



Residence Hall Guide



RESIDENCE HALL GUIDE 2010-2011

TO BE A RESIDENCE HALL STUDENT AT MISSOURI WESTERN STATE UNIVERSITY, we expect you to recognize the strength of personal differences, while respecting institutional values. You are encouraged to think and act for yourself; however, we expect you to understand that the Office of Residential Life has non-negotiable values in which it believes strongly. These values include **Respect, Civility, Citizenship, Individual and Social Responsibility.**

These values along with the university values of **Serving others, Quality, Enthusiasm about learning, Freedom to exchange ideas, and Courage to shape the future**, are the hallmark of the university, and will be protected diligently. Each person has the right and ability to make decisions about his or her own conduct. Just as importantly, each person has the responsibility to accept the consequences of those decisions.

When individual behavior conflicts with the values of the department or university, the individual must choose whether to adapt his or her behavior to meet the needs of the community or to leave the residence halls or the university. This decision, among others, assists each person to determine who he or she is with respect to the rest of society.

Office of Residential Life Policies & Procedures

The following policies and procedures apply to all Western students and guests while visiting the residence halls. Students or staff who suspect or witness any Western students breaking university or residence hall policies should contact the Office of Residential Life and report the incident.

POLICIES

ALCOHOL: Alcoholic beverages are specifically prohibited in the residence halls. The possession of alcohol, empty alcohol containers or items used to facilitate alcohol abuse is prohibited. Items used to facilitate alcohol abuse can include, but are not limited to, beer bong, funnels, and beer pong tables.

AMPLIFIED SOUND: Any outside sound which interferes with others' right to study or sleep is prohibited. Outside music/noise must be kept to levels that do not interfere with these rights. Directing or playing stereo speakers outside a residence hall window is prohibited.

BALCONIES: Balconies should be kept clean and clear of garbage and debris. Hanging of banners, signs or other marketing materials is prohibited. Only personal furniture manufactured as "indoor/outdoor" furniture may be moved out on the balcony. Climbing on the rails to gain access to the second and third floor balcony is prohibited. Misuse of this policy will result in restricted access to the balcony.

CANDLES/INCENSE: Decorations with open flame or which present a fire hazard, such as candles, wick lamps, incense, etc. are prohibited in student rooms and common areas. However, candles with unburned or removed wicks are allowed for decorative purposes. Electric candle warmers are also prohibited.

COMPUTER LABS: Computer labs located in Leaverton, Vaselakos and Scanlon Halls are for the express use of the students living in those halls. Students wishing to use the labs will be required to show identification to a computer lab assistant for entry. Requests for one-time use by guests or visitors must be made in advance to the buildings Residence Hall Director during general business hours (M-F 9 am-4:30 pm).

DECORATIONS: Students are required to comply with published decorating guidelines. While deciding to make your room unique, please cooperate with the interests of your suite/roommates, and use good judgment to ensure personal safety as well as the safety of others living in your residence hall. The following guidelines must be followed at all times:

Student Rooms and Common Areas:

- Students must utilize 3M command adhesive brand products when hanging any items. This includes heavier objects in their room or on their door.
- Residents may not add attachments of any type to residence hall light fixture, including paint, tissue paper, crepe paper, tinfoil or any other material.
- NO materials, whether flammable or nonflammable, may be suspended from, attached to, or draped beneath the ceiling.
- Drawings, paintings, writing or any other form of mural on residence hall walls are prohibited.

- Any damage that occurs from adhering items to the door, ceiling floor or walls will be charged to you when you move out of the room.

Room and Suite doors:

- Juda, Logan or Beshears Suite Doors: Residents may not post, hang, or otherwise attach any material to the outside of their suite.
- All room doors (includes Leaverton and Vaselakos outside apartment doors): Residents will be allowed to post one memo board (those composed of pressed fiber board), not to exceed 11" x 14" per room, on the outside of the door. Six personal items, such as pictures or decorative items may be hung on bedroom doors as long as it does not violate University Code of Conduct or the Housing Posting Policy, and does not cover more than 50% of the door. RAs may also hang door decs (name tags) on residents' doors to assist in community building. Please speak with your Residence Hall Director if you question your compliance with this policy.
- Gift wrapping doors is strictly prohibited.
- Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasions, community building, etc.) may request temporary exemption from their Residence Hall Director, stating the reason for the request and the duration of time for which the exemption is sought.

Furniture and Decoration Arrangement:

- No public area decoration may hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire-related equipment.

Seasonal/Holiday/Religious Decorations:

- Only ARTIFICIAL holiday trees are approved for residence hall use. The use of electric decorative holiday lights is restricted to "miniature Italian lights" that are either "U.L." (Underwriter's Laboratory) or "F.M." (Factual Mutual) approved.
- Kwanzaa, Hanukkah, Christmas, etc: candles are not permitted in residence halls due to fire hazard. Many students observe these celebrations using electric candles or by making arrangements with their Residence Hall Director to use candles in a designated location, at an approved time, as part of an appropriate holiday observance.
- Other Holidays and/or religious ceremonies: students are encouraged to observe holidays that are meaningful to them provided their practices or ceremonies do not violate established policies or create a safety concern for other residents and property.

DRAPERIES: Only university curtains or draperies that are purchased from a proper vendor (Target, Walmart, etc.) may be used in student rooms

and suite/apartment common areas. Blankets, towels, or other materials not classified as draperies are prohibited.

DRUGS: Illegal use, possession, and/or distribution of drugs, controlled substances or drug paraphernalia without the express permission of a licensed physician may result in dismissal from the residence halls as well as other student conduct or police action. Students found in the presence of drug use are subject to the student conduct process. Drug paraphernalia are items that are fashioned for the purpose of facilitating (bowls, bong, etc.) or disguising drug use will also be considered a violation of the drug policy. Evidence of drug use can include, but is not limited to, smell, smoke, seeds and residue.

ELECTRICAL APPLIANCES: If electrical appliances are used it is expected that safe conditions be maintained.

- All electrical appliances must be UL approved.
- Only UL-approved power strips may be used to extend appliance cords to electrical outlets.
- Halogen lamps are prohibited in the residence halls.
- "No Boundaries 5-Light Multicolored Floor Lamp" (Wal-Mart) and other lamps with a similar plastic shades are prohibited with use of standard incandescent bulbs. Residents must either replace the bulbs with "cool to the touch" compact florescent bulbs that burn at a lesser temperature or remove the shade/lamp.
- For safety reasons using blacklight bulbs in university fixtures is prohibited.
- Refrigerators are permitted in student rooms providing they do not exceed 4.5 cubic feet and draw more than 1.5 running amps. No more than one refrigerator per student is allowed.
- All electrical cooking and heat-producing appliances are prohibited. These appliances include, but are not limited to, hot plates, hot oil fryers, popcorn makers, space heaters, sun lamps, toasters, toaster ovens, other appliances with open heating coils, George Foreman® grills and other skillet-style or other hot-plate-style items.
- Allowed cooking appliances include microwaves, auto shut off coffee makers and hot pots.

ESCORT POLICY: All guests or visitors, student or nonstudent must be escorted by their hosts at all times while in the residence hall.

EXPLOSIVES: The possession and/or use of explosive materials is prohibited in residence halls. The university assumes that possession of explosives and /or highly flammable materials in any form implies intent to use them. The possession and/or use of explosives is dangerous and constitutes a serious fire hazard. Consequently, the penalties for possession and/or use of explosives may be severe.

Students found in violation of the explosives policy are subject to cancellation of their residence hall contract and/or suspension from the university.

FALSE BOMB THREAT: The penalties for the transmission of a false bomb threat are severe. The recommended sanction for such action is suspension from the university. The Office of Residential Life reserves the right to remove anyone found in violation of this policy from the residence halls and immediately cancel their residence hall contract. In addition, the University Police Department may pursue criminal charges which could lead to one year imprisonment and a \$1,000 fine.

FIRE SYSTEM: Sounding false fire alarms, tampering with the fire fighting or safety equipment including extinguishers, smoke detectors, sprinklers, exit signs, pull stations, fire exit alarms, and stairwell fire doors etc. is a serious offense. Those found in violation of setting off a false fire alarm will be removed from the residence halls and fined. The university may pursue criminal charges.

FAILURE TO COMPLY: Failing to respond to a reasonable request by a university official including residential life staff is a violation of university policy.

FIREWORKS: The possession and/or use of fireworks are prohibited in residence halls. The university assumes that possession of fireworks implies intent to use them. The use of fireworks is dangerous and constitutes a serious fire hazard. Consequently, the penalties for possession and/or use of fireworks may be severe. The University Police Department may seek criminal charges against individuals violating this policy which could lead to a \$1000 fine and subject to cancellation of their residence hall contract and/or suspension from the university.

FIREARMS & WEAPONS: Students shall not possess or use on residence hall property firearms, including concealable firearms, ammunition and other implements used as weapons and other items classified as weapons in the Missouri Revised Statutes. Students found violating this policy may be immediately removed from the residence halls and may result in expulsion from the university. Toys which resemble weapons are, also prohibited in the residence halls, including, air pistols, paintball guns, squirt guns, etc.

FURNISHINGS & FIXTURES: All university furnishings, including beds, must remain assembled and in their designated room. University furniture is not allowed on balconies or walkways. Only personal furniture manufactured as "indoor/outdoor" furniture may be moved out on the balcony. Waterbeds are not allowed in student rooms. Common area furniture and equipment are not to be removed from the common space (i.e. lounges, lobbies, conference rooms, study lounges, suite/apartment common rooms). Removal of any university furniture will be considered theft. Changes to any lighting, electrical, and wall fixtures is prohibited.

GUEST POLICY: Guests (student and nonstudent) are expected to act appropriately in accordance with residence hall and university policy while within the residence hall complex. Failure to abide by the following guidelines may lead to criminal action and/or loss of visitation.

Visitation:

- No guests or visitors (resident, student or nonstudent) of the opposite gender are allowed to be present beyond 12 Sunday through Thursday, or stay beyond 3 am Friday and Saturday in an opposite gender room, suite, and apartment. *
- Scanlon single-gender wings: All guests or visitors of the opposite gender (resident, student or nonstudent) must be escorted by their host between 10 pm and 6 am seven days a week.
- **Beshears only: Overnight guests of the opposite gender are allowed in Beshears Hall on Friday and Saturdays only. See "Overnight Guest Policy-Beshears Only."*

Resident Host Responsibility:

- All guests and visitors, student or nonstudent, must be accompanied by their host at all times.
- All guests, student and nonstudent, must register from midnight to 6 am. Guest registration forms (Guest Passes) can be approved at any residence hall front desk beginning at 12 pm. The resident host must be present when their host registers.
- Guests who are found to be unregistered may be asked to leave the residence complex.
- Roommate/suitemate agreement will always supersede one's right to host guests. Issues or concerns should be worked out between roommates and or suitemates.
- If agreed upon, residents are allowed to have overnight guests of the same gender for short periods of time. Guests of the same gender may not be registered for more than two nights a week, nor may they stay for two nights a week more than twice a month.
- Guests who are not accompanied by their host, found in violation of the policy and/or are creating a disturbance in the residence hall community will be asked to leave the residence complex.
- It is a privilege and not a right to be a guest in the residence halls. A student will be held responsible for the damages and conduct of his/her guest while in the residence halls.
- All guests 18 years of age or older will be required to provide an acceptable form of picture identification. No guests under the age of 18 will be allowed to register unless they are immediate family members. Immediate family members under the age of 12 must receive special permission from the Residence Hall Director to stay overnight.

- Acceptable forms of picture identification: Drivers License, State ID card, US Military ID Card, Bank ID Card, Passport, US Citizen's ID Card, School ID (current validation), Alien Registration, Receipt Card, Firearms Registration Card.
- Due to room capacity limits, no more than three guests (resident, student or nonstudent) per resident host are allowed at one time.

Guest Registration:

- Guest registration forms (Guest Passes) can be approved at the residence hall front Desk between 12 pm and 12 am and limited access desks after hours. After hours guest registration forms may be approved at the Commons Building from 12 am-8 am. Guests who are found to be unregistered will be asked to leave the residence complex. The resident host must be present when their guest is registering.
- Guests of the same gender may not be registered for more than two nights a week, nor may they stay for two nights a week more than twice a month.
- The resident is required to register his/her guest of the same gender each night of his/her stay and must be issued a registration slip dated for each night of their stay.
- Roommate/suitemate agreement will always supersede one's right to host guests of the same gender. Issues or concerns should be worked out between roommates and or suitemates.
- If a guest arrives before limited access begins, his/her host is to ensure that the guest is registered by going to the lobby of their building or the Commons Building prior to 12 am.
- By inviting a guest or visitor into his/her room or residence hall, the host/hostess accepts full responsibility for the actions of the guest or visitor. Therefore, the host/hostess is responsible for ensuring that his/her guest(s) or visitor(s) are informed of and adhere to all university policies.
- Damage and/or policy violations resulting from the behavior of guests or visitors is the responsibility of the guest or visitor as well as that of the host/hostess.
- Resident hosts are expected to escort their guests at all times
- A host may not have more than three guests registered at one time.
- A resident may not register another resident from the same hall as a guest.
- Hosting residents are required to remind their guests to be in possession of the guest registration slip while in the residence hall or residence hall complex including courtyards.
- From 12 am - 6 am guests or visitors will be asked to leave the residential life area including courtyards if

- Unescorted
- They do not have a valid guest pass
- They are involved in policy violations
- On Friday and Saturday guests of the opposite gender must be registered on or before midnight and must exit the hall they are visiting by 3 am.
- Guests can be registered by visiting the front desk. Their host must accompany them.

Overnight Guest Policy-Beshears Only:

- On Friday and Saturday and in Beshears only guests of the opposite gender will be allowed to register and stay overnight.
- Guest registration takes place in the Commons Building and guests must be registered by 12 am.
- No guests under the age of 18 will be allowed to register unless they are immediate family members. Immediate family members under the age of 12 must receive special permission from the Residence Hall Director to stay overnight.
- Guests may not be registered for more than two nights a week, nor may they stay for two nights a week more than twice a month.
- The resident host is required to register his/her guest each night of his/her stay and must be issued a registration slip dated for each night of their stay.
- Roommate/suitemate agreement will always supersede one's right to host guests. Issues or concerns should be worked out between roommates and or suitemates.

GRILLS: The use of grills is not allowed in the residence halls or on balconies. Grills are provided in each courtyard for residence hall student use only. Outside groups wishing to use the courtyard/grills must fill out a request for use (See Facility Request). Lighter fluid or combustible fluid is prohibited in student rooms, common areas and balconies.

HARASSMENT: The Office of Residential Life and Missouri Western State University neither condones nor accepts harassment of any person or group of any kind and will investigate all allegations of harassment. Should the Office of Residential Life have evidence that an individual has harassed another student or group of students in the residence halls, the harasser is subject to relocation to another residence hall or cancellation of their residence hall contract. See also Code of Conduct #9 for more information on the university's stance on harassment.

Harassment can be the following

- Verbal, non-verbal, or physical.
- Exclusion based upon personal or group differences.
- Intimidation or humiliation based on personal or group differences.

- Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination.
- Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes.
- Any subtle or direct references, based on race, sex, age, disability, sexual orientation, national origin, or religion, which demean, exclude, intimidate, or adversely affect an individual or group.
- Unsolicited e-mail or telephone calls containing abusive language, threats, causes, discomfort, derogatory, or sexual in nature.
- Unsolicited, deliberate or repeated sexually derogatory statements, gestures or physical contact which are objectionable to the recipient and which cause discomfort or humiliation.
- Pressure from a person of either sex against a person of the opposite or same sex.
- Unwelcome sexual behavior or words including demands for sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status.
- Conduct that is criminal in nature such as rape, sexual assault, stalking and similar offenses.

ID CARD: Students must carry their university ID with them at all times, including in the residence halls. Students are responsible for providing it when requested by a university official (faculty or staff). Lost or stolen IDs can be replaced at the Parking Services Office, Blum Union 102 during general business hours.

HORSEPLAY: Includes but not limited to: water guns, water balloons, water fights, mud fights and snowball fights. All are prohibited in or around the residence halls and courtyards.

ILLEGAL ROOM ENTRY: Entering a student room without the express permission and presence of the student who resides in that room is prohibited. Inappropriate room entry includes, but is not limited to, borrowing another student's key to access their room, forcing a door open, entering a room through a suite bathroom.

KEYS: Upon checking into the halls each resident is issued keys to gain access to their suite/room. These keys remain the property of the university. Keys should not be duplicated, modified or loaned to another person. Students punching a hole in their key card will be charged for its replacement. Many stores sell a plastic key card holder that can also be used as a key chain. For security purposes residential life staff must be notified immediately about lost or stolen keys. Unauthorized use or possession of a room key is prohibited. Residents failing to return keys for checkout will be charged for their replacement and core change.

For more information on key replacement refer to Residence Hall Procedures "Lockouts, temporary keys, core change and key card/key replacement."

LAUNDRY: Laundry facilities are provided for residence hall students only.

LIMITED ACCESS POLICY: The lobbies of Leaverton, Vaselakos and Scanlon Halls are monitored by the night operations staff (days/times determined at the beginning of each academic semester). During limited access hours, all residents must show proof of their residence (i.e. validated university ID) in order to enter their hall. Hall staff have the right to ask anyone (resident or guest) entering the lobby and/ or already in the hall to show proof of identification. Residents who are not in possession of their ID when entering their building after limited access hours begin may be documented for violating the Limited Access Policy and must verify their residency to gain entry to the building. All individuals who do not reside in the hall in which entry is desired must follow the guest registration guidelines indicated in the "Guest Policy."

LITTERING: Littering in/on or around the residence halls is prohibited. Littering constitutes the throwing, dumping or depositing of trash in places other than the trash container provided. Students found violating this policy can be assigned a conduct fine of \$50.

LOTTERIES: As established by the statutes of the State of Missouri, raffles and lotteries cannot be held, nor can chance tickets be sold without a license. Therefore, no individual(s) or organization(s) may hold a raffle or lottery, or sell chance tickets, in the residence halls or on the university campus.

PETS: Pets (other than fish) are not allowed. Students violating this policy will be charged a fee to cover the cleaning and treatment of carpet and furniture.

PRANKS: "Pranking" or playing a practical joke on another person is considered a form of harassment and can lead to injury, inappropriate behavior, and acts of retaliation that can be detrimental to the residence hall community. Any type of pranking is prohibited in the residence halls and can result in cancellation of the housing contract.

QUIET HOURS: 10 pm to 10 am Sunday - Thursday, and midnight to 10 am Friday and Saturday. The courtyard in the suites is included in the quiet-hour policy. Stereos, radios, televisions and any other noise which tends to disturb an adjoining suite/apartment, whether next door or above or below, will subside during quiet hours. Courtesy Hours exist 24 hours a day, every day, and will be enforced. Residence halls should be sufficiently quiet at all times so students who wish to study or sleep may do so without interference. Students asked to be quiet have a responsibility to comply with the request. The university reserves the right to

relocate or remove students after continued violation of this policy. During finals week 24-hour quiet hours are in effect.

RIOTOUS BEHAVIOR/FIGHTING: Can be defined as individual or group participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Riotous behavior is subject to criminal prosecution, removal from the residence halls and or university.

Proscribed behavior in the context of riotous behavior includes, but is not limited to:

- Knowingly engaging in conduct designed to incite another to engage in riotous behavior.
- Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.
- Failing to comply with a directive to disperse by university officials, law enforcement or emergency personnel.
- Intimidating, impeding, hindering or obstructing a university official, law enforcement or emergency personnel in the performance of their duties.
- This rule shall not be interpreted as proscribing peaceful demonstrations, peaceful picketing, a call for a peaceful boycott, or other forms of peaceful dissent.
- Engaging in play-fighting/arguing that could be misinterpreted as an actual fight and/or verbal argument.
- Fight Clubs are prohibited.

ROOM CAPACITY: Due to fire code the following room capacity guidelines have been set for student rooms:

- Scanlon - no more than a total of three guests per resident present in room. Eight maximum.
- Suites, Leaverton, and Vaselakos rooms: No more than a total of three guests per resident present in room. Eight maximum
- Leaverton, and Vaselakos common space: 12 maximum.
- Suite commons space: 14 maximum.
- Requests to temporarily waive this policy for special occasions (i.e. birthdays, celebrations, etc.) must be made with the area Residence Hall Director at least seven days prior to the event.

ROOM/SUITE/COMMON AREA CLEANLINESS: All students are responsible for the cleanliness of their individual bedrooms and bathrooms, and are collectively responsible for the cleanliness of the common area of the suite/apartment and balcony, where applicable. Failure to maintain cleanliness may result in the assessment of a cleaning fee. Cleaning fees can range from \$5 to \$100 based on assessment by Office of Residential Life staff. Should there be a bug and or rodent infestation because of uncleanness you may be charged for a pest control service call. Students wishing to use any outside service agency in the residence halls (i.e., cleaning services) must get written permission from the Office of Residential Life. See "Health & Safety Inspections" under "Residence Hall Procedures."

SMOKE-FREE HALLS: All residence complex buildings have been designated as smoke free. Students who choose to smoke outside of the building must move away from the entrance door or move to a designated smoking area.



SOLICITATION: Only official registered campus organizations are permitted to canvass door-to-door. Those wishing to canvass must make a formal request to Residence Council at least seven days prior. Canvassing for sales/profit is prohibited. If approved, the organization must contact the front desk in the area in which they wish to canvass. They also must abide by all hall and university regulations and abide by the wishes of residents who do not wish to participate. Residents may not carry on any organized business for remunerative purposes from their room.

SPORTS IN THE HALLS & COURTYARDS: Sports or sports-related activities within the residence halls and courtyards (e.g. rooms, lounges, hallways, stairwells or other public areas including the courtyards) are prohibited. Playing sports in a confined area such as a hallway can lead to student injury and/or damage to private or university property. These activities are allowed on and around the basketball courts, grassy area behind Beshears or on the balcony side of the suites and in between Vaselakos and Leaverton Halls.

SPRINKLER SYSTEMS: The sprinkler may not be touched, hit, or have anything hung from it. Should a sprinkler be set off, whether accidentally or intentionally, the resident will be responsible for all costs associated with the incident, including any damage caused as a result.

STAIR TOWERS (suites): *In order to maintain safety* please do not block the stairs or balcony walkways.

WINDOWS: Climbing in or out of a room or suite windows is prohibited. In order to protect those individuals who may be walking outside the residence hall, no object of any kind may be thrown, dropped, pushed out of, placed outside of, and/or allowed to fall from any residence hall window. All screens, if so equipped, must be kept on the windows. Due to fire safety considerations and the significant amount of damage done to residence hall room/suite windows, the Office of Residential Life prohibits the posting or hanging of material on either side of the residence hall windows. Drawing, painting, and or writing on windows are prohibited except for university celebrations (i.e.. Homecoming).

RESIDENCE HALL PROCEDURES:

ABANDONED PROPERTY: Residents are required to remove all of their personal belongings from their room when they check out. In the event this does not take place, residence hall staff will inventory, pack and store the student belongings. The student will be charged an initial \$25 packing and handling fee above and beyond the \$25 improper check-out fee (if appropriate). Belongings will be stored for 30 days at a rate of \$1.70 per day or \$50 for the month. After 30 days the belongings will be donated to charity or disposed of.

CABLE TELEVISION: Cable TV is provided to every room free of charge. A channel lineup list can be found on the Residential Life website. Problems with cable service in your room should be reported to Telephone Services at 383-7171.

HALL CLOSINGS: The halls will close for semester break (4-5 weeks in Dec./Jan.). Students are required to vacate the halls during this break, but do not need to remove all personal belongings. The residence halls remain open for the Thanksgiving and Spring Breaks for those students willing to pay an additional fee. Students wishing to stay for breaks must fill out a Vacation Housing Form which can be picked up at the Commons front desk. Vacation Housing Forms will be accepted no later than the last business day prior to the beginning of break. During these breaks staff will check each room for safety reasons. Garbage not properly discarded will be billed at \$10 per bag per person.

Students wishing to remain on campus over the summer months must complete and turn in a Summer Accommodation Application. Summer Accommodation Applications are available at the Commons front desk. Note: Only students enrolled in summer classes may live in on-campus housing during the summer months.

For specific dates the residence halls are closed please see Residential Life website.

HANDBOOK CHANGES: The university reserves the right to change any of the policies and/or regulations in this guide and will notify students of any such changes in their campus mailbox and building postings.

HEALTH & SAFETY INSPECTIONS: Monthly bedroom/bathroom/ common area inspections will be conducted by members of the hall staff to ensure the safety and sanitation of each room. Inspections will be announced, and will occur between the hours of 10 am and 10 pm on the scheduled days. It is not necessary for residents to be present during the inspection. See the terms and conditions of the housing contract for more information. Residents in rooms or common areas designated as "unacceptable" will have 48 hours to clean or face conduct sanctions, cleaning charges and/or fines.

LOCKOUTS, TEMPORARY KEYS, CORE CHANGES, KEY CARD/KEY REPLACEMENT:

Lockout: If a resident is locked out of their room/suite they can contact their front desk or the Commons front desk when other desks are closed. Residents are allowed two lockouts without a charge. On the third lockout and every lockout thereafter a \$10 lockout fine will be placed on the resident's student account. Residents requesting a lockout must be able to provide identification at the time of lockout or after entry into their room.

Key Card Replacement: Lost key cards can be replaced by filling out a Key Request and Lock Out Form at your front desk. A \$10 charge will be

placed on the resident's account for card replacement. Replacement key cards are made after 5 pm the day they are requested (Monday-Friday). Residents who believe their card has been stolen should contact Residential Life staff immediately so their card can be deactivated.

Core Change: for the purposes of resident safety, lost keys should be reported to Residential Life staff immediately. A core change can be requested from your residence hall front desk. The charge for a key core change is \$35 during general business hours (Monday-Friday, 9 am-5 pm) or \$50 after hours after consultation with the Office of Residential Life professional staff on duty.

Temporary keys: If a **hard room key** is lost, stolen or misplaced the student may request a temporary hard key. Temporary hard keys can be signed out at the Commons front desk (suites area) or Leaverton and Vaselakos front desks by filling out a Key Request and Lockout Form. By filling out the form the resident agrees to return the key within 72 hours. The student is billed a \$35 core change charge should the key not be returned within this time-frame. If a resident believes their room key has been stolen they should report it to Residence Life staff so a core change can be ordered immediately.

Mail Key: When a resident checks into their room they are issued either a mailbox key (Scanlon, Suites, Leaverton) or a mailbox combination (Vaselakos). If a mailbox key is misplaced, stolen or lost, they may request a replacement mailbox key. Requests for replacement mailbox keys can be made at your front desk by filling out a Key Request and Lockout Form. The resident's account will be billed \$10 for a key replacement. Desk staff and resident assistants cannot pull mail from the mailroom or mail boxes. Exceptions to this policy will only be granted to those residents who are waiting for a replacement mail key to arrive.

MAIL SERVICE: US and Campus mail is picked up and delivered to your residence hall daily by 5 pm except for Saturdays, Sundays, holidays and when the residence halls are closed. Complaints about mail service can be directed to your Residence Hall Director via a Postal Inquiry Form. Postal Inquiry Forms are available at all Residence Hall front desks and the Commons front desk.

MAIL BOX STUFFING: Registered student organizations are prohibited from stuffing mailboxes with any type of commercial advertising, including coupons. Products or services by commercial agencies must be delivered through the US mail service unless otherwise authorized by the Assistant Director of Residential Life.

Mailboxes will be stuffed if: The event is open to all residence hall students and is sponsored by a university department or a student organization; does not display profanity or alcohol or illicit substances; is size appropriate; and has been approved by the Student Engagement Director.

MAINTENANCE REQUESTS: Maintenance concerns can be reported by anyone at anytime by filling out a written maintenance request at their building front desk. Please be sure to give detailed information about the problem being addressed. Emergency issues such as heat/AC, broken/unsecured windows, electric and water issues should be reported to a Residential Life staff member immediately.

POSTINGS: The Office of Residential Life recognizes the need for a balance between students' need for information and the maintenance of a residence hall community environment. The posting policy serves to create this balance. In order to post materials in the residence halls the following guidelines must be adhered to:

- All materials posted must be approved and stamped/initialed by the Director of Student Engagement.
- Once materials have been approved and stamped, contact the Residence Hall Director in each area to arrange posting of approved posters/flyers.
- The Residence Hall Director will indicate recommended locations to hang materials.
- Posters must utilize appropriate 3M adhesive products such as masking tape or blue painters tape. Duct, scotch, electrical, packing, putty tack are prohibited. Posting with tacks/staples is allowed only on approved bulletin boards.
- Postings are not allowed on outside doors or windows.
- No materials, whether flammable or non-flammable, may be suspended from, attached to or draped just beneath the ceiling.
- Materials promoting or displaying any alcohol or alcohol manufacturers, illegal drugs or offensive language will not be posted.
- Materials posted without permission will be taken down.
- Materials posted will remain up for no more than two weeks.

REPORTING A CONCERN:

Emergency Medical or Police Assistance: For emergencies dial Emergency Assistance 911 or University Police - 816-271-4438.

Reporting Nonemergencies and/or Housing Concerns: For nonemergencies, yet concerns needing immediate attention call either your Residence Hall front desk or the Commons front desk at 383-7100. The Commons desk is open 24 hours, seven days a week.

For ongoing concerns contact your Residence Hall Director (RHD) by leaving them a written message at your building front desk, or an email, or by leaving them a telephone voice message. Unsure of who your RHD is? Contact your RA or the Commons front desk at 383-7100.

The Office of Residential Life administrative offices are located in the Commons Building and can be reached by calling 383-7100.

Comments, suggestions for improvements are encouraged and can be reported via the housing website at <http://www.missouriwestern.edu/ResLife/>, or through suggestion boxes at each front desk, or by attending Residence Council, the voice for all students living in the residence halls.

ROOM CHANGES: Room changes cannot be made until after the 10th day of classes each semester. Students may request a room change by filling out the Room Change Request Form available at all front desks. The official room change process generally lasts until the fourth week of the semester. Students needing a room change after the official room change process has closed must make a request to their Residence Hall Director. These requests may not be approved until there has been a serious attempt made to adjust the room situation. In addition, students granted room changes after the official room change period may be assessed a room change processing fee. Students receiving approved room changes must officially checkout of their room with their Residence Hall Director. Failure to do so will result in a \$25 improper checkout fee, in addition to charges for key/key card replacement and core change.

ROOM SEARCHES: As is stated in the terms and conditions of the housing contract, the university reserves the right to search student rooms and property for reasons of health, safety, or potential violation of campus policy. When possible, but not required, the student will be present for the search of their room.

SPACE RESERVATIONS: Registered student organizations or campus departments wishing to reserve space in and around the residence halls, including the courtyard, grills, basketball court, and volleyball court, must submit an online request ten working days in advance. All requests will be reviewed by the Director of Housing along with Residence Council during their weekly general assembly meetings. Requests for space inside the Commons Building must submit a request electronically at least three working days in advance. A request form can be found on the Residential Life website.

TELEPHONES: Problems with telephone service and /or voicemail service should be reported to Telephone Services at 383-7171. Hearnes Center first floor, Information Technology Services.

STUDENT CONDUCT PROCESS:

Conduct which violates university and/or residential life policy may require a student to participate in the student conduct process. Generally, violations taking place in the residence halls will be handled by the Office of Residential Life staff. In situations where there is a potential of dismissal or expulsion, the student conduct case will be forwarded to the

Office of Student Affairs. Below is a description of the standard Student Conduct process for students living in the residence halls:

1. If a student allegedly violates University/Residence Hall Policy an incident report is generally written, though other forms of written reports may be used. Staff will ask students for information and document the circumstances in the incident report. Once complete the incident report will be submitted to the Office of Residential Life within 24-48 hours. Each incident report is reviewed by the Assistant Director of Residential Life. Based upon the information provided a decision will be made to either take no further action, or to have the students involved meet with a conduct officer.
2. If necessary, students will be notified through campus mail to schedule a meeting with a conduct officer. Residence Hall Directors also serve as conduct officers, and will generally meet with students who have violated policy in their residence area.
3. At the meeting the student will have the opportunity to examine the possible violations, give a plea, and to discuss their behavior in regards to the incident.
4. After all information has been presented the conduct officer will assess whether there is sufficient information to determine if a student did/did not violate University/Residential Life Policy. If the student is found responsible for violating University/Residential Life Policy an informal disposition will be assigned. The student will receive in writing the finding of the informal disposition, and if necessary outline the sanctions assigned.

APPEALS: Those wishing to make an appeal of the outcome of their informal or formal disposition must submit his/her appeal in writing to the Student Affairs Office within five working days of receipt of the outcome. (Please see Student Handbook, Student Conduct Procedures-Section 7: Appealing a Conduct Outcome for more information on this topic.)

Minimum Conduct Sanctions for Drug and Alcohol Violations (Sanctions for Drug and Alcohol Violations include Parental Notification)

Alcohol Violations (active):

1st Offense

- Written Warning
- \$25 fine
- E-Chug

2nd Offense

- Disciplinary Probation (1 year)
- \$50 fine
- Initial Substance Screening
- Reflection Paper

3rd Offense

- Removal from housing and possible university suspension
- Prohibited from visiting the residential life area
- Violators are subject to prosecution for criminal trespass
- \$75 fine
- Comprehensive substance assessment; requirement to follow recommendations made from assessment

Drug Violations (possession/use):

1st Offense (minimum sanction)

- Disciplinary probation (1 year)
- \$50 fine
- Choices Seminar
- Initial substance screening
- Possible removal from housing

2nd Offense

- Removal from housing - possible university suspension
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$100 fine

Drug Violations (sales/distribution):

- Removal from housing/university suspension
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$200 fine

Drug Violations (covert use on another):

- Expulsion from the university
- Prohibited from visiting the residential life area. Violators are subject to prosecution for criminal trespass
- \$200 fine

Minimum Conduct Sanctions for Limited Access Policy Violations

Residents who do not have their ID during limited access or walk by the limited access desk without producing ID will be documented by limited access desk staff or Residential Life staff for violating the Limited Access Policy.

1st Violation:

- Educational conference with Residence Hall Director

2nd Violation

- Referred to the Conduct Process
- Verbal or written warning

If the violation took place in another hall:

- Loss of visitation rights from area for two-four weeks minimum

3rd Violation:

- Referred to the Conduct Process
- Potential disciplinary probation (one semester)
- Reflection paper

If the violation took place in another hall:

- Loss of visitation rights from area for four-eight weeks minimum

4th Violation:

- Referred to the Conduct Process
- Potential disciplinary probation (one year)
- Reflection paper
- Behavioral contract

If the violation took place in another hall:

- Loss of visitation rights from area for one semester

*Repeated violations where a student disregards, harasses, or intimidates limited access desk staff may result in relocation, removal or loss of privilege to live in the residence halls for the next academic year.

Minimum Conduct Sanctions for Guest Registration Policy Violations

1st Violation:

- Educational conference with Residence Hall Director

2nd Violation:

- Written warning
- Loss of privilege-guest privileges for two weeks minimum

3rd Violation:

- Disciplinary probation (one semester)
- Reflection paper
- Loss of privilege-guest privileges for four-eightweeks

4th Violation:

- Disciplinary probation (one year)
- Reflection paper
- Loss of privilege- guest privileges for one semester
- Behavioral contract

*Repeated violations of this policy where the student disregards limited access desk staff and walks past may result in possible Loss of privilege to live in the residence halls for the next academic year or removal from housing.

Minimum Conduct Sanctions Guest Registration Policy-Beshears Only

This policy only applies to Beshears visitation from 12 - 6 am. This policy will be strictly enforced. Continuous violation of the Weekend Policy by residents of Beshears will result in removal of this policy for the entire complex.

1st Violation:

- Written warning
- Loss of privilege-guest privileges for two weeks minimum

2nd Violation:

- Written warning
- Reflection paper
- Loss of privilege-guest privileges for three months-one semester

3rd Violation:

- Disciplinary probation (one year)
- Reflection paper
- Removal from Beshears Hall

Minimum Conduct Sanctions for Riotous Behavior

1st Violation:

- Disciplinary probation (one year)
Possible removal from housing or university suspension
- Reflection paper
- Community service

2nd Violation:

- Removal from housing, possible university suspension or expulsion
 - Prohibited from visiting the residential life area.
- Violators are subject to prosecution for criminal trespass

Please note that the above sanctions indicate typical minimum responses for active involvement in conduct situations. Depending on the severity of the violation, sanctioning levels and guidelines can and will be more aggressive. Passive violators while still in violation of the Code of Student Conduct, may receive reduced sanctions if in otherwise good standing with regard to student conduct. Those being removed from housing will continue to be held to the terms and conditions of their housing contract.

HOUSING CONTRACT POLICIES

CANCELING THE HOUSING CONTRACT AND CHECKOUT PROCEDURES:

Contract Cancellation: A student who checks into a space in on-campus housing is liable for the housing charge for an entire academic year unless otherwise noted on the contract. Any request for release from the housing contract must be made to the Contract Release Committee. Moving out of the residence halls does not cancel the housing contract. Reviewable reasons for a contract release include marriage, graduation, transferring to another school, discontinued enrollment, significant financial distress, health issues or other circumstances which are determined by the university to be beyond the control of the student. Contract Release applications can be picked up at the Commons desk and should be filled out and submitted with supporting documentation to the Office of Residential Life.

Checkout: To properly and officially check out of the residence halls, residents must do the following:

1. Arrange a checkout appointment with their Residence Hall Director at least 48 hours prior to checkout.
2. Remove personal property from their side of the room. Remove trash and/or unwanted materials (i.e. coat hangers, cardboard boxes, etc.). Sweep, vacuum, and/or wipe down all surfaces on their side of the room and bathroom.
3. Have room inspected by a member of the Residential Life staff.
4. Provide forwarding address and turn in all keys (Mail Box, Room and Card Key).
5. Sign their Room Condition Report.

Residents who do not officially check out will be charged an improper checkout fee (\$25) along with corresponding room damages found by Residential Life staff.

DAMAGES: The student shall reimburse the Office of Residential Life for all damage to, or loss of, any fixtures, furnishings or university property furnished under the contract caused by negligence of the student or his/her guest. If the damage cannot be directed to a specific student, the damage expenses will be prorated among the residents of the suite/apartment/floor/building.

PERSONAL PROPERTY: The University will not be responsible for the loss or damage to any of the students' personal property. To insure that property does not get stolen, please keep all doors shut and locked at all times. Immediately report any concerns with your room lock or outside door locks or missing keys. The University Police Department offers a program called Operation ID, which tags property with an ID number, making it more recoverable if stolen.

PROATION: Damage to public areas not assignable to specific individuals may be prorated and assessed to students residing on that floor or in that hall. These charges will be posted monthly and residents have 48 hours to appeal posted charges. Appeals must be submitted in writing to the Residence Hall Director in charge of the area.

REMOVAL & REFUNDS: In the event that a violation of university rules or regulations leads to removal from the halls, or when a student ceases to be enrolled as a regular student for at least nine credit hours (except by reason of involuntary military service), such student shall immediately vacate his/her accommodations, if requested to do so by a university official. If vacated, the university will be under no obligations to refund any payment.