

Residence Life

Policies and Procedures

At Stephens College, our residence halls are an integral and essential part of the College experience. We strive to create a living environment that is safe, secure, where students will have the opportunity to be a responsible community member, learn from others, and expand their educational and social experience through the many interactions with fellow residents. Our expectation is residents will live in an environment of mutual respect for their peers through minimal interference from excessive noise, disrespect, and disruptive behavior by peers and/or their guests. While residents have the right of free expression, it does not include the right to harass, threaten, or injure others. Students are expected to abide by the following residential policies and procedures:

Residency Requirement

Stephens College is committed to the residential nature of the campus and believes on-campus living is an integral part of the campus and educational experience. Stephens College specifies that all Freshman and Sophomore students must live in residence halls while enrolled at the College unless they are married or commute from the home of their parent/legal/guardian/grandparent guardian who resides in Boone County, or are 24 years or over or have dependent children living with them. No married students may live in the residence halls. If the student meets any of these basic requirements for an exemption, the student must submit the off-campus living appeal form and receive approval from the Student Development Office. Stephens College students who are at Junior or Senior status may choose to live off campus and also must complete the off-campus living appeal form and submit to the Student Development Office. Students living in the residence hall must carry a minimum twelve (12) credit hours a semester. Infractions of the residency requirement will be a violation of the policy and students may be subject to room and board fees.

Housing

Housing Fee

A non-refundable one-time housing fee of \$250 must be paid prior to a room being assigned. This fee is applicable to new, entering students only. Currently enrolled students who plan to return do not pay an additional fee.

Housing Selection

New students are assigned housing prior to their arrival on campus and will receive notice of their room assignment and roommates as soon as the information is available. Housing selection for returning students occurs in the spring each year through an online housing selection process. You must be enrolled for the Fall to participate in online

housing selection. Selection priority is based on class classification, calculating completed credits and current enrolled credits to determine their classification.

Roommate/Room Assignments

Students who choose to live in a double room will need to find their own roommate. The College reserves the right to reassignments of accommodations as considered necessary to bring rooms to capacity. Students paying for double occupancy living space are subject to being moved should their roommate move for any reason. A single student occupying a double occupancy room without a roommate for 2 weeks or more will either need to find a new roommate or be subject to a pro-rated single room charge. Expanding into a room or occupying additional space in any way without authorization will result in charges for both the room the student is assigned and any other room that is storing their belongings.

Room Changes

All room change request must be approved by the Office of Campus Life before a student moves. The residence hall staff can be especially helpful in sorting out your needs and the best responses to those needs. Room changes are not made during the first two weeks of the academic year in order to allow time for students to become adjusted to the academic and residential environment. The College reserves the right to make room changes when deemed necessary; however, room changes will not be made on the basis of race, religious beliefs, sexual orientation or disability.

Keys

Each student is issued a key to her room. Loss of keys during residency or failure to return the keys at time of check-out will result in a charge for a change of lock or key replacement. Students are prohibited from allowing other students or guests the use of their room key. Access to each Residence Hall is activated through the student's student ID. Students are prohibited from allowing other students or guests the use of the student ID. **IF YOU LOSE YOUR KEY and/or your student ID, REPORT IT IMMEDIATELY TO THE DIRECTOR OF SECURITY SO YOUR KEY AND ID CAN BE DEACTIVATED TO MAINTAIN THE SECURITY OF THE HALL.**

Lockouts

Students are reminded to carry their room key with them at all times. If a student is locked out of her room, she will need to call Campus Security to unlock her door. At no time will a member of the residential hall staff or Campus Security grant access to another student's room without the student's permission.

College Furnishings-

College property, including furnishings, must not be moved from the assigned area. At no time may furniture be placed in hallways or lounges. There is a \$10.00 per piece per day fine for furniture found outside of its assigned areas. Furniture is allowed to be taken out

of residence rooms only if requested by residents to the facilities team prior to the arrival on campus. Facilities and facilities only may remove furniture out of resident's rooms. Water-filled furniture is not permitted. Rooms will be furnished according to the number of persons occupying each room. (Ex. All single rooms will have one bed, dresser, desk, and chair). Additional furniture requests will not be honored.

Community Areas

Community areas (lobbies, laundry rooms, kitchens, hallways, etc.) are the responsibility of all students living in the building. The expectation is students will treat these areas as they would their own home, understanding that the student is living in a community.

Room Check In/Out

Students are required to check in with the residence hall staff prior to moving into their room. At this time, they will be required to complete and sign the Room Condition Form. Each student will be asked to inventory the contents and condition of the room. Any time a student changes rooms or when she leaves at the end of the year, the Residence Life staff will check the room for damages. If items are missing or damaged the responsible student will be charged for repair or replacement. If a room requires extra cleaning the resident will be charged for a minimum of one hour of labor costs. Failure to comply with check out procedures will result in an improper check-out charge of \$30. Students accept responsibility for their room and furnishings upon date of occupancy and are responsible for damage at check out. Students checking out of a hall/room must complete all required procedures, including cleaning of room, completion of room condition form, and turning in keys to Residence Life Staff. Any student not remaining in the residence hall for the Spring Semester must have completed all check-out procedures and removed her belongings from her room before 10:00 a.m. on the day the hall closes for Fall Semester. Failure to do so will result in a \$50.00 improper check-out penalty. The student is liable for any damage to College property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. Students are not permitted to use tacks, screws, nails, tape, decals, felt pens or paint on woodwork, furniture or walls. Pictures and bulletin boards may be hung using approved hangers. Students will be held responsible for any damage caused to College property.

End of the Year Check Out

At the end of the academic year, all students must move out of the residence **halls within 24 hours** of their last exam. Students participating in Commencement exercises may stay until 10:00 a.m. on the day following graduation. At the end of the school year, your room must be left completely empty, including closets. Over the summer, Facilities personnel either paint or wash all walls and trim, as well as wax the floors. This cannot be accomplished if personal items are left in the rooms. Stephens College is not responsible for anything left in your room.

Personal Possessions

The student is liable for any damage to College property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. The College is not responsible for items left in residence hall room, after check out, withdraws, leaves for college-scheduled breaks or a leave of absence. Any personal property left on the premises following the termination of the Agreement and the checking out by the resident, is completed will be deemed abandoned and will be disposed of according to College procedures.

Housing During Scheduled Breaks

Residence halls and apartments are closed to students during winter break, spring break and summer break. An appeal process is available for students with extenuating circumstances for spring break and summer break. Contact the Office of Student Development for the appropriate form.

Residence Hall Policies

Alcohol and Drugs

The responsible, private use of alcoholic beverages by persons 21 years of age and older is permitted in the private areas of residence halls; no alcohol is permitted in any shared or public space. Alcohol use is subject to restrictions of state law, College policy, and all other policies in the student handbook. The student shall not manufacture, sell, deliver, possess, use or be under the influence of a controlled substance without legal authorization, nor shall the student distribute or provide alcoholic beverages to minors. A controlled substance includes any drug, substance or immediate precursor covered under Missouri law, including but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, and prescribed controlled substances. The possession of drug paraphernalia is also prohibited. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of state or federal law.

Alcoholic Beverages

The following is in effect for all students and their guests in the residence halls:

- a) No one under the age of 21 is allowed to consume or possess alcoholic beverages.
- b) No alcohol is allowed in a room where a minor is present, even if that person is not consuming the alcohol.
- c) It is unlawful for **anyone** to have an open container of alcohol in a public place, including the hallways, lobbies or lounges and outside the residence hall itself.
- d) The youngest person's age takes on the age of the entire room.
- e) The possession of empty or full kegs, pony kegs, "party balls", or other common source containers of alcohol is strictly prohibited in all residence halls.

Failure to comply with the alcoholic beverage policies will result in disciplinary action and/or non-academic disciplinary probation.

Drug Policy

State law prohibits the possession, use and sale of illegal drugs, including marijuana, and the illegal possession or dispensing of prescription drugs and drug apparatus. The College regards any student who possesses, uses, distributes, or contributes to another's use of illegal drugs as engaging in unacceptable conduct. Students engaging in such use will be referred to the Vice President for Student Development for appropriate disciplinary action. For a first offense in the personal use of marijuana, students at a minimum will be placed on non-academic probation for one semester; additional sanctions may be imposed, at the discretion of the Vice President for Student Development. Subsequent offenses or violations of other parts of this policy may result in immediate suspension. Stephens cooperates with state authorities in their attempts to enforce existing laws regarding drugs.

Guests and Visitation Policy

The College's visitation policy applies to all students and guests and is designed to ensure consideration for roommates and other residents of your floor, suite/flat or apartment. A guest is defined as anyone who is present at the invitation of a student or anyone who is accompanied by a student on college-owned property; no student may have more than three (3) guests on campus at any given time. In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom. Students are responsible for educating their guest(s) regarding college policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Guests with repeat or serious violations of campus policies may be assigned a permanent "no trespass" status, disallowing their presence on the Stephens College campus, and may be subject to criminal prosecution.

Personal Property Policy

The College shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless. Stephens College and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. Students are strongly encouraged to carry insurance for protection against such losses.

Smoking Policy

Stephens College prohibits the use of any lit cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, including electronic cigarettes, on campus. The College prohibits any advertising or sale, or free sampling of all tobacco products, including smokeless tobacco, on college property. Littering the campus with the remains of tobacco products or any other related waste product is prohibited.

Loft Policy

The loft policy is in place to ensure that the lofts are constructed in a manner that proves for the safety and welfare of students in the residence halls. Before constructing a loft, all residents living in the room must read, complete, and sign a "Waiver of Liability" form and submit it to the Facilities Office. Students must pay a refundable deposit of \$75 at the Accounting Office. This deposit will be returned when the loft is dismantled and the removal is approved by the Facilities Office. While the loft is being constructed or dismantled, hallways, doors or window areas must not be blocked with lumber, furniture, fixtures, etc. Doors and windows must never be obstructed.

Construction Guidelines:

1. Lofts must be free-standing. Bolts, nails, chains, etc. cannot be sunken, attached or adhered in any way to the walls, floors and/or ceilings to support the loft.
2. Desks, dressers, wardrobes, etc. must not be used to support the loft.
3. All wood should be treated with a fire retardant substance. This includes pressure treated lumber as well as any fire retardant coating available at any hardware store.
4. Lofts must not be larger than 90" x 48". Lofts must also be constructed in such a way as to allow a 36" clearance between the top of the mattress and an 8' or 9' ceiling. In rooms with ceilings over 9', bunk beds or lofts may not exceed 7' in height.
5. In a room with more than one loft, no more than two lofts may be attached to each other to increase structural integrity. Lofts may not be attached for the purpose of adding a second room level.
6. Lofts must be located and constructed in such a way that they do not interfere with access to windows, air conditioning, heating or plumbing units, smoke detectors or other items requiring periodic maintenance and do not interfere with or obstruct egress from the room in case of emergency.
7. Attached room fixtures (ceiling tiles, lights, electrical outlets or switches, air conditioning/heating covers, smoke detectors, shades, etc.) must not be removed or relocated as a result of loft construction, use or disassembly. Originating Office: Finance and Administration
8. A ladder must be permanently attached to the loft and should be used for mounting and dismounting the loft.
9. Residents of the room assume responsibility for any damages resulting from any cutting, sawing, painting or staining done in the residence halls. Due to chemicals from paints and stains, all painting and staining should be completed outdoors.
10. College beds, mattresses, desks, dressers, chairs, etc. must not be removed from the room.
11. Lofts must be completely dismantled and removed from the room when the occupants vacate the room, either by changing rooms during the year or upon final check-out at the end of the fall or spring semester. At that time, the room should conform to the original room condition with all furniture assembled as it was upon check-in. Failure to dismantle and remove all materials or re-assemble college furnishings will result in no refund of the deposit.

12. In the case of a mid-semester or mid-year check-out or room change, lofts belonging to the resident leaving the room may be left standing only if the new occupant of the room agrees to accept the loft and provides the Facilities Office with a signed "Waiver of Liability" form.
13. Lofts are subject to periodic inspection by the staff from Facilities Office for compliance with the aforementioned guidelines.

Residents whose lofts do not meet these guidelines will be required to modify or replace their loft. The following tips can assist in the safe use of lofts: A. All bolts should be tightened on a regular basis. B. Bed rails should be provided to help prevent falls. C. Lofts should not be decorated with flammable materials. Electrical appliances should be kept and used away from the loft. D. Clip-on reading lights should be mounted at least 24" away from the mattress or pillow because this can be a common cause of room fires.

Pet Policy

For more than 10 years, Stephens College has been welcoming dogs, cats, birds, and other pets to campus. Today, Stephens is considered one of the most pet-friendly campuses in the country. Multiple residence halls at Stephens College have designated pet floors and some are entirely pet-friendly. However, no pets are permitted on the pet-free or on non-pet floors of Residence halls, with the exception of fish in tanks or aquariums. Pets are prohibited in other areas of the College (e.g., academic buildings, classrooms, library, etc.).

ALLOWABLE AND PROHIBITED PETS-- Pets Allowed Under This Policy:

1. Dogs: a. Must be a minimum of six (6) months old and neutered or spayed. No exceptions will be made. b. Must be housebroken. c. Must be current on all vaccinations, including, but not limited to, DHLPP, rabies, and Bordetella; heartworm tested; current on flea/tick preventatives; d. Must be registered with the City of Columbia and must wear tags.
2. Cats: a. Must be a minimum of six (6) months old and neutered or spayed. No exceptions will be made. b. Must be litter box trained; c. Must be current on all vaccinations, including, but not limited to, FVRCP, rabies, FeLV/FIV negative; current on flea/tick preventatives; d. Must be registered with the City of Columbia and must wear tags.
3. Rabbits, hamsters, rats, mice, gerbils sugar gliders, and guinea pigs: a. Must be kept in a cage, aquarium, or other appropriate housing when student is not in the room.
4. Birds: a. Must be kept in a cage, or other appropriate housing when student is not in the room.

Prohibited Pets and Other Items:

1. Dogs: The following dog breeds or any derivative/mixes thereof are prohibited: a. Pit Bull; b. Rottweiler; c. German shepherd; d. Chow; e. Akita; f. Wolf breeds; g. Any mix containing these*; or h. Any aggressive breed.

2. Snakes;
 3. Spiders;
 4. Livestock or farm animals;
 5. A wet aquarium should not exceed 40 gallons;
 6. Owners are not permitted to breed any animal or small pet for food or other purposes.
- *In the cases of mixed breeds, students may send a description and photograph of the dog to the Office of Student Development. These pets will be evaluated on a case by case basis.

NOTE: The College reserves the right to refuse admittance to any pet regardless of type or breed for any reason if the administration deems that the pet may not be an appropriate fit for the college. DESIGNATED RESIDENCE HALLS Designated residence halls with Pet Floors: Pillsbury, Searcy, Prunty, Roblee, and Tower. Residence halls with Pet-free floors: Pillsbury Pet-free Residence halls: Columbia and Wood

EXCEPTIONS Exceptions to the policy include Service Animals as indicated in Stephens College Policy 2.3.15. In compliance with the American with Disabilities Act, Stephens College allows Partners/Handlers to bring Service Animals into residence halls and they may be allowed on pet floors. Service Animals are considered working animals, not pets.

GENERAL REQUIREMENTS FOR A PET/PET IN RESIDENCE HALL

1. Only one full-time pet is allowed per student (including foster pets and approved ESA/Service animals).
2. Pet registration and pet fees are due to Residence Life prior to the arrival of the pet on campus.
3. Pets are allowed in pet-friendly resident's rooms only, not in the common areas.
4. The owner must maintain control of the animal at all times within the Residence Hall. Pets are not allowed to roam free in a dormitory room while their owner is in class; they must be crated, caged or kept in other appropriate housing.
5. Owners are responsible for any damage or injuries caused by their pets and must take appropriate precautions to prevent property damage or injury. This includes property damage and injuries caused by the owner's pets to their own property or pets or to other students' property or pets.
6. All pets must be on a leash or in a carrier when outside owner's room or when walked on campus property.
7. The owner should ensure that the pet does not display aggressive behavior.
8. Owner negligence or mistreatment of a pet will not be tolerated. Any case of neglect or mistreatment will be directed to the Office of Student Development for conduct action.
9. To the extent possible, the pet should be unobtrusive to other students. The owner should ensure that the pet does not display behaviors or make noises that are disruptive or frightening to others. Students with noisy pets will be given a three week grace period at the beginning of the semester to get their pet adjusted to life in the residence halls. If at the end of the three week grace period the pet is still causing disruption to the living community the following steps will be taken: a. Verbal warning; b. Written warning; c. Removal of pet

CARE AND MAINTENANCE OF A PET

1. The care and supervision of the pet is the responsibility of the owner. The cost of care, arrangements and responsibilities for the well-being of the pet are the sole responsibility of the owner at all times.
2. The owner is solely responsible for cleaning up after the pet. (See Sanctions below)
3. Pets that are ill or in poor health should not be taken into public areas.
4. Abandonment, neglect and mistreatment of any pet by any member of Stephens College will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. (See Sanctions below) I.

PROCEDURES --If the student lives on a pet eligible floor and elects to bring a pet to campus for a period of time, the following must be completed before a pet is allowed to stay on campus in a residence hall:

1. A Pet Floor Program Agreement that includes; pet information sheet, veterinary documentation, recent picture, City of Columbia Registration and a non-refundable pet fee.
2. This agreement, along with a list of approved pets can be picked up from the resident director of the student's hall or at the Residence Life office. NOTE: Pets staying/visiting on campus for three days (maximum) or less are not subject to the pet fee, but all other documentation is required prior to the pet staying in the residence hall. NOTE: Each student is limited to one visiting/guest pet at a time. NOTE: Stray or wild animals on campus should not be fed; they may be infected with diseases and pose a health and safety hazard.

REMOVAL OF A PET Pets may be removed from residence halls for the following reasons:

1. An Out of Control Pet: An owner may be directed to remove a pet if it is out of control, and the owner does not take effective action to control it. If the out-of-control behavior happens repeatedly, the owner may be prohibited from bringing the animal onto campus until the owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
2. Non-Housebroken Pet: An owner may be directed to remove a pet that is not housebroken or one where waste products are not disposed of appropriately.
3. Direct Threat: An owner may be directed to remove a pet that the College determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a pet exhibiting aggressive behavior, or a substantial lack of cleanliness of the pet.
4. Fundamental Alteration: The presence of the pet constitutes a fundamental alteration or change so significant that it alters the essential nature of services and/or facilities.
5. Undue Administrative and/or Financial Burden: The presence of the pet constitutes an undue administrative and/or financial burden incurred by the College.
6. Illness: Any animal with signs of illness, including but not limited to a known disease (such as rabies or psittacosis that can be transmitted to humans), severe diarrhea,

severe vomiting, fever, or open sores, should not be on campus until deemed noninfectious/contagious by the written statement of a licensed veterinarian.

7. Abandonment, neglect and mistreatment of any pet by any member of Stephens College: This situation will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse.
8. Security, in consultation with Director of Campus Life or the Vice President of Student Development, has the authority to remove a pet that is displaying unacceptable behavior immediately. A pet will be immediately removed from a residence hall at the owner's expense if it has been brought to the campus without permission and appropriate paperwork, and appropriate sanctions will be applied to the owner(s) responsible (see below).

SANCTIONS

1. Each student will be expected to properly care for their animal and the animal is not to be left during breaks. A fine of \$250 will be assessed to any student who is not properly taking care of their animal or leaves the animal behind without supervision during breaks, weekends or when leaving for any other reason.
2. Abandonment, neglect and mistreatment of any pet by any member of Stephens College will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. These actions will be subject to the discretion of the Office of Residential Life and possible referral to the Vice President for Student Development for conduct action.
3. To assist in eliminating odors, pet waste is to be disposed of in the trash dumpster outside the building, not in the trashcans inside. The use of training pads for everyday use is highly discouraged. Failure to clean up after a pet, after an accident or outside in the campus quad or in the pet walking area, will result in the following:
 - a. 1st offence: Warning
 - b. 2nd offence: \$50.00 fine
 - c. 3rd offence: the owner will be asked to take the pet home
4. Violation of this policy will result in a \$50 charge for treatment of the room by an exterminator and removal of the pet, and the student will be referred for disciplinary action.
5. If there is aquarium-related damage, the cost to the student will be assessed at an hourly wage for clean-up and full cost of repairs.
6. If a pet has been brought to campus without permission and appropriate paperwork, the pet will be summarily removed, the owner will be fined \$500 and will be referred for further disciplinary action to the Vice President for Student Development.

Weapons/Explosives

Dangerous weapons, (including, but not limited to: firearms, fireworks, flammable liquids, knives, and other unauthorized dangerous objects) are not permitted in student rooms or in the residence halls. Residents having weapons or explosives in the residence halls will be subject to disciplinary action and/or removal from the residence halls.

In accordance with Section 571.107 RSMo., a concealed weapon may not be carried into any educational institution. As a private institution, Stephens College bans concealed weapons on all its property. Except as otherwise stated in this policy, the possession, transportation, and use of firearms and other dangerous weapons is prohibited on Stephens College property and at both on- and off-campus college sponsored events. Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated permanently.

Resident Hall Procedures

Guests Procedures

All nonresident guests are permitted under the following conditions: the student host must have permission of roommate to have a guest and must be responsible for the conduct of this guest; all guests must comply with Guest and Visitation Policy; and overnight guests are limited to no more than two consecutive nights and three consecutive days in a seven-day period starting the first day/ night your guest arrives.

- a) All guests must be signed in and out by the host resident at the residence hall front desk. The must be signed in my first and last name on the guest log at the front desk.
- b) All guests must be escorted by the host resident at all times.
- c) The student host must have permission of the roommate to house a guest.
- d) If you leave the hall for any reason your guest must leave the hall as well.
- e) Residents are responsible for the behavior of their guests at all times.
- f) If you have a male guest you must yell, "Man in the hall!"
- g) Guest may not be given access to room key or student ID at any time.

Appliances

The College reserves the right to impose reasonable limits on the use or storage of appliances or equipment in campus residence halls to decrease the danger of fire and damage from overloading the electrical circuits.. Disallowed items include but are not limited to: halogen lamps, microwave or toaster ovens, hot plates, air conditioner units (standing or window) deep fat fryers, gas or charcoal grills, power tools, coffee pot with a hot plate heating device, hot pots or track lighting. The kitchen items may be used in the community kitchens. Residents who are in violation of this policy will be charged \$50 and the item will be confiscated and held until it can be removed from campus.

Bicycles on Campus

The Safety and Security Office oversees the campus BikeShare Program. Bicycles, helmets and locks can be checked out upon completion of a BikeShare Membership Agreement and Liability Waiver. Bicycles can be checked out between the hours of

7:30 a.m.-8 p.m. Use of the program is free of charge. The office is located at the ground level of Tower Hall.

Please note that any personal bicycles left on campus after June 1 of each year will be donated to a local nonprofit organization.

Fire/Safety Hazards

Fire safety is everyone's responsibility. Use only heavy-duty UL-approved extension cords. In addition, live holiday trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing. Residents who are in violation of this policy will be charged \$50 and the item will be confiscated and held until it can be removed from campus.

Furniture in Residence Halls

All residence hall rooms and apartments are furnished by the College (a complete list of furnishings by residence hall is available from the Office of Campus Life). Students may not alter residence hall rooms or furnishings. All furnishings must remain in the assigned location unless otherwise agreed to by Campus Life.

Bulletin Boards

All posters and flyers must be approved through the Office of Student Development before hung anywhere in the residence halls.

Candles and Incense

Candles and incense are fire hazards. Insurance requirements and safety standards strictly prohibit their use in student rooms. Violating this policy will lead to disciplinary action and/or fines. Decorative candles will be permitted without wicks.

Care of Your Room

In addition to keeping your room clean, do not use tacks, screws, nails, tape, decals, felt pens or paint on woodwork, furniture or walls. Pictures and bulletin boards may be hung using command strips. If your room has to be repainted because of damage to walls, you will be charged for each wall.

Food Orders Delivered to Halls

Any food ordered from the outside to be delivered to the residence halls must be received by the person who placed the order, with appropriate. Students must come to the outside door to receive orders at all times.

Lobby/Lounge Furnishings

Furnishings provided in the lobbies and lounges are there for the use of hall residents. Any student who removes furniture from these areas to a student room or other location is subject to a \$10 charge per item of furniture.

Residence Hall Safety

It is each person's responsibility to be aware of safety precautions. Guard yourself and your belongings as well as watch out for your neighbors and their belongings. **Fire doors must be kept closed at all times. Do not hang anything from the fire sprinklers!**

Damage Liability

The student is liable for any damage to College property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. Students are not permitted to use tacks, screws, nails, tape, decals, felt pens or paint on woodwork, furniture or walls. Pictures and bulletin boards may be hung using approved hangers. Students will be held responsible for any damage caused to College property.

Hallways

All hallways must be kept clear for safety reasons. No items may be placed in the hallways. Bicycles may not be stored in the residence halls. If your furniture or furniture from your room is left in a hallway, you will be fined \$10 for each piece per day.

Personal Property Insurance

The College does not provide insurance coverage for your personal property. Check to see if you are covered under your family's or guardian's homeowner's policy and the conditions of that coverage. The College will assist you in verifying a loss for an insurance claim under your policy if you have filed a report. Information on optional fire/theft insurance can be obtained from the Office of Student Development.

Theft

To guard against theft – keep your room locked and do not lend anyone your keys. If you believe something may have been stolen from you, report this information to your hall staff immediately. Contact the office of Safety and Security to make a theft report and they will assist you in contacting the Columbia police to complete a report so they may investigate the theft.

Fire Alarms and Drills

In order to ensure your knowledge of the proper procedures and exit routes from the halls, each hall has at least one fire drill each semester. Continuous ringing of the fire alarm bell means either there is a fire requiring residents to vacate the building or there is a drill. Follow the procedure. Quickly close your window, obtain a coat, towel and shoes, leave the room light on, shut your unlocked door and proceed out of the building as instructed. Failure to leave the hall during a fire drill will result in a \$50 fine and possibly other disciplinary sanctions.

Tampering with Fire Alarms/Equipment

Pulling a fire alarm under false circumstances or tampering in any way with fire safety equipment is a serious offense which could jeopardize the lives of people in your residence hall. It is prohibited to tamper with room smoke detectors. If the room smoke detector needs the battery changed, contact the Office of Safety and Security. This will result in a hefty fine and disciplinary sanctions from the local authorities and/or the College.

Tornado Alarms

In case of a tornado, the city sirens will sound. Proceed to the lowest level of the building, away from windows and doors. If you cannot get to a basement, get to an inside corridor, shutting the door to your room. To stay abreast of emergency notifications, sign-up for the RAVE alert system.

Students who are deaf, hearing impaired or visually impaired should notify ADA Coordinator to make appropriate accommodations for warning systems to meet their needs.

Sales/Solicitation

Sales and solicitations are prohibited. Door-to-door soliciting and advertising is prohibited. If you find a solicitor in the residence halls, please the Office of Safety and Security.

Trash

All trash must be taken to the designated trash rooms/trash cans. If you are found to be leaving trash outside your room in the hallway, you will be fined \$10 per occurrence.

Waterbeds

Waterbeds are prohibited.

Residence Hall Staff

The residence life staff consists of a professional staff member, Graduate Area Coordinators (GACs), Community Directors (CDs), Resident Advisors (RAs) and a number of front desk workers. The professional staff, along with the assistance of the GACs, CDs, and RAs, are responsible for creating and maintaining a sense of community in the residence halls. These staff members are trained in community building, in programming and administrative procedures, and are available to help students in a variety of ways.

Residence Hall Rights and Responsibilities

A central element to living successfully with others in the residence hall is respect for others and their safety, the building and furnishings, and for your own and others' academic pursuits. The policies established for residence hall life provide a framework for community living. It is your responsibility to become acquainted with all pertinent procedures, as you are responsible for your behavior and that of your guests.

Quiet Hours

Each residence hall establishes quiet and/or courtesy hours. If none are established, it is still expected that you will be considerate of the needs of other residents at all times. (It should be quiet enough to study in student rooms at ALL times. As a general rule, if the noise you make can be heard outside your room, it is too loud.) **Violation of quiet hours or considerate noise levels may result in disciplinary action.**

Right to Privacy

The College will not enter a student's room unless accompanied by the student, her authorized representative, or a second authorized College representative. However, the College reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire and life safety guidelines or when an authorized agent of the College has reasonable belief that:

- a) an occupant of the room may be physically harmed or endangered.
- b) damage is being done to College property
- c) college policy as stated in the College catalog, the Residence Hall Staff Manual, Within the Ivy, or subsequent written notice is being violated, or
- d) housekeeping, maintenance, and/or repair is necessary.

We will not admit relatives, friends or outside service personnel to your room without student permission.

Residence Halls: Right to Enter

The College reserves the right to enter student rooms, or grant permission to its authorized agent(s) to enter student rooms, for reasons that include but are not limited to: responding to an emergency; making needed repairs and performing routine maintenance; conducting health and safety inspections, and maintaining College rules and regulations.

Residence Hall Bill of Rights

Each person, as a resident of the residence halls, possesses certain individual rights and responsibilities which must be held in high regard. This document is intended to define minimal expectations and freedoms of residents that they may exercise without placing constraints upon the rights of other residents. Each individual has the right to engage in those physical, educational and social pursuits that are a necessary part of her college life.

1. **Primary Rights** of the resident include:

- a) **The right to read and study free from undue interference in one's room.** One of the basic purposes of the College is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right. (It should be quiet enough to study in student rooms at all times. As a general rule, if the noise you make can be heard outside your room, it is too loud.)
 - b) **The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities, the right to a clean environment in which to live.** Optimal physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
 - c) **The right for redress of grievances.** If the academic and residence communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, harassment, hazing, physical and/or emotional harm, and free from the imposition of sanctions without due process.
2. ***Subordinate Rights***, of the resident are those which should be protected, but should not infringe upon the reasonable exercise of the primary rights defined above. The subordinate rights include:
- a) **The right to personal privacy.** All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.
 - b) **The right to host guests.** All students should have the opportunity to maintain personal contacts and friendships with other persons. Guests are to respect the above stated rights of the hostess' roommate and of other residents. All residents are responsible for the actions of their guests at all times in the residence hall.

Any abuse of these rights is subject to review and action according to College discipline procedures. However, processes of mediation involving students and staff are considered an important method of resolving conflict among members of the same community.

Hall Services

Desk Services

Each residence hall has a front desk that is open during specific times. The desk staff are student employees who handle procedures such as ensuring guests in and are responsible for enforcing policies while they are on duty, handling emergencies which arise when the other hall staff members are not available, providing a variety of information and

generally helping things run smoothly. Your hall desk is an excellent place to look for assistance. Residence hall front doors are locked at all times.

Dry Erase Boards

Each residence hall has a dry erase board in the lobby area where information is posted on a daily basis. It is essential to read this frequently, even more than once a day, as items are added as they are received. The board will inform you of campus and community events, hall news, deadlines, the most up-to-date information, if the water is shut off for repairs, recognition of a resident's birthday, etc.

Laundry Facilities

Each residence hall is equipped with washers and dryers. Please be careful and considerate when using these facilities. Keep an eye on your laundry and take it out as soon as it is done to prevent loss of your belongings and so that others may use the machines. Check and clean lint traps on dryers before and after using them. Keep the doors to washing machines OPEN so they do not smell or start to mold. Be mindful of pet-free washer and dryers.

Repairs

If you notice things in your room or the hall which need to be repaired, give this information to the residence life staff, and email Facilities. If you believe your problem is an emergency (e.g., the toilet is flooding), call Facilities, ext. 4171, immediately. For night time emergencies, call Security, ext. 4299. Each day, repairs are made by the Facilities staff, who prioritize the requests based on the type of problems involved, giving preference according to the degree of inconvenience caused by the problem. At times, they will need to order parts to make a repair, delaying the service. If you think your request has been overlooked or delayed too long, follow up on your request to determine the status of your request.

Reporting a Residence Life Violation

In order to preserve the health and well-being of the residential communities, reporting violations is the responsibility of the residents. Residential Life staff and students are expected to report probable violations, within a reasonable timeframe, to the appropriate individual(s).

- If a student believes a violation has occurred, she should contact her Residential Advisor or the on-call staff so the concern can be documented.
- The Residential Life staff will complete an Incident Report and submit to the Office of Student Development.
- In certain incidents, security may be called and will also document the incident and submit the report to the Office of Student Development.
- Depending on the nature of the violation, the incident may be referred to the Judicial Board for review and potential sanctions. If the incident is not referred to the Judicial Board, it will be reviewed by the Director of Campus Life to

determine if an investigation is necessary. Refer to the Student Code of Conduct in *Within the Ivy* for further details on the process.