Dakota University System computer and network facilities assume responsibility for using these resources in an appropriate manner. Acceptable use of computer and network resources is defined in NDUS Procedure 1901.2: Computer and Network Usage, available on-line at <http://www.mayvillestate.edu/about-msu/more-info/reports-policies/> Misuse of MSU computer and network resources may result in termination of access to any or all of these resources without notice to the user. In more serious situations, a computer may be seized by campus or law enforcement authorities. View "Computing Resource Agreement (Information Technology Services)" located in the Student Handbook for more information.

### **Dining Services**

MSU Dining Services provides all food service on-campus. All students living in University residence halls are required to make a contractual agreement with the University for board. A variety of meal plan options are available.

All contracts are considered legal and binding when the student pays tuition and fees. Board changes should be made prior to the end of the preceding semester. Board contracts do not include vacation periods when school is not in session.

All meals are served in the Campus Center Dining Room and Snack Bar according to the schedule posted outside the Dining Room. Policies:

- The food service provides sack lunches to those who cannot eat during regular serving hours (because of class or work conflicts). The student must present the food service director either their class schedule or verification from their employer as to their work schedule.
- Students MUST carry their ID to be admitted into Dining Room. If you are not in possession of your ID, you will be sent to retrieve your card. If lost, a new ID can be

## RESIDENCE HALL POLICIES

### Campus Services

obtained through the Student Life Office in CC 106 for a charge.

- Residents are expected to conduct themselves properly in the Dining Room. Disorderly conduct and verbal harassment causes an unpleasant environment for all boarders and will not be tolerated.
- Disorderly conduct offenses may result in disciplinary action.
- Theft of Services (e.g., any person identified as not properly presenting their ID to the cashier, not paying for a meal they are eating, using someone else's ID, or assisting someone in entering the Dining Room) may be billed for the meal(s) and/or a monetary fine. A fine structure of: 1st offense: \$50.00 fine plus restitution; 2nd offense: \$100.00 fine plus restitution and loss of privileges (to include denied access to the Campus Center Dining Facilities) and referral to the Director of Student Life; has been approved.
- Sick tray service is provided but will only be issued with proper authorization from the Resident Director, University nurse, or local doctor.
- Special dietary needs must be forwarded to the Director for Dining Services for his/her assistance and expertise.

### Energy

With the increasing cost of all utilities, we ask your cooperation in conserving energy whenever possible in the residence halls. Turn off lights (except hall, stairway, and safety lights) when not in use, as well as other items, which use electricity.

### Health Service

This is located in **Berg Hall** with the hours of operation posted outside the office. Your RA or RD should be notified if you need medical assistance when the Nurses office is closed.

### Housekeeping

Custodial staff in your hall do a great deal to make your hall a more comfortable place in which to live. The clean appearance of hallways, rest rooms, and lounges is due to their efforts. Custodians are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the facilities will create a pleasant atmosphere. Vacuum cleaners, brooms, and mops are available for you. Check with your hall staff for these cleaning materials. ID may be required in exchange for use of vacuum cleaners. All cleaning supplies are required to be returned by 10 pm or

by a prearranged time, failure to return items by 10 pm will result in a fine of \$10 per day.

### Keys

When you check into your residence hall you are given keys for your room, suite or apartment, and/or wing door(s). All students receive one, and some two, keys. Regulations prohibit duplication of keys. If you lose them, talk with your RA or RD to purchase a replacement set. A charge of \$75.00 per incident is assessed for keys lost or not returned within ten days. The fee does include funds for core changes.

Your door and windows should be locked whenever leaving your room. Conduct action will be taken against those individuals who repeatedly fail to carry their keys and request assistance to have their doors opened. **Custodial or maintenance staff may *not* unlock your door for your personal convenience.**

A \$5 charge will be assessed each time an RA/RD is required to unlock your door.

### Laundry Facilities

Mayville State University provides free washers and dryers for the residents of the halls only. Any resident or non-resident caught washing someone else/owns laundry or letting someone else into the building to do their laundry, will be assessed a \$50.00 fine per incident. Laundry facilities are available for use between the hours of 11 a.m. and 11 pm in Berg and Birkelo.

Mayville State University is not responsible for any lost or stolen items. Mayville State University strongly recommends that laundry not be left unattended and any laundry left unattended for 24 hrs may be subject to the abandoned property protocol.

### Mail Service

Mail is delivered to the Mailroom located in the basement of Main Building. Mail is distributed Monday through Friday to your mailbox **by approximately noon**. Outgoing mail is delivered at 3 pm. Contact the Mailroom to obtain a mailbox assignment and key.

The mailroom is not open on weekends. Information regarding the use of mail services will be distributed in your mailbox.

## RESIDENCE HALL POLICIES

### Campus Services

#### Solicitation

Solicitation is the sale or offer of any property or service and/or receipt of or request of any gift or contribution. No solicitation shall be conducted in the residence halls except by the agents or employees of the University in accordance with University policy. Approved activities may only be conducted in the main foyer of the Campus Center.

#### Student Parking

Students may park their vehicles in all University parking lots except in specifically posted areas (i.e., handicapped, guest, employee parking, etc.). All city and University street signs and/or parking regulation signs must be adhered to or tickets will be issued. Note: The residence halls have special parking provisions.

No parking is permitted on: 1) the north side of the street (Stan Dakken Drive) running past Agassiz, Berg, and Birkelo Halls, 2) the Child Development Center Parking Lot. No overnight parking is allowed on 3rd street (south of Old Main Building) or in the Student Center Parking Lot (between the Student Center and Berg Hall). All vehicles must also be parked within properly marked parking spaces, parking outside painted spaces or blocking driveways and dumpsters may result a ticket.

Local law enforcement may be contacted to ticket vehicles parked improperly or illegally.

Car and license plate information is collected in the Student Life Office and is used when students need to be contacted regarding cars needing to be moved for snow removal or other maintenance needs.

#### Vehicle Plug-ins

Residents may not use university electrical outlets for plugging in cars or for other outdoor uses. Plugging in cars is prohibited. Extension cords found coming out of windows and doors will be confiscated.

#### Wellness Center

The Wellness Center is located on the south side of the Lewy Lee Fieldhouse. Questions regarding your health and wellness needs as well as activity and facility schedules can be obtained in the Wellness Center or by calling 701-788-4895.

#### Withdrawal Procedures

If you find you must withdraw from the University, please check with your RA or RD to discuss the proper procedures for withdrawal. Following the

necessary steps will insure that you receive appropriate refunds for the unused portion of room and board.

### Personal Safety

#### Campus Safety

1. When walking at night, travel in groups if possible. Always walk in well-lighted areas and do not take short cuts through dark or isolated areas.
2. If you feel threatened or think you are being followed, walk toward a well-lit or well-populated area. After reaching your destination, report the incident to your RA or RD, Student Life Office, or the Traill County Sheriff's Office.
3. In public areas, do not leave your belongings unattended. Keep coats, book bags, purses, and other valuables with you at all times.
4. If you bring your bicycle with you to MSU, always keep it secured with an oversized chain or cable style bike lock. Licensing your bike with the Traill County Sheriff's Office is also a good idea. This will help identify your bike if it is stolen.
5. If anything makes you feel uncomfortable or threatened, report it immediately to your RA or RD, the Student Life Office, or the Traill County Sheriff's Office.

#### Sex Offender Information

North Dakota has a sex offender registration law which requires persons convicted of sex crimes to register with local police departments. You may access this information by contacting the Traill County Sheriffs Department.

#### Residence Hall Safety

1. Lock the door to your room when you are alone at night or sleeping.
2. Do not let strangers into your room. If someone tries to force their way into your room notify an RA or RD immediately.
3. Do not give your name or phone number to strangers.
4. Do not loan your room key or outside door key to anyone.
5. When going out, let your roommate or a friend know where you are going and what time you expect to be back.
6. Lock the door to your room every time you leave (even for a few minutes).

## Residence Hall Handbook

### Personal Safety

7. Close and fasten your windows when you leave your room. This protects you from theft and inclement weather.
8. MSU does not carry insurance to protect student property. Residents are encouraged to provide their own insurance against loss of or damage to personal possessions.
9. Keep a record of all the serial numbers of all your belongings so that if something is lost or stolen is found the police will be able to identify it.
10. Don't advertise your valuables or keep large sums of money in your room.
11. Never let an unauthorized guest into the building.
12. Under no circumstances should you prop any exterior doors open.
13. Report any unescorted strangers in your building to any RA or RD.
14. Do not store any gasoline-powered vehicles or equipment (mopeds, motorcycles, barbecue grills, etc.) in the residence hall.
15. Individual smoke detectors are placed in every room. Do not remove or disconnect these because they are placed there for your own protection.
16. Never go up on the roof of your building or out on a window ledge.
17. Refrain from horseplay and practical jokes. They may seem harmless, but they could cause unforeseen damage or injury.
18. Fireworks, firearms, and other weapons are not allowed in the residence hall.
19. The fire extinguishers are placed in the residence hall for your safety. Do not tamper with them.
20. If the fire alarm sounds, leave the building immediately. Do not pull the fire alarm unless there is a fire in the building. Tampering with the fire alarm system (false alarm) is illegal and serious disciplinary actions may be taken against you.
21. Notify a RA or RD if you receive an obscene phone call or message through your phone or computer. Do not talk to the caller or respond to the sender.
22. During severe weather, be alert for a tornado or winter storm warning. If a warning is sounded you should immediately take cover in a sheltered area.

23. Do not attempt to remodel your room. If you have plumbing, electrical, or structural problems in your room, notify your Hall Director immediately. If you or someone you know gets sick, let somebody (a RA or RD) know about it.
24. If you observe any hazardous conditions in your residence hall, notify a RA or RD.

### Safety and Security

Residents are strongly encouraged to lock their room doors whenever they leave and carry their keys with them at all times. Residents should never prop locked building doors open or permit entry to persons they do not know. Doing so may jeopardize the safety of all residents. Any doors that do not lock properly should immediately be reported to the RD. Custodial or maintenance staff may not unlock your door for your personal convenience.

Safety of residents is of prime concern to the Housing Staff, and should likewise be an important priority to residents. Residence halls are locked on a 24-hour basis. Outside doors are unlocked during check-in and check-out periods to help make moving easier.

Personal safety and protection of belongings cannot exist if available security measures are not utilized by residents. Also, actions or residents who jeopardize the safety of others will be taken seriously and students will be referred to the conduct system.

### Trespassing

Trespassing is the unauthorized presence on or use of University premises, facilities, or property.

### Weapons

Possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives (six inches or longer), bows and arrows, BB guns, martial arts weapons, pellet guns, paintballs and/or paintball guns, imitation guns (squirt/toy) and ammunition, or other potentially dangerous items are not permitted in the residence halls. See the Code of Conduct for weapons

Carrying and Storage of weapons is not permitted on campus, with some limited exceptions for storing weapons in automobiles.

## Residence Hall Handbook

### Campus Safety

#### **RESIDENCE HALL SHELTER IN-PLACE PROTOCOL**

For safety of our students, a protocol for Sheltering in Place is planned.

Shelter In-Place: All Areas

- Moving personnel to these protected interior areas is referred to "shelter in-place." Generally, these areas are: away from windows, away from glass doors, in interior rooms (or closets) without windows, and are at the lowest possible level within the structure.

#### **RESIDENCE HALL EMERGENCY STORM PROCEDURES**

For safety of our students, please adhere to the following evacuation procedures in the event of an emergency (i.e. tornado, etc.):

When faced with severe weather conditions such as tornados, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris. Moving personnel to these protected interior areas is referred to "shelter in-place." Generally, these areas are: away from windows, away from glass doors, in interior rooms (or closets) without windows, and are at the lowest possible level within the structure. When notified by Residence Life staff or other authority to shelter in-place, seek shelter immediately within the nearest building and await further instruction regarding the pending danger. Do not venture out to determine if the in climate weather conditions have subsided — designated staff will alert you that conditions have improved or are all clear.

#### **Residence Hall Procedures for Tornado Warnings**

For the safety of our students, please adhere to the following procedures in the event of an emergency (i.e. tornado) that requires shelter.

##### **DURING FALL AND SPRING SEMESTERS**

Students residing on campus should utilize the following designated storm shelters in the event a serious storm or tornado warning is issued for our immediate area:

AGASSIZ HALL – Basement of Agassiz Hall

BERG HALL – Basement of Agassiz Hall, interior hallways of Berg or basement of Campus Center

BIRKELO HALL – Stairwells of Birkelo Hall or basement of Agassiz Hall.

MARRIED/FAMILY HOUSING UNITS – go to any of the above mentioned areas

##### **DURING SUMMER MONTHS**

The Resident Director who oversees the building you are residing in will have keys that can get you into the basement of Agassiz Hall. Unfortunately, no guarantees can be made assuring you that these people will be available during the time when a potential storm hits. Alternate plans should be made in advance for precautionary purposes.

#### **Tornado/Inclement Weather Procedures**

Procedure to be followed for tornado/inclement weather warnings will be posted in each residence. During a tornado warning, the residents are advised to seek shelter in the lowest level interior corridor of their residence hall and to keep away from windows. Residents who wish to remain in the building during a tornado warning must follow procedures as directed by University personnel.

### **FIRE SAFETY**

#### **Fire Alarm System and Equipment**

The fire-alarm system and fire-fighting equipment are for your protection in the residence halls. Tampering with fire-fighting equipment, or setting off a false alarm, not only makes the system ineffectual but also endangers the lives of other residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, or other fire-fighting equipment and fire exit signs is prohibited by both our policy and state law. Any student tampering with fire-fighting equipment will be subject to punishment by state laws and disciplinary action. (Prosecuted as disorderly conduct, a Class 'B' misdemeanor, with a maximum punishment of 30 days in jail, a \$500 fine or both).

Each residence hall is equipped with a smoke detector which is periodically checked by hall staff. In some cases, the detector in your room is wired to the building central monitoring system.

#### **Fire Alarms and Safety**

Fire prevention in the residence halls is taken very seriously by hall staff and is the shared responsibility of all students living in the halls. The use of toasters, microwaves, hotpots, or any other cooking appliances is prohibited in rooms. Cooking appliances can only be used in kitchenettes. Candles used for decorative purposes are

## Residence Hall Handbook

### Campus Safety

prohibited. Candles and other devices with open flames, as well as incense, are prohibited. Students who attach paper wrap to residence hall room doors must leave a 1 ft. border around the door free from paper.

In accordance with North Dakota state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted to by hall staff. In the event of limited or poor evacuation, Resident Directors are authorized to direct hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings. Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment. Fines from \$250-\$1,000 may be assessed, and the incident will become part of the person's criminal record.

Fire extinguishers are provided as a life safety feature. Tampering with them will result in disciplinary action and may result in removal from MSU Housing.

#### Fire and Building Evacuation

All residents and/or guests are expected to respond appropriately and immediately whenever a fire alarm is sounded. It is required by law that all persons exit the building during a fire alarm.

**Building evacuation** procedural guidelines (in force whenever an alarm has been sounded):

1. Lights on in room
2. Doors should be closed
3. Windows closed
4. Curtains open

All individuals should:

1. Wear shoes
2. Carry or wear a coat, and it is encouraged you also carry a towel.
3. Walk in single file to the outside of the building and get at least 50 feet away from the building.
4. Remain outside until a return signal is given.

If you discover or suspect a fire:

1. Stay calm. Think of what you need to do and then act.
2. Sound the alarm for the building.
3. Evacuate the building
4. Notify the fire department from a safe location by dialing 911 (9-911 if using an

on-campus land line) (don't hang up; you'll need to stay on the line to provide emergency personnel with location).

#### Fire Drills

The State Board of Higher Education mandates that at least one fire drill be held in each residence hall per term. All residents must leave the building when the alarm sounds for the drill. **North Dakota State Law requires evacuation.** Students are responsible for cooperating and following escape plans as explained by hall staff and posted on each floor. Failure to evacuate the building when an alarm is sounded *will* result in a disciplinary action.

Each room is equipped with a smoke detector for your protection. The light on the detector indicates it is in working order. The detectors must be tested at the beginning of each semester. If the light is not on or if your alarm is not working properly, report it to your Resident Director.

#### Fire Hazard

For your protection, we urge you to use good judgment in decorating your room so that furniture, posters, mobiles do not create fire hazards.

#### Flammable Materials and Accelerants

Because of the obvious fire hazard, highly flammable materials such as chemicals and gasoline are not permitted in the residence halls. The burning of candles are not allowed in residence hall rooms.

The burning of incense is not permitted in residence hall rooms at any time. It is a fire hazard, and many hall residents find the odor offensive to them.

#### Fire and Fire Alarm Procedure

A fire emergency exists whenever a building fire evacuation alarm is sounding.

Evacuation Procedures: Campus buildings shall be evacuated whenever the building evacuation alarm is sounding. Students who become aware of a fire should activate the building fire alarm in buildings equipped with a manual fire alarm system; shout a warning and knock on doors to advise others, and evacuate the building. Call the Fire Department (911) (9-911 if using an on-campus land line) (don't hang up; you'll need to stay on the line to provide emergency personnel with location) from a safe location.

When calling 911:

- (1) When the emergency operator answers, ask for the fire department and give as much

## Residence Hall Handbook

### Campus Safety

specific information as possible. State that you are calling from MSU and include the proper name of the building and room number, floor or other specific area.

(2) Do not hang up until released by the dispatcher.

#### Building Evacuations:

The evacuation procedures shall be as follows:

- It shall be the responsibility of every person to immediately leave a University building whenever the fire alarm is activated or a fire emergency exists. All students, faculty and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.
- Mobility impaired persons are directed to the nearest stairway and are to wait to receive assistance from a "good Samaritan" or emergency personnel. If hearing or visually impaired persons need assistance, occupants may choose to render aid. If individuals are unable to assist others, then they should exit the building and provide information to emergency responders about the location of others still in the building.
- If you are in a room with the door closed, feel the door/doorknob prior to opening the door to determine if the fire is on the other side of the door. If there is heat, seek another exit or signal from a window. Use a towel, sheet, cloth, or anything that will signal that you are in the room.
- If you are trapped in a room, use the phone to call for help.
- University Personnel will disseminate fire safety instructions annually and conduct fire exit drills annually.

#### Residence Hall Conduct System

It is the responsibility of each student to fully understand the Conduct System, its offenses and the penalties that may result from the offenses. By enrolling one assumes a responsibility to comply with all of the general policies of Mayville State University and for your purpose, more specifically, the residence halls rules and regulations. The Conduct System at MaSU has a shared responsibility with the University administration to:

1. Protect the rights of students
2. Encourage responsible behavior
3. Assist students with the development and maintenance of positive living environments that allow freedom to pursue educational goals.

Because of the residence halls unique arrangement specific rules and regulations have been designed to help promote a healthy living style. Offenses will be addressed through our Conduct System in the following manner:

#### I. Disciplinary Offenses Addressed by Resident Director

##### A. Alcohol

1. Possession of alcohol and/or empty alcohol containers
2. Presence - Being in the presence of alcohol
3. Intoxication - Evidence of alcohol intoxication may include, but not be limited to: slurred speech, strong alcohol odor, vomiting, loss of balance, loss of consciousness, or loss of bodily functions.

##### B. Visitation/ Escort Violation

##### C. Intervisitation

##### D. Hall Disturbance

1. Write-up can be issued at any time. (No warnings required)
2. If written warnings are issued, the third warning will automatically result in a write-up.

##### E. Gambling

##### F. Damaging someone else's property

##### G. Unauthorized use of university telephones

##### H. Vehicle/ Parking violations (resident)

##### I. Window screen removal/ damage

##### J. Pets

##### K. Removal of University

furniture/equipment from designated areas

##### L. Misuse of University furniture/equipment

##### M. Security violation/door or window propping

##### N. Failure to evacuate during a fire alarm or drill

##### O. Common damage violation

Resident Directors are responsible for addressing violations within and outside of their building, and most first-time cases will be referred to the Resident Director. Future infractions are also handled by the Resident Director but will include the involvement of the Director of Student Life (or designee) for his/her input and recommendations.

Conduct offenses addressed by the Resident Director may be appealed to the Director of Student Life. Director of Student Life conduct decisions may be appealed to the Vice President of Student Affairs. Second time offenders may choose to have their case heard by the Director of Student Life rather than the Resident Director.

**Residence Hall Handbook  
Residence Hall Conduct System**

**Residence Hall Conduct Fine System**

Fines are sometimes assessed for residence hall rules and regulation violations. Your Student Handbook and Residence Hall Handbook will list these violations. Your hall staff will also take opportunities to cover these offenses with you. All transcripts and grades are withheld until payment for fines is received and all community service must be completed. **The Residence Hall Association (RHA) uses fine money collected for programming purposes, alcohol/drug education, residence hall activities, leadership training & miscellaneous expenses.**

The following residence hall fines are approved. The use of fines does not replace the goal of Student Life personnel to encourage personal growth and campus involvement by students accused of violations.

**A. Alcohol Violation- Possession (empty or full containers)**

**1st offense** - \$150.00 and 10 hours of community service and mandatory completion of the electronic (on-line Check-Up to Go) program.

**2nd offense** - \$225.00 and 20 hours of community service and mandatory completion of the electronic e-Check-Up to Go program and BASICS (Brief Alcohol Intervention for College Students) program.

**3rd offense** - \$300.00 and 30 hours of community service and mandatory completion of the e- Check-Up to Go program, mandatory completion of an alcohol assessment by a licensed addition counselor and referral to the Director of Student Life.

**Important Note:** Students present in rooms where university policies are being violated (whether they are an active participant or not) are also held accountable as an accessory (an accessory is defined as an individual who signifies their intent to participate as implied by their presence).

**Party Rooms** - \$150.00 and 10 hours of community resident of that room hosting the party. A room with service for each four or more persons found in it with alcohol present will be declared a party room which carries an additional \$150.00 fine and 10 hours of community service for each resident of the room. Residence Hall staff may contact the

Trall County Sheriff's Office, which could result in the filing of legal charges.

**Parental Notification:** If a student has been found guilty of multiple alcohol or drug related offenses occurring on campus, or if it is determined that that the student's health and safety is endangered because of his/her use of alcohol or other substances, the university reserves the right to notify the student's parents of these facts and concerns. This notification may occur even if the student is 21 or older. The university's Student Conduct Officer or the Vice President for Student Affairs will determine if such parental notification is to be made after consideration of each case and documentation of any such offenses. This process for parental notification is specifically allowed under federal law and is in accordance with the 1998 amendments to the Family Educational Rights and Privacy Act.

**The following are typical and general sanctions imposed for students who violate institutional policies regarding the use or possession of marijuana on campus grounds or in campus facilities:**

**1st Offense** - \$200 fine, 20 hours of community services and immediate involvement by law enforcement.

**2nd and any subsequent offenses** – \$400 fine, 40 hours of community service, mandatory completion of an assessment by a licensed addiction counselor, parental notification, and removal from campus housing.

**Note:** Any student charged of a felony possession and/or distribution charge may be removed from the residence hall, by recommendation of the Director of Student Life.

**Educational/Counseling Actions** - A concerted effort is made by Mayville State University to educate the individual and to provide appropriate types of assistance when needed. As part of this process, educational or counseling approaches may be undertaken as a way of encouraging the student to change his/her behavior. The actions described below may be taken separately or in conjunction with the disciplinary penalties listed previously. Dependent upon the circumstances, previous violations of college policy, and concern for the health, welfare and safety of the individual students involved, any of the following may be recommended.

## Residence Hall Conduct System: Fines

- a. Mandatory attendance at chemical education programs.
- b. Referral to the college counseling staff for consultation.
- c. Referral to an outside agency or professional staff for possible chemical use evaluation.
- d. The development and presentation by the offender of a chemical education program.
- e. Community or campus service.
- f. The filing of a formal complaint with civil authorities regarding the use, possession and/ or sale of chemicals, including alcohol.
- g. Mandatory testing for those individuals who are involved in intercollegiate athletics and who are suspected of using drugs, including "performance enhancing" substances.

### B. Escort/Visitation Violations

**1st offense** - \$25 per person and a possible revocation of open house/visitation privileges for up to 4 weeks.

**2nd offense** - \$50 per person and a possible revocation of open house/visitation privileges for up to 8 weeks, plus a referral to Director of Student Life.

**Note:** Violation of an escort/visitation sanction will result in a revocation of rights for an entire academic year and/or other university sanction.

### C. Hall Disturbance Violation

Quiet hours are **10pm-11am daily (Exception - During final exams 24 hour quiet hours will be observed.)** Unreasonable noise, prior to designated hours will be dealt with on an individual basis. Hall disturbance write-ups or warnings may be assessed at that time. Preliminary warnings are not required nor are they recommended.

**1st offense** - \$25

**2nd offense** - \$50, plus a referral to Director of Student Life

**Note:** Hall disturbance offenses are normally handled in one of three ways:

1. A hall disturbance offense, if so determined by hall staff to be extreme or serious enough in nature, will result in a write-up.
2. A hall disturbance offense, if so determined by hall staff to be a nuisance or aggravating type disruption, may result in a written warning. Three of these types of warnings will automatically result in a write-up.

### D. Removal of window screens - \$25 fine

**E. Incense/Candles/Open Flame (smoking included)** - \$25 fine plus cleaning fees

**F. College Property/Furniture removal** - \$25 fine

### G. 1) Dining Service disturbance

**1st offense** -- \$25 fine (plus referral to Director of Housing)

**2nd offense** -- \$50 fine (plus referral to Director of Housing)

### 2) Dining Service - stealing meals

**1st offense** -- \$50 fine plus restitution

**2nd offense** -- \$100 fine, restitution, loss of privileges, including denied access to Food Service and referral to Director of Housing

### H. Security violation/door or window propping

**1st offense** - \$100 fine

**2nd offense** - \$250 fine plus disciplinary action

### I. Failure to Evacuate during fire alarm or drill

**1st offense** - \$50 fine

**2nd offense** - \$75 fine and referral to Director of Student Life

**J. Pets** - \$20 fine per day until pet is removed

**K. Tampering with Vending/Service Machines** - \$100 fine

**L. Violations of any residence hall or university policy** according to the Code of Conduct (in student handbook) or Residence Hall Conduct System Structure violations (in residence hall handbook) are subject to fines and/or other sanctions.

University students are responsible for an awareness of all university rules and regulations as stated in university publications. **Changes to the residence hall handbook which occur during the course of an academic year will be communicated through various devices such as e-mail, posted announcements, floor or hall meetings, or campus mail.**

Residence hall students are responsible for their rooms and any activity/damage that occurs there.

**NOTE:** The Chief Conduct Officer on campus (Director of Student Life) retains the right to intervene in university disciplinary affairs, amend

## Residence Hall Conduct System: Fines

decisions, and assign appropriate sanctions if necessary.

### Procedural Guidelines for Residence Hall Complaints

The goal of the residence hall conduct system is to help students understand how their behavior impacts others and affects the community at large. This system encourages a constructive dialogue. The following is a procedural guideline for handling a residence hall complaint:

#### Complaint is Filed Regarding Student Behavior:

1. Student or staff member files complaint on an incident report
2. The date and time the complaint is received will be noted on the incident report
3. The Resident Director schedules a time for the student to meet with them
4. The student receives the hearing notification through the student's campus mailbox or via email. Ignoring e-mail/mail pick-up notices will not delay the hearing process. Students are responsible for picking up/checking mail or e-mail on a daily basis when at all possible.

#### Incident Reports

In the event that a residence hall rule and/or regulation is violated, Resident Director and/or Resident Assistant will write up an incident report and appropriate disciplinary action will be taken or an appropriate fine/community service will be assessed.

#### Code of Conduct

##### Conduct Records

- A. An individual student's conduct record, notice of appeal, and each petition for review are confidential and may not be disclosed in whole or in part. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.
- B. Conduct suspension or dismissals are the only conduct actions reflected in the official transcript of the student. Upon the directive of the Conduct Hearing Sub-committee, the Vice President of Student Affairs shall inform the Registrar to place on the student's permanent academic record the words "may not register." The Registrar shall remove the notation when the penalty expires or has been terminated.

between the resident and hall staff, resulting in an opportunity for the resident to explain his/her situation and for the staff to explain why certain behavior is or is not appropriate in a residence hall setting. The end result of this process is an increased understanding between resident and staff. Periodic anonymous surveys will be done to evaluate the effectiveness of this process.

- C. Students who wish to challenge specific date or information on their conduct record, amend their records, or request the release of their records must submit a written consent letter specifying the records to be released. The student is entitled to a copy of these and wishes to revoke this waiver, the student must make a request in writing at the Registrar's office to revoke the waiver.

##### Conduct and Hearing Records

- A. For each student who has received a conduct penalty, the University shall maintain a written record reflecting the nature of the violation, the penalty assessed and other pertinent information.

Conduct records are kept electronically and managed by the Director of Student Life. This conduct record shall be separate from the student's academic record, but shall be considered to be part of the student's educational record. All hearing records, notices of appeal, and petitions for review are confidential and may not be disclosed in whole or in part except as provided in this section.

- B. Students needing to review their conduct or hearing records are asked to contact the Vice President of Student Affairs Office or Student Life Office, as appropriate, to schedule an appointment to conduct the review of these records.
- C. The contents of a student's conduct record may be made available to persons outside the University only upon written request of the student, or in response to a court order. If the student cannot be reached, university officials are expected to comply with judicial orders and subpoenas. A reasonable attempt shall be made to notify a student of the university's intention to comply with court orders, unless directed otherwise by the court order.

## **Residence Hall Conduct System: Procedure**

### **Resident Behavior**

The primary responsibility for behavior rests with the individual resident. Consideration and tolerance of others is requested in the hall setting in order to avoid an overload of rules governing individual conduct.

A roommate agreement pamphlet is available to allow you to communicate openly with your roommate. If you would like to review the

document, or if you would like to complete one, contact your Resident Assistant or Residence Director. If it is evident that you and your roommate and/or other residents cannot live in peace and relative harmony, contact your RD or RA, who will assist you in solving the problem. As a resident, you have the right to lodge a written complaint concerning the behavior of your fellow residents.

# RESIDENCE HALL POLICIES

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