

Residence Hall Handbook

Emporia State University
Department of Residential Life

home is where the ♥ is

EMPORIA STATE
UNIVERSITY.

Living on campus can be a rewarding part of the Emporia State University experience. Our purpose is to work with residents to create an environment for growth and fun, while learning to take responsibility for themselves and their community. We have outlined our policies, to communicate the behaviors that are expected. These policies may be updated and changed throughout the year. If you have any questions about this handbook, contact the Assistant Director of Residential Life, Rachel Goodman at rgoodma4@emporia.edu.

About Residential Life

Mission

To foster Hornet development through residential living that supports the individual and builds community.

Vision

Building a home of connection, belonging, and legacy.

Values

Development: Challenges are opportunities for empowerment and progress.

Environment: Maintain an atmosphere of safety and efficiency.

Inclusion: We foster inclusive spaces and facilitate learning to inspire belonging and respect that supports each individual.

People: Rooted in human dignity, we prioritize serving the basic needs of those in our care.

Community: Nurture a mutually shared experience through communication and trust.

Diversity Statement

The Department of Residential Life at Emporia State University values the on-going development of inclusive, affirming, and socially just communities. Each resident and Residential Life team member is acknowledged, validated, and celebrated for their identities and backgrounds.

Each member of the residential community has the right to an environment which welcomes, values, and appreciates all members.

We hope to inspire belonging, respect, and advocacy that supports everyone. Learning to live in a diverse community can be challenging, but as we learn together, we work towards holistic growth with one another.

Community Expectations

As a student living in the residence halls, you have a unique opportunity to connect with your fellow students and with the greater campus community. As a responsible member of our community, you will need to read and understand the expectations outlined through the university and residence hall policies. These policies may be updated and changed throughout the year.

Philosophy of Resident Rights & Responsibilities

- You have the **right** to know what is expected of you within the residence halls. You have the **responsibility** to read and understand the information provided to you by the university through student email, the Residential Life Handbook, Student Code of Conduct, and all Emporia State University policies and procedures.

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- You have the **right** to make your own choices. You have the **responsibility** to ensure those choices do not infringe upon the rights of others or violate Residential Life or university policies.
- You have the **right** to a secure environment. You have the **responsibility** to keep your building and room secure, by keeping your room key and Hornet Card to yourself, and to prevent strangers from accessing the building.
- You have the **right** to seek assistance from Residential Life, ESU Police & Safety, or any other university staff with concerns regarding your living environment. You have the **responsibility** to notify and cooperate with staff in a timely manner when a concern exists.
- You have the **right** to be able to sleep and study in a reasonably peaceful and quiet space. You have the **responsibility** to allow others the same right by observing quiet hours and 24-hour courtesy hours.
- You have the **right** to privacy, equitable use of your room in terms of space and time, and freedom from unwanted guests. With that comes the **responsibility** to let your roommate(s) know your preferences through open communication, completion of the roommate agreement process, acknowledging the preferences of others, and compromising when appropriate.
- You have the **right** to confront behaviors that infringe on your rights in a respectful and productive way. You have the **responsibility** to examine your own behaviors if confronted by others and work towards resolving conflict.
- You have the **right** to a clean-living environment. You have the **responsibility** to maintain regular cleanliness in your living space(s).

We encourage you to reflect on these rights and responsibilities, talk about them with your peers and with staff, and make them part of your on-campus experience at Emporia State University.

Inclusive Community

The residents and staff of Emporia State University represent a diverse community of individuals. As such, residents and staff seek to foster an inclusive community that recognizes and protects the rights of all residents. All residents are responsible for maintaining and caring for the community space(s) they share with each other. Respect is a necessary value in inclusive communities.

Residential Life and University policy prohibit engaging in behavior that is harmful to others, such as bullying, defamation, unlawful discrimination, harassment, intimidation, retaliation, and/or threatening behavior whether the behavior is physical, verbal, written, or via technology.

Personal Responsibility

Residents are responsible for independently managing and caring for themselves. This may include but is not limited to mental health, physical wellness, hygiene, medical/first-aid care, academic behaviors, decision making, etc. Residential Life staff can serve as a resource and referral agent to assist residents in achieving this expectation. Resident behaviors or choices that negatively impact themselves or others are not permitted. Residents are responsible for taking ownership of their actions and the consequences of their actions.

Resident Conflict

Residents are expected to resolve conflicts productively and to work towards a mutual solution. Residents should engage in practices to resolve conflict on their own or with the assistance of Residential Life staff. Violence or threats are not tolerated in Residential Life communities.

Roommate and Floormate Responsibilities

Residents must participate in setting, adjusting, and upholding expectations established in the roommate agreement and community agreement processes.

Failure to Comply

University students are expected to adhere to reasonable verbal, written, or published instruction given by university staff, including student staff, when working within the appropriate performance of their duties.

Failure to comply can include, but is not limited to:

- Using abusive language or other behavior(s) which are dismissive and/or threatening towards university staff.
- Failure to remove yourself from a situation or make a reasonable effort to stop a violation(s) of policy.
- Knowingly being in the presence of a policy violation (Student Code of Conduct or Residential Life policy) may indicate acceptance of the alleged behavior.
- Failure to comply with direction given by university staff acting in an official capacity.
- Failure to complete a sanction assigned in response to a policy violation.
- Failure to provide official identification upon request by university staff.
- Being in the possession of and/or providing false identification to a university official. Knowingly providing false, deceptive, or distorted information.
- Failure to follow processes and procedures outlined by Residential Life.
- Failure to evacuate the building during an activated fire alarm.
- Failure to attend a scheduled meeting or respond to a notice to schedule a conduct meeting.
- Failure to cooperate with the confiscation of items as outlined in the Residence Hall Handbook.

Community Safety

Health and Safety Inspections

Residential Life staff will conduct Health and Safety checks twice a semester. When possible, this will occur with the pest control process. Residents will be notified at least one week in advance through their student email. The focus of the Health and Safety Inspections is to assess fire safety expectations and the sanitary condition of the room, as well as check in with residents. If policy violations are visible in plain view, the violation will be confiscated and resolved through our conduct process. Participation in the Health and Safety Inspections is not optional. If a resident wants to be present during the Health and Safety Inspection, they can arrange a time with their Complex Coordinator to complete the Health and Safety Inspection within the designated Health and Safety Check timeframe.

Prior to each Health and Safety Check, residents should clean the room and take out trash. If a room does not pass the Health and Safety Check, Residential Life will provide notice and a timeline for next steps. In these situations, Residential Life will work with residents to resolve the issue and complete a second check of the room. If additional policy violations are visible in plain view, the violation will be confiscated and resolved through our conduct process.

Fire Safety

The Department of Residential Life takes fire safety seriously and all residents are expected to cooperate with fire safety protocol. If you require assistance or a modified plan for evacuation, please contact a member of Residential Life upon your arrival.

In the event of a fire emergency and/or alarm:

- Always prioritize your personal safety.
- Sound the building fire alarm at any pull station if the alarm is not already activated.
- Exit the building quickly and orderly, then move at least 50 feet away from the building.
 - Do not use elevators during an alarm. If you need assistance evacuating, you can go to a stairwell. The stairwells are typically the first-place emergency personnel will clear in a fire.
 - Feel the door with the back of your hand. If the door is cool, leave your room to exit, closing the door behind you. If your door feels hot, go to your window and signal for help. Call 911 to report your location for emergency responders. If possible, place wet towels or clothing at the base of the door to limit smoke from entering the room.
 - If smoke is present, stay close to the floor. If possible, keep your mouth and nose covered with a wet cloth.
- Residential Life staff will notify residents when the building has been cleared for residents to return.
- Keep your keys, shoes, and coat (during cold weather) accessible, so items can be grabbed quickly in the event of an emergency.

To provide the safest environment possible, the following activities are forbidden. Engaging in the activities below may be subject to judicial sanctions and/or criminal charges:

- Setting fires of any kind, for any reason, including the lighting of open flames, smoking, and the possession of candles or incense in the residence hall.
- Failing to evacuate the building during an activated fire alarm.
- Malicious activation of a fire alarm. Activating a fire alarm system without proper cause endangers residents' safety, as well as the security of the greater community and first responders. A false alarm is not a prank; it is a criminal offense that endangers the safety of others. Any person who, without reasonable cause, activates a fire alarm system or tampers with fire safety equipment, may face removal from the residence halls and be referred for criminal prosecution.
- Tampering with any fire safety equipment, including fire extinguishers, fire alarm boxes, smoke detectors, and sprinkler systems.
- Propping fire-rated doors open.
- Careless use of approved items/appliances creates a fire hazard.
- Possession of any charcoal and charcoal grills, kerosene/gasoline or similar cooking fuel, fireworks or other explosives.
- Blockading any exit leading out of a student room, hallway, or any entryway.
- Hanging decorations from ceilings, using decorations in a way that provides a continuous path of flammable material, decorating any part of the room door (inside and outside), covering more than 30% of the wall, or having decorations that extend more than 2 inches.
- Removing or displacing ceiling tiles.

*****See Prohibited Items and Room Decorations for further specifics*****

Meningococcal Vaccine

To meet the vaccination requirement, the student must have one dose of Menactra, Menveo, or MenQuadfi given on or after the 16th birthday. To satisfy documentation, the student may either: 1. Submit documentation via this secure upload link: <https://secure-upload.emporia.edu/sites/health/> or send documentation via fax (620-900-1355); 2. Bring the documentation of current vaccination to Student Wellness when on campus for enrollment; 3. Complete waiver process for those with medical, religious, or other exemptions. Please contact Student Wellness staff to discuss this option at 620-341-5222. The student will not be given a room assignment until the Student Wellness Center verifies meningitis compliance.

Missing Person Contact Information

This policy is pursuant with the Higher Education Act of 1965. A faculty, staff, student, community member, friend or family/guardian who is concerned that a resident of on-campus housing may be missing should immediately notify ESU Police and Safety at 620-341-5337. Concerned parties may notify Residential Life staff who will immediately notify ESU Police and Safety. This notification will initiate missing person procedures.

Before residents move into on-campus housing, they must provide an emergency contact person for general emergencies through their Residential Life Portal. At this time, residents will have the option to provide a confidential contact person(s) for missing person purposes. The resident may select the same person for both general emergency purposes and missing person purposes. However, it will not be assumed that the contact person for general emergency purposes is the same for missing person purposes. This information will remain confidential. The confidential missing person contact will only be disclosed to law enforcement during a missing person investigation. Residents may update their missing person contact person(s) throughout the year in their Residential Life portal or by contacting reslife@emporia.edu.

The contact for missing person purposes will be contacted within 24 hours of the determination that the student is missing. Any resident under the age of 18, who is not an emancipated individual, will provide contact information for a custodial parent or legal guardian. This custodial parent or legal guardian will be contacted within 24 hours of the determination that the student is missing. If the student listed a contact person(s) for missing person purposes, the contact for missing person purposes will also be contacted within 24 hours of the determination that the student is missing.

Pest Control

The residence halls (community spaces and resident rooms) are routinely sprayed for preventative pest control. Residents will be notified of routine pest control no less than one week in advance through Emporia State student email and signs in the residence halls. There may be isolated situations where Residential Life staff may do additional pest control beyond the routine spray. If you need additional treatment, contact a Residential Life staff member by going to the reception center or contacting the duty phone.

Infestations

Infestations include, but are not limited to the following: bedbugs, fleas, lice, rodents, ticks, roaches and other infestations requiring special treatment. Infestations are treated by a licensed pest control expert determined by Residential Life. The expense for all treatments for infestations, of any kind, will be charged to resident(s) occupying the room. Expenses that cannot be attributed to an individual will be charged, equally, to all residents occupying a room or suite.

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A member of Residential Life staff will work with the impacted resident(s) and extermination experts to identify appropriate protocol for pest eradication. Failure to follow protocol outlined for treatment of room(s) will result in sanctions, including, but not limited to monetary fines and expulsion from the residence halls. Students who believe they may have an infestation, of any kind, should report immediately to Residential Life staff through their building duty phone, so treatments can begin and the impact on others may be reduced.

Prohibited Items & Confiscation

Approved Appliances:

Only the electrical appliances listed below are allowed in Residential Life facilities and must be plugged directly into wall outlets.

- Portable refrigerator (5.0 cubic ft. max). **One per room, two per suite**
- Microwave (1000 watts max). **One per room**
- Coffee pot/Keurig ***with auto shut-off***
- Electric water kettle ***with auto shut-off***
- Crockpot ***with auto shut-off***
- Curling iron, wand and/or flat iron ***with auto shut-off***
- Clothing iron ***with auto shut-off***

Both the appliance and any cord **must be safety labeled with an Underwriter Laboratories (UL) or Factory Mutual (FM) approved label.**

Prohibited Items:

The items listed below are prohibited within the residence halls. Prohibited items are subject to confiscation by Residential Life staff and/or ESU Police & Safety. This list may change at the discretion of Residential Life staff.

Appliances	Decorative	Entertainment	Miscellaneous
Toaster/Toaster Ovens	LED Lights	Fireworks	Wireless Routers
Air Conditioners (personal units)	Alcohol Containers (cans, bottles, shot glasses, etc.)	Dartboards (metal tip)	Extension Cords ⁴
Grills (indoor or outdoor)	Candles/Candle Warmers /Incense ²	Smoke and/or Fog Machines	Flammable Liquids (e.g. gasoline, lighter fluid)
Hotplates/Electric skillet/Waffle Makers	Halogen, Lava, & Sun Lamps		Hover, Gravity, Self-Balancing Boards, etc.
Infrared Smokers/Air Fryer	Highway/Road Signs		Pets (other than non-carnivorous fish)
Pressure Cookers/Instant Pots/Rice Cooker	Live or Dried Vegetation ³		Weapons ⁵
Space Heaters ¹	Wall-Mounted Mirrors		

¹Space heaters provided by Residential Life Staff are an exception.

²If needed for religious or cultural practice, please meet with the Complex Coordinator in your building.

³Small house plants are an exception.

⁴Powerstrips with a surge protector are an exception, if labeled with an Underwriter Laboratories (UL) or Factory Mutual (FM) approved label. Power strips must be plugged directly into the wall outlets.

⁵Some exceptions apply; please review “Weapons and Weapons Storage”.

Confiscation

The Department of Residential Life reserves the right to confiscate property identified as a policy violation in this handbook or in the residence hall contract. Items that are not illegal to possess but are in violation of Residential Life policy (e.g. hot plates and candles), or that are being used to violate residence hall policy (e.g. NERF Gun) may be confiscated by Residential Life staff. These items will be held by the Complex Coordinator until they are retrieved by the student and removed from the building. Residents have thirty days to pick up items or coordinate a plan with the Complex Coordinator to retrieve the item(s). Items that have been left after thirty days with no communication will be discarded. Weapons and illegal items will be reported to and may be confiscated by ESU Police & Safety.

Severe Weather

The threat of severe weather, including tornadoes, is a reality in Kansas. The city of Emporia is equipped with severe weather warning systems (e.g., tornado sirens). These sirens are typically designed to warn community members outside their residence. Given this, students should tune in to local weather forecasts (for Lyon County) and be prepared to take shelter when severe weather is approaching. Severe weather shelter areas are available and indicated by signs posted throughout campus. Residents are responsible for personal safety and responding appropriately when severe weather arises. Be aware of severe weather shelter areas within the Residential facilities.

Shelter areas are identified by signage. Identify these spaces in your residence hall upon arrival. If you are not able to find signage, go to the lower hallways in all buildings. Do not use hallways with adjacent glass expanses. Residents should avoid going outside and/or standing near windows when severe weather is imminent.

Theft

The Department of Residential Life takes the security seriously and provides measures to promote the security of personal property. Despite these efforts, theft may occur within the halls and residents should take measures to prevent property loss.

- **Theft Prevention:** The following tips may help reduce the likelihood of theft occurring:
 - Always carry your room key and Hornet ID card.
 - Lock your door.
 - Avoid leaving personal property in lounges and other common spaces.
 - Avoid leaving valuable items exposed within your room.
 - Be aware of who comes in and out of your room.
 - Remain aware of people entering and exiting the building behind you.
 - Report suspicious behavior.
- **Theft of Property:** Taking or removing property of a resident or the community (furniture, artwork, room number sign, building signs, etc.) without permission is prohibited. If you suspect that you have become a victim of theft, contact ESU Police & Safety or a Residential Life staff member.
- **Theft of Service:** Allowing access to services or using services provided by Residential Life in which one is not authorized to use is prohibited. This includes on-campus laundry.

Resident Room Information

Bed Lofting & Bunking

Beds provided by Residential Life can be bunked (depending on room type) or lofted. Only one bed per room may be lofted. For safety reasons students and guests must not attempt this process on their own, lofting can only be executed by Residential Life staff. Requests for lofting or bunking must be made by the established

deadline prior to move-in. Personally constructed lofts raised platforms (wood pallets and/or cinder blocks), and/or other physical space alterations that could create a potential safety hazard are not allowed within residential facilities. Bunking requests must be agreed upon by both roommates. Information regarding bed bunking and lofting will be shared through student email and Residential Life portal. Loft requests made after the established deadline will not be granted. Lofting will not occur once a room is occupied. Residential Life will work with residents to un-loft beds, upon resident request.

Decorations

Residential Life encourages the personalization of student rooms; however, care should be taken when personalizing the room. The following are guidelines related to decorations in the residence halls.

• **Wall Decoration and Mounting**

- Decorations that contain nudity, sexually offensive, illegal behavior, or unlawful discriminatory content are prohibited on the exterior of the room or from being displayed in a way that can be viewed from the room's exterior.
- Nothing can be mounted or attached to university furniture.
- Painting walls and/or University furniture is prohibited.

Scotch Wall Safe Tape, pushpin and thumbtacks ¹	Allowed/ Recommended
String and Fairy Lights	Allowed/ Recommended
Screws, bolts, nails, staples, tv wall mounts, or anchors into the walls, doors, or furniture	Not Allowed
Duct tape, double sided tape, contact paper, and masking tape	Not Allowed
LED light strips	Not Allowed
Wall/Door Mounted Mirrors	Not Allowed

¹ An excessive number of holes and adhesive hanging products will damage the drywall, which may lead to additional charges.

• **Prohibited Decorative Items** (see Prohibited Items for further details)

- The following items are not allowed within the residence hall even for decoration.
 - Alcohol containers
 - Highway and/or road signs
 - Lava lamps
 - Candles/candle warmers/incense
 - Live and/or dried vegetation (excluding a small house plant)
 - Dartboards (metal tip)

• **Fire Safety and Hazards** (see Fire Safety policy for further details)

- Items cannot be attached or suspended from the ceiling, pipes and/or sprinkler heads.
- All room doors should remain clear of decorations, inside and out, including over the door hooks.
- Items on hallway walls and floors can extend out up to 2 inches.
- Wall decorations must not be placed edge to edge, creating a continuous fuel path in a fire.
- Only 30% of wall space (inside the room and hallway) can be covered.
- Live trees, wreaths, and/or garland are not permitted.
- Power strips should be used instead of extension cords. Power strips must have a surge protector and should not be plugged into another power strip (tandem plugging).
- All decorations allowed should be flame resistant and use low-heat UL approved bulbs.

Furnishings

The furniture in common areas is to remain in those common areas and may not be moved into student rooms. Any damage to furniture in common areas can lead to community charges assessed to all residents of the floor unless an individual(s) is found responsible. Removal of community furniture from designated spaces may be considered a theft.

Provided Room Furnishings: Each resident will be provided with at least one extra-long twin-size bed, desk, desk chair, and clothing storage. All provided furniture and personal furniture must always remain in the residence hall room. Residential Life does not remove and/or store furniture from individual rooms. Residents are not allowed to attach items to Residential Life furniture (with pins, adhesive, etc.). Charges may be assessed for furniture that is damaged or removed from a student's room.

Personal Furnishings: Personal furniture left in common areas may be removed by Residential Life. Residential Life is not responsible for damage to personal furniture. Personal furnishings that hinder easy entrance and exit from the room are prohibited. Room doors must always be able to fully open. Room furnishings and their arrangement must allow for Residential Life Staff to work on equipment (windows, air units, etc.) and complete maintenance in the room, without moving furniture or personal items.

Room Entry

The Department of Residential Life respects the personal privacy of its residents and does not make it a practice to enter resident rooms without prior notice or authorization. The university reserves the right for authorized personnel to enter student rooms under the following conditions:

- Response to an emergency.
- Ensure the health and safety of residents and the facility.
- Maintenance concerns, routine maintenance and inspections, including scheduled bug sprays.
- When noise from a room causes an undue disturbance to the surrounding community (radio, alarm clock, television, etc.).
- All residence hall rooms are entered by residence hall staff after winter closing in order to secure the room for the break period (close windows, check for proper heater function, etc.).
- Any other legally permissible interest of the university.

Entering a room requires the utmost care and sensitivity to ensure privacy for the students in a residence hall setting. Occupied rooms will not be entered without knocking first unless the halls have closed for a break.

Services and Resources

Bicycle Storage & Removal

Bicycles can be kept in the bicycle racks outside the residence halls or in a resident room. Securing bicycles to any other area that is not solely intended for bicycle storage and which could limit mobility or access to, from, or within any residential facility, is not permitted.

The university assumes no liability for lost, stolen or damaged bicycles. Bicycles left at the end of the academic year will be considered abandoned property and removed.

Cooking and Community Kitchens

Residents wanting to use the kitchen during designated hours should note the following guidelines. Failure to comply with these guidelines may result in loss of kitchen use:

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- Residents may use kitchen appliances during designated hours. Appliances will not be accessible outside the designated hours.
- Residents should bring all necessary equipment and utensils when using the kitchen.
- Per fire code, the use of grease to cook food is prohibited.
- Residents are expected to clean the kitchen and remove all food and personal items from the space after use.
- Residents must always remain in the kitchen while appliances are in use.
- All excess food and cooking waste should be cooled and then placed in the trash can - not the sink.

Elevators

Elevators are for the convenience of all residents. To prevent malfunction, residents should avoid banging on walls, rocking, jumping, or overloading elevators. Vandalizing and/or misusing elevators is prohibited and will result in a referral through the conduct process. If an elevator stops moving while occupied, call ESU Police & Safety (620-341-5337) or 911. Do not attempt to force open elevator doors.

Laundry

The cost of laundry is included in Residential Life housing fees. Laundry facilities are in each housing area for resident use only (non-resident use is prohibited). Residents are responsible for monitoring their own items and removing their laundry in a timely manner.

Residential Life is not responsible for lost or damaged laundry. Laundry that is left in the laundry room, outside of the cleaning cycle, may be considered abandoned laundry which will be disposed of.

Lockouts, Lost Keys and Lock Changes

Residents locked out of their room may receive help from the reception center during regular reception center hours. Residents should contact the RA Duty Phone, outside of Reception center hours.

If you are locked out of your room or if your room key has been lost, you need to be aware of the following:

Lockouts

- To ensure the safety of our residents, Residential Life requests identification and verifies room assignments each time a lockout is requested. If you do not have identification at the time of room verification, Residential Life staff will ask you to produce identification upon opening your room.
- Residential Life does not penalize students for the first two lockouts of each semester.
- For each subsequent lockout, residents may be given the option to donate 3 non-perishable items for Corky's Cupboard food pantry within 1 week of the lock out or have a \$10 charge applied to their student account.

Lost Keys

- Residents are to report lost keys to a member of Residential Life immediately.
- If you have temporarily misplaced your key, notify Residential Life by going to the reception center or calling the RA on Duty, after reception center hours.
- When possible Residential Life will work with you to provide a temporary key.
 - If, however, the key is not recovered at the assigned deadline, a lock change will occur.
- The cost of a lock change (\$60.00) is the responsibility of the owner for the lost key and will be charged to the student's account.
- All lock changes are final.

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- Once a lock change is completed, maintenance staff will leave a note on the door notifying the resident(s) to retrieve the new key(s) at the reception center.
- If you find your key before a lock change occurs, contact Residential Life.
- Other residents affected by the lock change must provide their old room key before receiving the new key.

Trash Removal

Residents should use designated receptacles for the disposal of trash. Lobby trash cans should not be used to dispose of room trash. Glass and bulky items, such as cardboard boxes, are not allowed in the trash chutes or trash rooms. These items must be placed in outside dumpster locations.

Building Use

Building Access

Residential Life may limit access to areas of its building(s). This includes (but is not limited to) unoccupied floors, roof tops, quarantine housing, community spaces etc. In many cases, these areas will have postings communicating they are closed and not for use. Accessing prohibited spaces is considered a policy violation.

Exterior Door Access

All exterior doors of all residence halls remain locked 24-hours a day, seven days a week. Designated exterior doors are equipped with a card access system. Residents must use their Hornet Card to access these doors. To ensure the safety of all residents, no exterior door is to be propped open at any time.

Access to exterior doors is specific to a resident's assigned hall, at the specific time. Access to the residence halls is not available until the designated move in date. Access to the residence halls is disabled while the halls are closed. When a resident provides access to a non-resident(s), the resident becomes responsible for the non-resident(s) and their actions, including being held responsible for any policy violations of the guest(s). Residents should only allow access to other residents or their personal guest(s).

External Fire Escapes

External fire stairwells are emergency exits in the event of fire. These fire escapes are exits only.

Residence Hall Damages and Charges

All residents of a room and/or residence hall community will be held responsible for damage that is beyond the expected normal wear of the facility and its furnishings. Damages to the building and/or furnishings will be assessed to the occupant(s) responsible. Damages that cannot be attributed to an individual will be divided among room, floor, or residence hall members, based on the situation. Cleaning fees will be assessed at the end of the semester if more room cleaning is required. Each student is responsible for routine cleaning of their room.

Windows, Ledges and Screens

Window screens are to always be in place and not tampered with. Residents are not permitted on the roof or ledges of any residential hall building. Throwing and/or dropping items from the building, placing items on the window ledge of any room, sitting on the window ledge of any room, or entering/exiting through windows is not permitted.

Residence Hall Policies

Local, State and Federal Laws and Ordinances

Residents living in the residence halls must obey all local, state and federal laws and ordinances. Violation of these laws may constitute violation of residence hall policies and sanctions may be assigned separate from any legal proceedings.

Animals

Service Dogs

Service dogs are allowed in the residence halls for individuals with disabilities. Service dogs are trained to perform one or more tasks related to the individual's disability. If you are a student with a service dog, please contact Residential Life prior to your arrival on campus to complete the required checklist, if possible. You will need to provide Residential Life with vaccination records and adhere to behavior/care guidelines. If you are unable to do this prior to your arrival on campus, it should be done as soon as possible once arriving on campus. Service dogs may be removed from the residence halls if behavior and/or care guidelines are not met. For additional questions, Student Accessibility and Support Services (SASS) can be contacted at (620)341-6637 or sass@emporia.edu.

Emotional Support Animals

Emotional support animals (ESA) are allowed in the residence halls once approved. Students seeking approval for an ESA must contact Student Accessibility and Support Services (SASS). SASS will verify your need for an ESA in the residence halls. If your request is approved, SASS will notify you and Residential Life Staff with an email. ESAs are not allowed in Residential Life buildings until they are approved through SASS and the required agreement process with Residential Life Staff is completed. The ESA may be removed from residential facilities if the ESA has not been approved or if expectations for behavior and/or care are not met. SASS can be contacted at (620)341-6637 or sass@emporia.edu.

Pets

The only pets that are permitted in student housing are fish that can live in 10-gallon tanks or smaller. Each resident is allowed one fish tank that is 10 gallons or less. Any other pet(s) are not permitted in the residence halls at any time, regardless of time length.

Alcohol Policy

Emporia State University is committed to maintaining an environment conducive to academic achievement and personal growth. Recognizing that the misuse of alcohol does not enhance or contribute to the academic success or growth of students, the following policy has been set forth.

- The Federal and State Law declares the legal age for consumption of alcohol in Kansas is 21.
- Individuals who are under the age of 21 are prohibited from consuming alcohol, being in the possession of alcohol, and being in the presence of alcohol.
- The manufacturing and distribution of alcoholic beverages on university premises is prohibited.
- Public intoxication is prohibited within all residential facilities, regardless of age.
- Storage and/or use of empty alcohol containers is prohibited, even if being used as decoration.
- Any possession of devices used for rapid consumption of alcohol or the participation in alcohol competitions/games (beer pong, etc.) is prohibited.

• **The following applies to students who are 21 or older:**

- Alcoholic beverages with 6% alcohol by weight or less are permitted.
- Alcoholic beverages will have a container size limit to 12oz or less.
- No more than 30 approved units per person within their assigned room.
- The possession of any alcoholic beverages and/or containers that is outside of the given limit is considered a violation of policy (i.e. above 6% weight and 12oz container size)
- Residents can consume approved alcoholic beverages in the presence of anyone 21 or older and/or the roommate(s) assigned to the room, as long as roommates under the age of 21 are not consuming alcoholic beverages.
- Alcohol consumption is not permitted within common spaces (e.g. lounges, hallways, restrooms).
- Providing alcoholic beverages to underage individuals is prohibited.
- Being in the presence of underage consumption of alcohol is prohibited.

When an alcohol policy violation occurs, residents will be required to pour out alcohol and dispose of containers that are not consistent with the policy's expectations.

Conduct

Conduct Philosophy

Residential Life works towards a conduct process that educates and develops students individually to uphold our community expectations and maintain a productive living environment. All steps of this process aim to treat individuals with dignity and care. This process requires active participation from all involved (the resident, Residential Life staff, etc.) to be the most effective.

Conduct Process

Conduct Officers

A Complex Coordinator, the Assistant Director of Residential Life, Director of Residential Life, or the Dean of Students will serve as a conduct officer.

Reporting

In situations when a resident(s) is observed potentially violating a residence hall policy or showing concerning behavior, a Residential Life staff member(s) will identify themselves, if possible, and communicate which regulation(s) may have been violated and request identification. This situation is then documented as an incident report.

The incident report will be reviewed to see if a policy violation may have occurred.

- If no policy has been violated, no further conduct will be taken. A Residential Life staff member may still reach out to check on the resident.
- If policy may have been violated, then the conduct process may be initiated as outlined below.

Before the Conduct Meeting

A Conduct Officer will send a conduct letter to involved residents via email typically within two business days of the incident. In this email, it will state information about the incident, possible policies that may have been violated, scheduled conduct meeting details, and where residents can access the Residential Life Handbook.

During the Conduct Meeting

The purpose of the conduct meeting is to assemble all evidence and discuss policy violations with the student to decide the validity of the allegations. The aim of the conduct meeting is to resolve the situation at the lowest level. As part of that process, the conduct officer will:

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- Ensure that the student understands the conduct process, student rights, and the allegations;
- Gather additional information and details regarding the incident;
- Communicate community expectations and discuss possible alternative behavior as they relate to the alleged violation(s);
- Provide the opportunity for the student to ask questions regarding the incident;
- Attempt to resolve the alleged violation(s);
- Discuss possible sanctions if the student is found responsible for violating a policy.

After the Conduct Meeting

- Residents will be emailed a decision letter no longer than 7 business days of their conduct meeting.
- If the resident is not found responsible, no further action will be taken.
- If the resident is found responsible, sanctions will be decided upon and assigned by the Conduct Officer.
- Any previous misconduct incidents may be considered at this time.
 - While having no effect on the determination of responsibility for the specific incident being heard, this information will be used in determining appropriate sanctions.

Missed Conduct Meetings

If the student misses their conduct meeting, the Hearing Officer will make one attempt to reschedule the meeting. If the student misses the rescheduled meeting, determination of responsibility and assignment of sanctions will be based on the information in the report or will result in a Failure to Comply violation.

Sanctions

A sanction's main purpose is to educate the resident on the impact of actions on themselves and their community. This process typically involves educational sanctions of a restorative nature. The community's needs outweigh the university's ability to educate an individual. Sanctions are assigned based on the violation and may vary from a reflection paper up to removal from the residence halls, depending on the specific situation.

Failure to Complete Sanctions

If a resident fails to complete the sanction(s) or does not complete it to the level of expectation, the Hearing Officer will contact and/or meet with the student again. Residents who fail to complete their sanctions on time may also be charged with violating the "Failure to Comply" policy. Residents who do not complete sanctions may receive additional sanctions up to removal from the residence halls.

Appeals

A resident may appeal the conduct officer's judgment and assignment of sanctions to the Director of Residential Life within five (5) class days of the notice of decision. Such appeals must be in writing and should be delivered to the Department of Residential Life (Abigail Morse, Office 010) or via email (ksmith29@emporia.edu). For conduct cases where the Director of Residential Life serves as the hearing officer, appeals will be submitted to the Dean of Students (Memorial Union, Room 260). A resident may not appeal a decision solely on dissatisfaction with the results of the initial hearing. The request for an appeal must cite at least one of the criteria listed below and provide supporting argument(s). All documentation and information for consideration of an appeal must be included in the student's request.

1. The resident believes the initial hearing was not conducted fairly in accordance with the policy and/or procedures violated, and information presented.
2. The resident believes the sanctions assigned are unreasonable and/or are not appropriate for the policy violated.

3. The resident has new information and/or facts relevant to the case and/or were not available at the initial hearing.

The request for appeal will be reviewed and either granted or denied. If denied, the results of the initial hearing become final. The appeal of relocation, restriction of entry, residence hall suspension or removal from the residence halls does not delay the sanction. In these cases, the student must abide by the sanction(s) while their appeal is being processed.

Drugs and Drug Paraphernalia

Emporia State University is committed to maintaining an environment conducive to academic achievement and personal growth. Recognizing that the use of illicit drugs and misuse of legal drugs does not enhance or contribute to the academic success or growth of students, the following policy has been set forth.

- It is the responsibility of all residents to ensure that they are following all university, state, and federal laws/policies related to drugs and drug paraphernalia
- The possession of, manufacturing of, sale of, and/or use of illegal drugs, and related paraphernalia on campus is forbidden.
 - Possession, manufacturing, or sale of drugs may result in removal from the residence halls.
- This misuse of prescribed and over-the-counter medication is prohibited.
- All residents or guests present during violation(s) of the drug policy may hold equal responsibility for the alleged violation.
- Residents and/or staff members who discover drugs and/or drug paraphernalia should contact ESU Police & Safety immediately. Residents and/or staff members should never take possession of drugs or drug paraphernalia.

Gambling

Any gambling-related activity that violates federal and state law is prohibited within the residence halls, including individual residence hall rooms. Students may choose to play games that have no monetary component or when invaluable objects are won or traded.

Guests and Cohabitation

The right to live in reasonable privacy takes precedence over the right to entertain a guest(s) within the residence halls. In determining when a guest(s) should be invited to the room, common courtesy and mutual respect should prevail among roommates.

- A guest is anyone not assigned to the designated room and/or complex.
- Guests are expected to abide by all campus rules and regulations. Host(s) are responsible for the behavior of their guest(s).
- A resident may host only one guest at a time for no more than two nights a week (separate or consecutive) with no more than 8 total nights a month, with the approval from the roommate(s).
- Guests may not prolong a visit by staying in another room. If this occurs, both the original and current host may be held accountable.
- Having an overnight guest should be discussed and agreed upon with one's roommate(s) ahead of time.
 - Any resident of a room has the right to ask a visitor to leave. If a visitor does not cooperate with a request, Residential Life staff may be contacted for further action.
- The resident should always stay with the guest(s), upon entering the building, whether in room and/or other common areas except for within the bathroom.
- The resident should never give their Hornet Card or room key to their guest(s).

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Residential Life prohibits cohabitation. Cohabitation is defined as the state of living with another person, of any gender, when it involves an intimate, personal relationship. Residential Life staff may reassign rooms upon determination of cohabitation.

In situations where non-students violate university and Department of Residential Life expectations or policies these non-students and/or residents may be denied visitation privileges.

Hall Sports

Due to the potential of damage to facilities, personal injury, and disruption to the community, the playing of sports within the residence halls is prohibited, excluding Residential Life provided tabletop sport games in main lobbies. This includes throwing, running, kicking, or hitting any object that can lead to injury and/or property damage.

Water and Nerf-type guns, or other projectile devices may be stored but not used within the residence halls. At no time will riding on any recreational wheeled device be allowed within the residence halls. This includes skateboards, bikes, skates, moving carts, scooters etc.

Quiet Hours and Noise

Excessive noise or disturbances that violate the rights of community members, quiet hours, and courtesy hours are prohibited.

- Quiet hours are 10 p.m. - 10 a.m. daily
- Courtesy Hours are in effect 24 hours a day.
- During quiet hours, sound equipment (i.e., speakers, radios, TVs) may be played only while the room door is fully closed and volume may not be heard in other rooms, hallways, or outside the building.
- Lobby noise should be minimal.
- During final exams period, quiet hours are in effect 24 hours a day.
- High-powered stereos (including low frequency speakers and "sub-woofers") are prohibited.

Residents are responsible for self-monitoring their noise regardless of the time of day and addressing noise issues with others in a respectful and productive manner residents.

Recording Devices

The use of video monitoring devices, including "smart" doorbells is prohibited within the residence halls.

Solicitation and Advertising

Solicitation

Unauthorized solicitation for business, charity, political, or religious purposes is prohibited within the residence halls. Off campus groups are not permitted to sell products or provide services in the residence halls.

Solicitation includes, but is not limited to, the direct sale of items, requests for charitable donations, and door-to-door distribution of coupons, business mailings, and political/religious material.

Approval for Promotions or Advertising

All students and student organizations should utilize Hornet Calendar to advertise campus events. Residential Life limits the number of print postings, keeping a focus on the events that connect strongly with the Emporia State University. Permission to post signage related to non-campus and campus-related activities must be approved through the Residential Life main office (reslife@emporia.edu). Paper signage, such as posters or

flyers must be pre-printed. Residential Life will not create copies of the original signage for distribution. Paper signage that does not receive prior approval will be removed.

The Department of Residential Life is happy to partner with student organizations under the following provisions:

- Contingent upon prior approval from Residential Life, organizations may display posters, and/or banners within the residence halls. Approval will not be given for the display of recruitment events and/or events that are exclusive to the members of a particular organization.
- The Department of Residential Life has historically assisted with charitable events (e.g. Can the Bods and Project Warmth). Given this, organizations wishing to distribute receptacles for charitable donations should contact the Residential Life main office (reslife@emporia.edu).

Tobacco, Smoking, and Vaping

The use of tobacco in any form is prohibited on the Emporia State University campus, including the residence halls. Smoking and Vaping of any kind, regardless of tobacco level, is prohibited. The possession/storage of tobacco is allowed in the residence halls as long as there is no use or signs of use.

Weapons & Weapon Storage

For ESU's full policy regarding weapons, please consult the University Policy Manual, policy 3Z: [Academic Affairs University Policy Manual - Emporia State University](#)

What follows is an abbreviated version of ESU's policy.

Weapons

a. Pursuant to the authority vested in the Board of Regents by Article 6, Section 2 of the Kansas Constitution, K.S.A. 76-712 and other state laws, and in accordance with K.S.A. 75-7c20 allowing concealed carry and K.S.A. 75-7c24 authorizing prohibition of open carry, concealed carry of handguns shall be permitted on each state university campus, while open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on each state university campus.

b. For the purposes of this policy:

a. The term "weapons" includes:

- i. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- ii. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
- iii. any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, personal self-defense stun guns that do not fit within the preceding definition shall not be deemed to be a weapon for the purposes of this policy;
- iv. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;
- v. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- vi. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
- vii. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle

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- of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- viii. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
 - ix. any martial arts weapon such as nun chucks or throwing stars;
 - x. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person; or
 - xi. any other dangerous or deadly weapon or instrument of like character.
- b. The term “handgun” means:**
- i. A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
 - ii. any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.
- c. The term “firearm” includes:**
- i. Any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

Any individual who is 18 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on state university campuses except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law. Individuals who are 18-21 years of age can carry a concealed handgun only if they have a state issued Conceal Carry License. Individuals who are 21 and older do not need the Conceal Carry License to conceal carry.

Each individual who lawfully possesses a handgun on any state university campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and university policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Open carry of any firearm anywhere on any campus shall be prohibited.

Each individual who lawfully possesses a concealed handgun on campus shall always have that handgun in their custody and control and shall either keep it on their person with safety mechanism, if any, engaged, or stored in a secure storage location as described by university policy.

For any dormitory or scholarship hall that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe keeping of handguns.

Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be trespassing and may be cited accordingly. Any employee or student at the university who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable university codes of conduct. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

Weapon Storage

Handgun storage in ESU residence halls must comply with ESU policy and state law.

Administrative Policies and Procedures

Abandoned Property

The university will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of the contract. The students must remove all personal property and possessions from the residence halls within 48 hours of withdrawing from the university, upon termination of this contract, or within 24 hours of their last final exam of the semester. The student grants the university the right to dispose of any property left by the student after the date when the student vacates or is expected to vacate the premises as allowed by law. Said disposal may be by any means deemed appropriate by the university. Storage and/or disposal charges may apply.

Confidentiality and Privacy

Emporia State University affords students their full rights in conformity with the Family Educational Rights and Privacy Act (FERPA) of 1974, its amendments and implementing regulations. All records concerning Residential Life judicial actions and general student information, including housing assignment location, are confidential. These records are only accessible to Emporia State University staff with a legitimate need to know. To comply with the Clery Act and other required reporting, aggregate conduct data is shared with various agencies.

Contract Termination

If the student is eligible to cancel the contract, the student is responsible for the payment of associated cancellation fee charges as outlined in the Contract Termination sections below. A student who has an executed contract for the academic year and who receives approval for contract cancellation due to withdrawal from the University, but subsequently registers for the spring semester is obligated to pay the remainder of their contractual obligation. A student must vacate an assigned space within 48 hours after contract termination or as directed by University housing personnel. Failure to vacate will result in the University pursuing eviction. A student who is removed from the residence halls for policy violations or disciplinary reasons is obligated to pay 40% of the remainder of their contractual obligation, in addition to any restitution.

Contract Termination, with Cancellation Fees:

Contracting for the 2024-2025 academic year, cancellation fee charges:

- Date-stamped online contract cancellation requests or date-stamped email communications received on or before June 1: Refund of \$200 pre-payment.
- Date-stamped online contract cancellation requests or date-stamped email communications received on or after June 2: Forfeiture of \$200 pre-payment.
- Date-stamped online contract cancellation requests or date-stamped email communications on or after July 10: Forfeiture of \$200 pre-payment and payment of 40% of the remaining balance owed on the entire contract (including housing and meal plans for fall and spring terms) only if the student is eligible to cancel the contract.

**Refunds are credited to the student's university account*

Contracting for the 2025 spring term, cancellation fee charges: (applies to new contracts submitted for spring 2025 only)

- Date-stamped online contract cancellation requests or date-stamped email communications received on or before December 1: Refund of \$200 pre-payment.
- Date-stamped online contract cancellation requests or date-stamped email communications received on or after December 2: Forfeiture of \$200 pre-payment.

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- Date-stamped online contract cancellation requests or date-stamped email communications received on or after January 2: Forfeiture of \$200 pre-payment and payment of 40% of remaining balance owed on the entire contract (including housing and meal plans for spring term) only if the student is eligible to cancel the contract.

**Refunds are credited to the student's university account.*

Termination, without Cancellation Fees: After the move-in date, the student will be released from this contract, without cancellation fees, only for the following reasons:

- No longer attending the University (graduating, transferring, or withdrawing)
- Marriage, if marriage occurs after signing the contract (marriage license required)
- Participation in an academically sponsored study abroad, co-op, student teaching, or internship program outside the Emporia area
- Called for active military service duty
- Significant and unforeseen health reason occurring during the contract period (do not submit medical documentation to Residential Life)
- Received an approved request for contract release and waiver of cancellation fee charges from the Director of Residential Life; student must complete the checkout process with Residential Life staff after approval is received.

Cancellation Procedure

A student who is approved to move off campus must meet with their Complex Coordinator to complete contract cancellation paperwork. The student must also complete a proper check out and return their room key to complete the cancellation process. If a student fails to return the key and/or damages the room or furniture, charges will be added to their student account following their check-out.

Please adhere to the following procedures for cancellation requests:

Upper-class Students

- Contact your Complex Coordinator to schedule an appointment.
- Follow all check-out procedures outlined by Residential Life Staff.

Students Required to Life On-Campus who are Withdrawing from University

- Complete the withdrawal process
- Contact your Complex Coordinator to schedule an appointment.
- Follow all check-out procedures outlined by Residential Life Staff.

Students Required to Life On-Campus who are Requesting Off-Campus Housing

- Complete the **Exemption of Live-On Requirement and Contract Cancellation Request Form** in your Res Life portal.
- If you receive approval to cancel your housing contract, contact your Complex Coordinator to schedule an appointment.
- Follow all check-out procedures outlined by Residential Life Staff.

Early Arrivals

Under special circumstances the Director of Residential Life, or designee, may approve the student for early arrival and move in. Early arrival availability is not guaranteed. All students arriving early must be enrolled for classes for the upcoming semester, before approval can be granted. For pre-approved early arrivals, the contract

will become binding at the time of move-in. A fee will be charged per night and the fee amount will be communicated to the resident by Residential Life staff.

All requests for early arrivals should be directed to the Department of Residential Life. Students who have not received prior approval to move in early will not be permitted.

Liability & Property Loss

Residents are encouraged to carry appropriate insurance. The university will not be liable for theft, loss, or damage to any property of the student including, but not limited to, loss from fire, flood, wind, weather, or other casualty.

Live-on Requirement

Emporia State University considers the community living experience a valuable part of the total higher education experience as it assists the student in the transition to university life. Thus, ESU's live-on requirement applies to both domestic and international students. Any student found to have intentionally ignored the residency requirement or shared inaccurate information on the residency requirement waiver may be subject to University sanctions.

Domestic Students: Emporia State University requires a student who meets at least one of the following criteria to live in the residence halls:

- A student who graduated from high school December 2023 or later
- A student who is NOT 19 years of age before Monday, August 19, 2024 (first date of fall 2024 classes)

International Students: Emporia State University requires a student who meets at least one of the following criteria to live in the residence halls:

- A degree-seeking student who is NOT 19 years of age before August 19, 2024 (first date of fall 2024 classes)
- A visiting or exchange student (attending the university for one or two semesters) who is NOT 21 years of age before August 19, 2024
- A student participating in an exchange program that requires on-campus residency

Consolidation/Reassignment/Room Type Change

The Department of Residential Life reserves the right to reassign students to other rooms or buildings or assess additional charges to those who remain in partially filled rooms. Reasons for Residential Life to consolidate residents or assess additional charges include, but are not limited to, the following: resident requests the action; interest of health; student conduct sanction; roommate conflict; safety, welfare of the student and/or other residents; to consolidate partially filled rooms; to address room/building maintenance needs. In certain circumstances, Residential Life may offer the resident the option to change their room type, effectively making the room a private room. If the resident affirms the room type change, the following will occur: resident will pay the building's single room rate for the remainder of the housing contract and a new roommate will not be assigned to the open bed for that same duration. In particular situations communicated via written notice, the Director for Residential Life (or their designee) will initiate the room type change and adjust student billing (i.e. when a vacancy in a room is not maintained roommate ready).

Residence Hall Closing

At the end of each semester, residents are expected to vacate the residence halls within 24-hours after their last final, or the timeline outlined by Residential Life. Residents should follow steps outlined by Residential Life staff when completing the check-out process.

Room Changes

Residents may request a room change through Residential Life professional staff. Room changes are granted at the discretion of the Residential Life professional staff but are not guaranteed.

- Residential Life professional staff that can approve a room change are the Complex Coordinators, Director of Residential Life, Housing Assignment Coordinator, or the Professional Staff member on call.
- Residents who attempt to change rooms, without prior approval, will go through the conduct process for Failure to Comply.
- If a room change is to a different room type, resident's student account will reflect changes based on your move date.
- Room changes are not always possible.
- Room Change Process
 - Residents should notify Residential Life of their request to move rooms.
 - If the room change request is because of roommate concerns, the RA and/or CC will work with residents involved to resolve any concerns and/or conflicts.
 - If mediation/reevaluating the roommate agreement does not resolve room concerns, then the Complex Coordinator will work with you to identify available room options.
 - Residential Life will work to find the best fit but cannot guarantee satisfaction with your new living situation.
 - If a room change is approved, Residential Life will provide the steps and timeline to complete the move which includes removing all belongings and returning the room key from the old room.
- Emergency Room Change
 - An emergency is when there is a safety and/or security concern to one's physical or overall wellbeing.
 - Residents will need to contact the on-call duty number and speak with a professional staff member.

Winter Break Housing

If Winter Break housing is offered and available, the student will complete a separate contract and pay additional fees as designated by the University. Winter Break housing is not guaranteed.