



Housing and Residence Life

Handbook, Policies and Procedures
2023-2024

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Dear Resident:

University Housing provides a great opportunity to participate in a unique and important college experience - the residential community. Living on campus at Missouri Western State University will be a time you will never forget. Students who live on campus have the opportunity to build lifetime friendships, grow individually in a supportive community, and live in a safe and comfortable academic environment.

The residential community is a learning community. Student residents develop important communication and social skills through their experiences in the residence halls. Residents will learn life-long skills of, living cooperatively with others, being an active member of a community, respecting others' space and property, and how to appropriately confront and work through conflicts with neighbors. My staff and I welcome the chance to help you navigate the path that all students face from their first footsteps on campus to the moment they cross the stage at graduation.

This handbook will acquaint you with the Housing and Residence Life requirements and services. It will also provide details on the policies and procedures that govern life in the halls. These policies foster strong communities, respect, and individual responsibility.

We are excited to have you living on campus at Missouri Western State University and look forward to helping you have a successful and rewarding experience at Missouri Western State University.

It's a great time to be a Griffon!

Sincerely,

John Vanderpool

Director, Housing and Residence Life

MWSU COMMUNITY EXPECTATIONS

When students choose to accept admission to Missouri Western, they accept the rights and responsibilities of the university's academic and social community. As members of the university community, students are expected to uphold the university's values (service, quality, freedom, enthusiasm, respect and courage) by maintaining a high standard of conduct. Faculty, administrators, staff and students all have responsibility to take care of the intellectual, social, and physical condition of this community we share. As a result, we expect all members of the Missouri Western community to exhibit the following:

Respect for Self

Missouri Western expects its community members to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives.

Respect for Others

Missouri Western expects its community members to behave towards one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others.

Respect for Property

Missouri Western expects its community members to use all property, including buildings, library books, equipment and green spaces, responsibly. This principle requires students to respect personal and institutional property, inside and outside the Missouri Western community.

Respect for Authority

Missouri Western expects its community members to exhibit respect for its faculty, administrators, staff and designated student staff members and paraprofessionals – each of whom has been charged with responsibilities essential to the orderly operation of the university.

Honesty

Missouri Western expects its community members to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom. These qualities, which are congruent with our community values, are integral parts of daily life on campus.

Student Code of Conduct

Missouri Western State University is committed to creating and maintaining a productive living and learning community which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. By attending MWSU, students agree to observe standards consistent with an academic community and follow University Policies and Procedures. For more information on the Student Code of Conduct, visit:
<https://www.missouriwestern.edu/saem/dean-of-students>

Statement of Responsibility

Residents are responsible for what happens in their living unit including the actions of their guests. Students in the presence, complicity, or instigation of any policy violation may be subject to disciplinary action. Any type of damage, incidental or malicious, will result in restitution of damaged property by the responsible residents.

FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974. FERPA is a Federal law that protects the privacy of student education records. For more information on FERPA, visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Title IX/VAWA/Confidentiality

Missouri Western State University believes that all students should have the opportunity to learn and live in an educational environment free from unlawful discrimination and harassment. To this end, Missouri Western maintains comprehensive policies, procedures and practices consistent with the University's obligations under Title IX. Sexual harassment of students, including sexual violence and other forms of sexual misconduct, will not be tolerated. MWSU takes Title IX and the Violence Against Women Act (VAWA) seriously and reports incidents of violence or discrimination appropriately. It is important to know that Residential Life Staff cannot promise confidentiality and are mandatory reporters of such incidents. For more information on this legislation, visit Title IX (<https://sites.ed.gov/titleix/>) and Violence Against Women Act (<https://www.hud.gov/v>).

Conduct Information

Sanctions for violating Housing and Residence Life and/or University policies will range from warnings to expulsion from Residence Life and the University, and may include educational sanctions, community service hours, and fines. Failure to attend a hearing, comply with, or complete assigned disciplinary sanctions can and will result in further conduct review.

Residential Life Staff

Housing and Residence Life staff work together to provide a supportive and educational environment for your personal, academic, and social success. From the vital student staff members to the Director of Housing and Residence Life, we are here to help you have an enjoyable and educational experience while living in the residence halls. The Director oversees the entire Office of Residence Life. This includes setting the direction and policy for on campus housing, supervising the Residence Life Staff, and coordinating with facilities management, maintenance, campus security, and other campus departments and units.

Desk Staff

The Front Desks are staffed by student Desk Staff who can help you with lost keys, maintenance repairs, mail and packages, finding a staff member, and reporting emergencies.

Resident Assistants (RA)

Each floor of every residence facility has a Resident Assistant (RA). These student staff members are responsible for advising and helping the residents who live in the community. RAs are generally undergraduates who have received special training in all aspects of residential living with the experience and know-how to answer your questions or help you find the answers. They act as facilitators for the community and are available to discuss academic and social problems with individual students. Get to know your RA to enrich the on-campus living experience.

Residence Life Coordinators (RLC)

Residence Life Coordinators are full-time, live-in, professional staff members responsible for the supervision of the RA staff and general management of the residence hall community.

Associate Director (AD)

The Associate Director is a professional staff member who assists in the management of the daily operations for Residential Life. They are responsible for coordinating information, resources, and the distribution of services to students. Major responsibilities include the development and implementation of programs, leadership, RA training, and staff development.

Custodial & Maintenance

Physical Plant employs students and professionals to maintain the cleanliness, safety, and upkeep of the facilities. These employees clean common areas, respond to maintenance requests, and provide preventative maintenance.

Support & Administration

In support of residents' contractual needs, Housing and Residence Life employs administrative staff. The Administrative Coordinator helps with room changes, assignments, financial inquiries, and general questions related to on-campus living at MWSU.

Services & Standards

Living in the residence halls complements the classroom experience. The activities and services offered through Housing and Residence Life will enrich your college experience. This is where you can discuss the day's events, get involved in activities, eat pizza, and hang out with friends. Some of your most memorable experiences will come from attending programs and activities in the halls. While opportunities for relaxation and recreation abound, residents also have the right to quiet, rest, and study in the residence halls. These rights are fundamental to success in the search for higher learning and are thus a priority in the residence halls. Maintaining standards for a respectful, clean, and safe living environment benefit all in your "home away from home."

Bicycles

Bicycle racks are located in convenient locations around campus and Residential Life grounds. Bicycles may only be attached to bicycle racks. Bicycles attached to stairwells, light poles, or campus fixtures may be deemed a safety hazard and confiscated.

Businesses on Campus

Students may not operate a business or commercial enterprise of any sort from a residence hall room or common area, including through the telephone, mail, internet, or other tele-communications means. At no time should baby-sitting, hairstyling, or any other business take place in the residence halls. Students may not lease, sublet, rent out, or in any manner use their rooms or suites as hotels or other temporary lodging to/for anyone.

Cable TV

Cable TV is provided in every room free of charge. Problems with cable service in your room should be reported to an RA in your hall.

Computer Labs

Housing and Residence Life provides computers in The Commons building for students to access.

Decorations

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. All room decorations must be nondestructive to walls and furniture and 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 on the walls. Residents may not add attachments of any type to residence hall light fixtures, 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 to your residence hall room will result in an assessed charge upon check-out of the room.

Room and Suite Doors: Residents will be allowed to post one memo board (those composed of pressed fiberboard), not to exceed 11" x 14" per room, on the outside of the door. Personal items, such as pictures or decorative items may be hung on bedroom doors as long as they do not violate University Code of Conduct or the Housing Posting Policy. They may not obstruct the peep hole or the room number, and not cover more than 50% of the door. Decorations deemed unsafe by Residential Life Staff may be removed. RAs will hang door decorations (name tags) on residents' doors to assist in community building.

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 incandescent or LED lights. Lighting/wiring may not stretch across doorways or impede egress, and decorative lighting must be turned off when unattended. Pumpkins may only be displayed from October 1st to November 5th and must be disposed of by the occupant immediately if rotting occurs. **Candles are not permitted in residence halls due to fire hazard.** Many students observe holiday celebrations using electric candles or may make arrangements with their Professional Housing and Residence Life Staff members to use candles in a designated location, at an approved time as part of an appropriate holiday observance.

Dining

Missouri Western Dining Services offers dining options to choose from throughout the campus and Residential Life. Options include cafeteria dining, national franchises/brands, and convenience stores. Students can use their meal plan in the Missouri Western Cafeteria and Flex dollars or cash anywhere. For more information go to: <https://missouriwestern.campusdish.com/>

Email

A University email address is provided to all students. In an effort to conserve paper and communicate quickly, both Residential Life and the University will regularly communicate with residents via this email account. **All students are held accountable for information sent via this account and it is their responsibility to check daily and respond to communications from the University, including but not limited to Housing and Residence Life staff.**

Front Desk

The Front Desk is a hub of information and resources for customer service in the residence hall environment. Services provided may include: access to staff, borrowing games and sports equipment, lost and found, key replacement, mail distribution, emergency maintenance reporting, package pick-up (Commons), and reporting policy violations.

Internet

All community lounges/common areas and rooms in Residential Life have wireless internet accessible with a MWSU username/password. For other policies concerning University network and internet usage, please refer to the Student Code of Conduct.

Laundry

Laundry facilities are provided in all residence hall environments. These facilities are coin and app operated and students must provide their own soap. Residential Life is not responsible for damage caused to items or theft. Money lost in the machines can be reported to the Office of

Residential Life. Items left in laundry rooms for more than 48 hours will be deemed abandoned and will be discarded.

Mail

Mailboxes are provided for use by current residents only. Your campus address will be:

Name (As listed on record with the University)
4801 East University Drive
Hall – Room # (599D Vartabedian Hall)
St. Joseph, MO 64507

All mail is received by the University mailroom, including overnight and express mail. Once received, campus mail is separated and distributed to Residential Life. Once Residential Life processes received mail, it is delivered to your residence hall daily by 5 pm except for Saturdays, Sundays, holidays and when the residence halls are closed. Packages may be picked up at the Commons Building Front Desk. Residential Life will refuse to accept any package(s) addressed to anyone other than the occupant(s) of that room. Residents are responsible for checking their mailbox at least three times per week when mail is delivered.

Mail will be forwarded to the address of your choice upon check-out of your room. Mail forwarding will occur for 90 days from the date of departure and will be to US addresses only.

Maintenance/Repairs

Maintenance concerns can be reported by anyone at any time by submitting a maintenance request online through <https://griff.vn/mojo>. Repairs will occur as soon as possible but non-hazardous/non-emergency repairs may take several days. Your patience is appreciated! Please make sure to give detailed information about the problem being addressed. Emergency issues such as broken/unsecured windows or doors, electric, water, or safety issues should be reported to a Residential Life staff member immediately, in addition to the online request. Attempting to repair University property, tampering with fuse boxes, or other equipment is prohibited. Storing items in Leaverton/Vaselakos maintenance closets that could impede the function of equipment or cause a safety hazard is prohibited.

Pest Control

Pest control is everyone's responsibility, and it starts with simple cleanliness: Disposing of trash, washing dishes, and so on. Our facilities are in a natural area, so residents should expect to see occasional small pests (spiders, ants, etc.) even when sanitation standards are strictly observed, but residents can expect Residence Life support in dealing with infestations. Pest concerns should be reported promptly through the maintenance request system noted above. Quick action will not only get your space back to its best, but will also help protect other residents. Please note that you may be charged for pest removal if negligence on your part is observed, such as improper food disposal or other unsanitary conditions.

Parking

Students must have a University parking pass to park on campus. Parking passes are acquired from the University Police Department, located in Blum Union 201. For specifics about parking, please go to: <https://www.missouriwestern.edu/policedepartment/rules/>

Postings

In order to post materials in the residence halls these guidelines must be followed: All materials posted must be approved and stamped by the Center for Student Involvement located on the second floor of the Blum Union in the Center for Student Involvement. Once materials have been approved and stamped, postings can be dropped off at the Commons Front Desk for distribution to Residential Life Staff. 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.

Programming & Activities

Missouri Western State University encourages students to maximize their opportunities for growth both in and out of the classroom. Students are encouraged to get involved in social events, participate in life skills programming, and attend campus community events during their time on campus to enrich their experience and immerse themselves in the collegiate atmosphere.

Recreation

There are a variety of recreation opportunities around the Commons Building. These include a basketball court, sand volleyball court, ping-pong, and a picnic pavilion. Be aware that certain activities or spaces may require advance reservations. In addition, several areas around the residential buildings have charcoal grills for use on a first come, first served basis. The Griffon Pond (South Pond) is managed by Recreation Services, and a pass may be obtained to fish (catch and release only). Appropriate State of Missouri fishing license is also required. Campus residents can use any University facilities at their own risk and must clean up after themselves.

Space Reservations

Space in and around the residence halls, including the courtyard, grills, internal lounges, basketball court, volleyball court, and Commons are available on a first come, first served basis or are available to reserve through Recreation Services.

Vending Machines

Missouri Western State University offers a variety of beverage and snack options in vending machines in Residential Life facilities. Should a student encounter a problem with a vending machine, they should contact the Office of Residential Life located in the Commons Building.

Safety & Security

MWSU takes each student's safety very seriously and provides police patrol, student staff and pro-staff member(s) on duty 24 hours a day, and limited access to buildings. Upon request, the Courtesy Patrol will accompany students, on campus, Monday through Thursday, as they travel the campus grounds. To request a patrol escort, call (816) 271-4438.

One of the most important factors in providing a safe environment is personal prevention. Students should lock their room/unit doors at all times, including when at home and when leaving the room. Remember to be aware of your surroundings. The University is not responsible for any damage or loss of personal property due to facility failure, severe weather, theft, or other incidents and it is recommended that residents carry personal property insurance. Student IDs are needed to gain entrance to buildings and staff may ask for residents and/or guests to show ID at any time.

Allowing access to the building by holding open the door for non-residents or propping doors open is prohibited. Students propping locked doors or allowing access to non-residents of the building are endangering the community. If members of the community observe doors found unlocked, suspicious behavior, maintenance problems, or other safety hazards, residents should notify the desk and/or student staff immediately.

University Police Department (UPD)

MWSU Police Department may be contacted by calling (816) 271-4438, or in person in Blum Union 201. In case of immediate emergency, please dial x911.

GRIFFON ALERT is an emergency notification system that communicates to the campus community via text message, email, voice message, alert beacon, outdoor public address system, strobe light, and TV interrupt. Griffon Alert will activate for tornado warnings, school closings, emergency evacuations, active shooter, and shelter in place hazards. **Sign up for this important notification at <https://www.missouriwestern.edu/griffonalert/>**

Evacuation

If you are required to evacuate the building for a fire or other reason remember to use the stairs, close all doors behind you, turn off all electronics, evacuate in groups, help others, and evacuate in a safe and orderly manner.

If the building is being evacuated due to a bomb threat, follow the same steps as listed above, but DO NOT turn any electronic devices on or off.

Fire Safety and Fire Drills

In case of fire, wear a coat and shoes and carry a towel (to avoid smoke inhalation). Close windows and leave lights on in the room. Take the room key, leave the door closed and walk to exit. If smoke is encountered, stay low for air. Do not use an elevator. For physical assistance for evacuation, call x911. If you are unable to leave the room, place a towel under the door if smoke is visible or smelled.

Students with certain disabilities who anticipate needing an accommodation around evacuation procedures should indicate this on their Request for Reasonable Housing Accommodations form. The Accessibility Resource Center will work with you to devise an appropriate plan for safe evacuations.

For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the Director of Risk Management during the academic year. To become familiar with evacuation routes, resident evacuation is mandatory anytime the alarm sounds. Participation in fire evacuations are required by state law.

Smoke Detector & Sprinkler System

It is a violation of state law and MWSU Housing and Residence Life policy to tamper with fire safety equipment. This includes, but is not limited to, smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. Violations are taken seriously, tampering will result in the student(s) being assessed a fine of \$500 (if tampering occurred in a common area or double occupancy room, all occupants will receive the fine). The student(s) will also be placed on

Residential Life Probation and receive an educational sanction. Second offenses will result in a \$500 fine and student(s) will be temporarily removed from Residential Life, pending a formal hearing. Students will still be held to the terms of the housing contract.

Fire detection and suppression systems are inspected regularly. Nothing may be hung from the sprinkler piping or sprinkler heads. Sprinkler heads may never be obstructed or altered. Nothing may be stored within 18 inches from the sprinkler head. Smoke detectors may not be covered, removed, or disabled. Report any damages to the sprinkler system to an RA immediately.

Smoking of any kind is prohibited on the campus of Missouri Western State University.

Tornados

Tornado warnings are ordered when a funnel cloud has actually been seen. A tornado watch is ordered when weather conditions are such that a tornado could occur. You should seek shelter away from the upper floors of the building, leave your room and other areas with windows, and take shelter in protected areas away from the exterior of the building. Doors to student rooms should be closed. Areas of shelter include interior hallways, basements, lower floors, and windowless rooms. In the event of a tornado warning, you should remain within the building.

Insurance

The University is not responsible for losses caused by theft, vandalism, resident negligence, or natural disaster. To provide protection against lost, stolen, or damaged items, students are strongly encouraged to take out personal property insurance or be sure that your belongings are covered by your parents' homeowners' policy.

Keys/Key Card Access & Lockout Procedures

For the safety of our community, keys are only issued to a resident for access to their assigned room/unit only. Lending keys to another person is prohibited. Duplication of University keys is prohibited. Unauthorized use or possession of keys is prohibited.

University students are assigned an MWSU identification card with your Griffon number. For the safety of our community, lending ID cards to another person is prohibited. If an ID card is lost, contact University Police (Blum Union 201) immediately.

Lockout: If a resident is locked out of their room/suite, they can contact the Commons from 8:00a.m. - 4:30p.m. Monday - Friday. Otherwise students should contact the RA on duty. This number is posted on each hall's front door. Residents are allowed two lockouts without a charge. On the third lockout and every lockout thereafter, a \$10 lockout charge will be placed on the student's account. Residents requesting a lockout must be able to provide identification at the time of lockout or after entry into their room.

Medical Emergencies

If you or someone you know experiences an injury/illness that is severe or life threatening, dial x911. Do not move a person unless he/she is in danger.

Medical Transport of Residents: If it becomes necessary for a resident to go to the hospital:

Call an ambulance in an emergency by dialing x911.

Missouri Western Housing and Residence Life staff will not provide transportation for students to or from any facilities for medical purposes.

Needle Disposal

Needles should never be disposed in any personal or campus trash cans. Residents should work with their medical providers to obtain a sharps container or purchase one from any pharmacy. The Epsy Student Health Center, located in Blum Union 203, can help direct you to local pharmacies where one can be purchased.

Severe Weather

In the event of severe weather, residents should stay tuned to a local radio station or any TV station for the latest report on conditions. Griffon Alert will also send alerts to those individuals signed up to receive emergency notifications. Weather sirens are tested on the first Monday of every month at 9:30 AM, weather permitting.

Shelter Procedures

Juda/Beshears: Seek shelter in the bathroom of the unit with the door closed. Crouch as low as possible to the floor, facing down; and covering your head with your hand

Vartabedian: Seek shelter in the middle of internal lower floor hallways or in the stairwell above the entrance landing. Crouch as low as possible to the floor, facing down; and covering your head with your hands.

Leaverton/Vaselakos: Move to an interior hallway (as far as possible from end of hallway). If it is not possible to leave your room, move into your unit's bathroom. Crouch as low as possible to the floor facing downward, covering your head with your hands.

Scanlon: Seek shelter in the internal lower floor hallways or in the bathroom with doors closed. Stay close to the walls furthest from the building's exterior. Crouch as low as possible to the floor, covering your head with your hands.

Students with certain disabilities who anticipate needing an accommodation around severe weather safety measures should indicate this on their Request for Reasonable Housing Accommodations form. The Accessibility Resource Center will work with you to devise an appropriate plan to help ensure your safety during severe weather or emergency evacuation events.

Solicitation

Housing and Residence Life prohibits unauthorized solicitation in the halls. Solicitation occurs when those not authorized by Residential Life initiate contact with students without their permission to discuss, sell, survey, or distribute goods, services, or information. Approved organizations must abide by the wishes of residents who do not wish to participate. Individuals, organizations, or groups wishing to request special permission to solicit within the residence halls should contact the Office of Housing and Residence Life, located in the Commons Building for further details.

Health & Inspections

The health and cleanliness of our residential communities is an essential part of student success, and your assistance and vigilance in addressing problems is an important part of that success. In support of the health of those in our residence halls, the University may require a resident or their guest to leave the residence halls if their presence in the community poses a health or safety risk. If unauthorized guests or non-sanctioned items are discovered in the residence hall, student-residents may face disciplinary consequences.

Health & Safety Checks

Periodic bedroom/ bathroom/ common area inspections will be conducted by members of the Residential Life staff to ensure the safety and sanitation of each room. Inspections will be announced and it is not necessary for residents to be present during the inspection. Additional inspections may occur based on resident complaints or safety concerns observed or reported to Residential Life Staff. See “Room Entry” for additional information.

Resident rooms or common areas found to be in unacceptable condition will have 48 hours to correct the deficiency or face conduct sanctions and cleaning charges. When performing Health and Safety checks, staff will:

- notify the community at least 24 hours in advance;
- knock and announce themselves before entering;
- enter rooms in pairs and wear name-tags.

Staff are looking for unsafe cord placement (over doors, across door jams); unclean environment (rotting food, mold, offensive odor); doorway or egress obstruction; overloading of electrical outlets; maintenance concerns; pests/vermin; and any policy violations. The outcome of health & safety checks may result in confiscated items, a conduct meeting, immediate removal of unauthorized items, and/or sanctions.

Confiscation

Residential Life staff may confiscate items that are deemed illegal, in violation of Residential Life or Missouri Western State University policy, or deemed unsafe. In instances when Residential Life has confiscated an item, a notice will be left in the room and the residents of that room should expect to receive further notification from their Pro-Staff member.

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 will result in the assessment of a cleaning fee. Cleaning fees can vary based on assessment by Housing and Residence Life. Should there be a pest infestation because of uncleanliness, resident(s) may be charged for pest control service.

Room Entry

It is sometimes necessary for a Residential Life staff member to enter a student’s room. Staff is required to show ID or wear a University issued nametag when entering a room. This may occur under one of the following circumstances: In the interest of the welfare, health, and safety of the resident; to conduct periodic general room inspection for health and safety reasons; to provide

maintenance or other related activities; to address a policy violation or law that has or is being broken; and emergency events.

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.

Occupancy Requirements and Procedures

Check-In

Students will be instructed what day(s) they are allowed to check-in via email or letter from the Office of Housing and Residence Life. When arriving for check-in, go to the assigned building to check-in with the Hall Staff. After arriving at the room, students will fill out check-in paperwork. This paperwork verifies reception of keys, a review of the Room Condition Report (RCR) which documents the condition of the room upon check-in, and gathers emergency contact information. If a student is approved to move in outside the scheduled check-in day/time, a per-day rate of \$22 is charged for each day, up until the regularly scheduled move-in date. Students must have submitted proof of all required immunizations or received a waiver before they will be allowed to check-in and move into a residence hall.

Check-Out

Non-graduating residents must check-out of their room 24 hours after their last academic requirement, but no later than 5pm of the Friday before Commencement. Graduating seniors must check out no later than 12pm the day after Commencement.

Residents must schedule an appointment with their RA or another RA in the building 24 hours in advance of their departure. The RA will then go to the room with the resident, assess the condition of the room, and collect the room and mailbox keys. The RA will then instruct the student on any further procedures regarding room conditions, charges, and forwarding mail. The room must be clean to the standard it was at check-in, furniture arranged as at check-in, and all personal belongings removed. A detailed assessment of cleaning and damage charges will be made by the Office of Housing and Residence Life, and applied to the student account. Residents have 30 days from the time MWSU Residential Life assesses charges to contest the charges. Charge appeals must be submitted via the reslife@missouriwestern.edu email address.

Cohabitation

Cohabitation (living within a room or suite) is not permitted for couples who have a romantic relationship at Missouri Western. This is regardless of sexual orientation and gender identity. University housing is not intended for romantic couples. We respect and honor the privacy of our students, so current procedures do not require students to disclose their reason for roommate requests. However, please note that the Office of Housing and Residential Life strongly encourages students to reconsider living with a person with whom they are romantically involved, regardless of whether it is a same-sex or different-sex relationship. If a romantic relationship is discovered between roommates or suitemates, then Residence Life may alter visitation access or enforce a room change.

Contract Cancellation

Approved contract cancellations are available in certain circumstances. Please refer to the terms and conditions of the contract. Please note that failure to obtain an approved release from the Residential Life contract will result in charges continuing after the date of check-out, up to and including the remaining balance of the housing contract. Residents have thirty (30) days from the time MWSU Residential Life assesses charges to contest the charges.

Improper Check-Out

If upon check-out a resident does not clean the room to specifications, leaves the room in disorder, fails to check-out in the appropriate manner, fails to follow posted/emailed check-out procedures, or chooses to abandon items in the room (see Abandoned Property), a \$50 improper check-out charge will be applied, plus any additional accrued charges.

Roommate and Suitemate Conflicts/Room Changes

An integral part of your college experience is learning to get along with all types of people, especially your room- or suitemate. Residents are encouraged to have informal discussions or to complete room-/suitemate agreements designed to help room-/suitemates discuss and come to agreement on expectations for one another, relationships, guests, use of belongings and other issues. If you and your room-/suitemates are having problems, contact your Resident Assistant or Residence Life Coordinator for help mediating the conflict. Dealing with problems early will promote stronger relationships and decrease frustrations between room-/suitemates.

Room change requests are open beginning the second week of each semester. Requests will be accommodated on a first come, first serve basis and may not be available immediately.

A charge of \$25 occurs for the first room change and \$50 for each change thereafter. Students may request a room change by filling out the Room Change Request Form available on **My Housing Information** accessed via Goldlink. Students requesting a room change will be contacted when their request becomes available. Please note that residents must check in to their new room and check out of their old room within 48 hours of receiving their new assignment. If this process is not completed in 48 hours, improper check-out charges will occur. Moving to another room may result in adjusted charges based on amenities and type of room or hall.

Double/Illegal Occupancy

Residents are not permitted to occupy, use, or allow the use of any space in their unit or any other to which they are not assigned. This includes vacant beds, bedrooms and/or a bathroom on an unoccupied side of a room, suite, or apartment. Residents found in violation of this policy will be responsible for any and all charges necessary to return the room(s) to a move-in ready state and charged for occupying the additional space.

Abandoned Property

Residents are required to remove all of their personal belongings from their room at the conclusion of their contract (see Check-Out). In the event this does not take place, residence hall staff will remove and store the student belongings. The student will be charged a minimum \$100 packing and handling fee above and beyond the \$50 improper check-out fee. Belongings will be stored for thirty (30) days. After thirty (30) days the belongings will be disposed of by Housing and Residence Life. Housing and Residence Life is not responsible for damage or loss to abandoned items.

Common Area Damage

If the members of the community and Residential Life staff are unable to determine the individual(s) responsible for damages to common areas (bathrooms, living rooms, kitchens, lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed for common area damages upon checkout from the halls. For this reason, we encourage you to report vandalism.

Hall Closings/Break Housing

The residence halls remain open for Fall Break (November), and Spring Break (March). Students willing to pay an additional fee of \$175 per week, may also stay for Winter Break (December/January). Students wishing to stay for breaks must fill out a Vacation Housing Form which can be acquired at the Commons Front Desk. Vacation Housing Forms will be accepted no later than noon on the last business day prior to the beginning of break. Forms received after the deadline or students found to be occupying rooms without approval to stay during Winter Break will be subject to the \$175 weekly break fee and an additional \$50 improper check-in, regardless of the duration of stay. During these breaks, staff will check each room for safety reasons. Garbage not properly discarded will be billed at \$25 per bag per person. Students who have not applied for Vacation Housing are required to vacate the halls during Winter Break, but do not need to remove all personal belongings.

Returning Student Room Selection

Returning residents will be able to select on campus housing for the next academic year during the Returning Student Sign-up process. This process takes place in the spring semester. Students will receive more information via MWSU email.

Summer Housing

Students wishing to remain on campus over the summer months must apply electronically for “Summer Housing” through **My Housing Information** available through Goldlink, once Residential Life notifies students that sign-up is available. In order to qualify for summer housing, residents must be registered for the fall term (or be completing graduation requirements during the summer). In addition to fall registration, you must fulfill one of the following requirements:

- Be enrolled in summer session 1, 2, or the full 8-week session, or an approved academic requirement.
- Be employed on-campus and have provided the form verifying that you will be working 20 or more hours per week.
- Be a student athlete in a supervised off-season workout program verified by the Athletic Director. All requirements and verification must be received and approved before students will be allowed to move into summer housing.

Community Living Requirements

The Office of Housing and Residence Life is committed to providing safe and comfortable living environments for all students. Residence halls serve several vital functions to a student’s development on campus, and therefore must be safe and comfortable homes for each student. Residence halls are designed to assist with students’ transition to college life and the university community. They facilitate and support the psychological, social, intellectual and physical development of students.

The policies, rules, and expectations set forth in this handbook must be followed by all residents at all times. Within the University, Housing and Residence Life staff are prepared to help you through being trained in areas of student transition and the developmental process that occurs in a college environment. In order to help yourself and others create the smoothest transition possible, there is an expectation that as adults within the University and living community, you will respect yourself, others, and your environment.

The University does not offer housing for married couples or families at this time. Applicants for University housing must be 17 years of age by the University's set Move-In dates for the Fall or Spring semesters, as applicable.

Alcohol

Missouri State Law prohibits the possession or consumption of alcoholic beverages by those under the age of 21. Missouri State Law also prohibits making alcoholic beverages available to persons under the legal drinking age. The unlawful possession, distribution and consumption of alcohol on Missouri Western State University property is prohibited. Missouri Western State University and Housing and Residence Life expect students and their guests to comply fully with local, state, and federal laws as well as University policy.

Both alcohol and alcohol paraphernalia are generally prohibited across the entire Missouri Western campus. This prohibition extends to our Residence Halls. Housing and Residence Life supports alcohol-free environments to help ensure comfortable, safe, and successful communities. No student residents or their guests may use, distribute, possess, display, or collect alcohol or alcohol paraphernalia in the residence halls. Alcohol paraphernalia includes, but is not limited to, empty alcohol containers, boxes and cases; beer pong tables, bongs, shot glasses, etc.

Compliance & Civility

To ensure safety at all times, residents and guests must follow the directions of University staff members, provide accurate information, and provide identification upon request. Residents who fail to comply with requests to produce identification are in violation of the Student Code of Conduct and will be sanctioned accordingly; guests who fail to comply with such requests will be asked to leave the facility.

Neither the University nor the Department of Housing & Residence Life will tolerate interference with staff while they are performing their duties. Nor will the University or the Department of Housing & Residence Life tolerate uncooperative, uncivil, or verbally abusive behavior directed at staff. Housing and Residence Life may interpret the use of profanity, vulgar language, and derogatory comments as disorderly and disruptive conduct. Students and student-residents are expected to communicate with civility in all circumstances.

Drugs

The use, possession, manufacture, dispensation or distribution of illicit drugs—including marijuana—violates state and/or federal laws and University policies. All students, employees and visitors are expected to comply with local, state and federal laws that govern the possession, use, distribution, and sale of alcohol, tobacco or other drugs. Students found in possession or under the influence of illicit drugs will be subject to discipline and removal from the residence halls, and may be subject to criminal penalties under state and federal laws.

Medical use of marijuana is prohibited on campus since marijuana is illegal under federal law. The Drug-Free Schools and Communities Act and the Drug Free Workplace Act both require MWSU to maintain prohibitions against marijuana use on university property or as part of university-sponsored events. Therefore, the Drug Abuse rules stated above continue to apply to cannabis. Students should know the sanctions for violating these laws may be significant, including fines, community service, or jail time

Guest Policy

For the safety and security of our residents, Residence Life regulates access to residential buildings on campus. In support of privacy and the academic environment, it is important that members of the community feel comfortable with guests in their living space. A “guest” is anyone—whether an MWSU student or not—who is present in any room or residence hall for which they are not currently in a valid housing contract with the University. The hosting of guests is a privilege and by inviting a guest or visitor into their room or residence hall, the host accepts full responsibility for the actions of the guest. Therefore, the host is responsible for ensuring that their guest(s) are informed of and adhere to all University policies. Failure to abide by University policy may lead to loss of guest privileges. Guests not accompanied by their host, found in violation of policy and/or creating a disturbance in the residence hall community may be asked to leave the building by University staff.

Roommate/Suitemate permission is required for guests who stay beyond 12 AM daily and for any guests who seek to stay overnight. No overnight guest may stay more than two consecutive nights per week, nor may a guest stay more than a total of four nights in a month. Residents found to be allowing any guest to reside with them in their room or suite in violation of the 2/week - 4/month rule could be subject to immediate housing contract termination and be responsible for paying the remainder of the contract balance. All guests must be 18 years of age or older. Guests may be required to provide an acceptable form of picture identification to campus authorities. Overnight guests who are not Missouri Western State University students must be registered by the resident host through the Guest Registration form on the Housing and Residence Life website. Any guest who must be registered and is not is in violation of campus policy and may be asked to leave campus immediately. A host may not have more than one guest registered at a time. A Missouri Western State University student staying as an overnight guest does not have to be registered.

Room Capacity

Due to fire code and noise considerations, no more than the number of assigned occupants plus one guest per occupant are allowed in the entire suite/apartment.

Noise Policies

Respect your neighbors! Do your part to ensure the residence halls are a place where all enjoy the benefits and privileges of living on campus.

Courtesy Hours: 24 hours a day, 7 days a week. Noise should not be disruptively audible inside and/or outside of the building, including speakers playing out of a residence hall window. During courtesy hours a resident or staff member may ask residents to reduce noise. Non-compliance may subject the student(s) to a conduct hearing.

Quiet Hours: As a standard, noise from one room should not travel farther than two doors away in the hallway.

Weekday Quiet Hours: Sunday through Thursday, 10 PM - 10 AM

Weekend Quiet Hours: Friday and Saturday, 11:59 PM-10 AM.

Finals 24-Hour Quiet Hours: Residence Life adheres to 24 hour quiet hours during finals for the benefit of those studying for exams. The 24-hour quiet hour period begins at 10 PM the Sunday before finals and ends the last day of finals week at 5 PM.

Keys, Key Cards, and Student IDs

For the safety of our community, keys and key cards are issued to residents for access to their assigned room/area only. Residents are prohibited from lending keys or key cards to others, duplicating University keys or key cards, or using or possessing keys or key cards that were not issued to them directly by Residence Life.

For the purposes of resident safety, lost keys or key cards should be reported to Housing and Residence Life staff immediately. A replacement key, key card, or core change can be requested by filling out a “Key Request and Lockout Form” at the Commons Building front desk. If a resident believes their key or key card has been stolen, they should report it to Housing and Residence Life staff and University Police to provide a police report so a lock change can be ordered immediately.

University students are assigned a Missouri Western identification card with a Griffon (G) number. For the safety of our community, students are prohibited from lending ID cards to others. If an ID card is lost, contact the University Police Department (Blum Union 201) immediately. Upon request, students and any guests must show identification. Failure to comply with the legitimate directives of University administrators and officials will result in disciplinary consequences.

Hard Key/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. A \$100.00 charge will be assessed if the key is lost and new keys must be made. The charge for a hard-key core change is \$75 and the student is subject to additional key charges, if the key cannot be produced.

Temporary Keys: Temporary keys will be made if a student living space does not line up with their ID card. For instance, during a room change. When the room change is complete, temporary keys need to be returned to an RA.

Key Card Replacement: A \$10 charge will be placed on the resident’s account for card replacement. Replacement key cards are not made after 5pm the day they are requested (Monday-Friday). Residents who believe their card has been stolen should contact Housing and Residence Life staff immediately so their card can be deactivated, and UPD to complete a police report.

Mail Key: When residents check into their room, they are issued a mailbox key. If a mailbox key is misplaced, stolen, or lost, the resident may request a replacement mailbox

key. Requests for replacement mailbox keys can be made at a 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 or other extenuating circumstances approved by the Director of Housing and Residence Life.

Accommodations

Students seeking reasonable housing accommodations such as private bathrooms, single rooms, ADA accommodations, etc. should submit the Request for Reasonable Housing Accommodations found on the Accessibility Resource Center website.

<https://www.missouriwestern.edu/arc/arc-students/>

As a general rule, students who require a specific room or specific type of room as an accommodation (e.g. single room, room with kitchen or private bathroom) for a diagnosed disability, should be charged no more than the “base rate” the most common type of room assignment for individuals who do not have housing accommodations. The room type used for the “base rate” is the type of room the student *most likely would have received* if the student did not receive the housing accommodation. There may be unique circumstances where a rate lower than the base rate is appropriate or where the actual rate for the identified assigned space should be charged. As such, MWSU reserves the right to make modifications on a case-by-case basis when such modifications are necessary to avoid discrimination.

Assistance Animals on Campus

Animals and pets are generally not allowed on campus or in any Residence Life facility due to concerns for the health and safety of the campus community and due to issues related to sanitation, noise, and the humane treatment of the animals. Unapproved animals must be immediately removed and students may face disciplinary action as well as immediate cleaning fees and/or cancellation of their housing contract. Visiting pets are also not allowed. Residents may keep fish in aquariums no larger than 10 gallons in size. More than one aquarium is permitted provided that the total liquid volume gallon per resident of all the aquariums together does not exceed 10 gallons. Residents are expected to ensure aquariums are clean, well-maintained, and do not negatively impact other residents.

Assistance Animals are welcome on campus and in the Residence Life facilities once approved by the Accessibility Resource Center. Students with disabilities should visit the Accessibility Resource Center’s webpage or office for additional information on requesting an assistance animal on campus, required supporting documentation, and owner responsibilities.

Service Animals - A service animal is individually trained to do work or perform tasks for a person with a disability. Students with service animals who live on-campus should register their service animal with the Accessibility Resource Center and Department of Housing and Residence Life. Registration allows for additional support to both the student and the service animal in the event of emergencies.

With approval from the Accessibility Resource Center, **Emotional Support Animals (ESA)** are also allowed in Residence Life facilities and designated areas. Students should be aware that keeping an ESA in our facilities comes with many responsibilities related to care for the animal, cleanliness, the minimization of disruptions to other residents, and protection of MWSU property. Emotional support animals may be permitted with required documentation of need and only after approval has been granted through the Accessibility Resource Center. Students are not permitted to bring emotional assistance animals to the residence halls prior to receiving approval. The Accessibility Resource Center will outline these responsibilities in more detail when students request ESA approval.

Prohibited Items & Appliance Regulations

Some appliances, furnishings, and electronic devices have a higher likelihood of contributing to unsafe or disruptive environments for community living. Residential Life regulates the use of these items to ensure the safety, security, and comfort of the community.

Appliances: Prohibited appliances include open coil cooking appliances, toaster ovens, air fryers, crock pots, electric griddles or grills, hot plates, oil fryers, space heaters, and skillet hot plates.

Candles & Incense: The burning of candles or incense or any use of kerosene lamps or other flammable liquid fueled devices is prohibited in all Residence Life buildings. Decorative candles must have unburned, clipped wicks, or be wickless.

Extension Cords: Extension cords are prohibited. Students are allowed to use power strips for their electrical needs.

Fireworks and Explosives: Under state and federal law, fireworks and explosives are prohibited in Residence Life buildings and areas.

Flammable Liquids: Flammable liquids including gasoline, propane, etc. are prohibited in Residence Life buildings and areas.

Microwaves: Students may have one microwave in any residence hall room. Microwaves must be rated 900 watts or less at the highest setting.

Miscellaneous: Prohibited items include portable heaters, air conditioners, sun lamps, large amplified electronics (public address systems, oversized stereos, subwoofers, and musical instruments), and halogen lamps.

Motor Vehicles: Motor vehicles, including recreational vehicles, are prohibited in Residence Life buildings. These items must be kept in the parking lots.

Refrigerators: Refrigerators are permitted with a limit of 5 cubic feet per room. The University is not responsible for loss of items due to power outages.

Beds: Non-University beds are prohibited.

Use of Grounds & Facilities

Balconies: Balconies should be kept clean and clear of garbage and debris. The hanging of banners, signs, or other marketing materials is prohibited unless as part of a scheduled University activity. Only personal furniture manufactured for outdoor use may be moved out on the balcony. Climbing on the rails is prohibited. Violation of this policy will result in sanctions, up to and including housing reassignment to a residence hall without balcony access.

Draperies: Only curtains or draperies that are designed for windows may be used in student rooms and suite/apartment common areas. Blankets, towels, or other materials not classified as draperies are prohibited.

Furniture: All University-owned furniture is designated for use in the space to which it is assigned. The removal of furniture from its designated location is prohibited. At no time may furniture be removed from the room/suite/ apartment or left outside the unit on a balcony or porch. Residence Life strongly discourages residents from purchasing used furniture and placing it in a hall, suite, or apartment. Residents who bring pest-containing furniture to campus will pay remediation costs.

Grills: The use of grills is not allowed in the residence halls or on balconies. Grills are provided in each courtyard for student-resident use only. Lighter fluid and combustible fluid are prohibited in student rooms, common areas, and balconies.

Lofts and Bed Raisers: Lofts and bed raisers are not permitted, due to the capability of our beds to adjust up to 3ft off the ground.

Screens: Screens are not to be removed from windows

Trash: Residents have the responsibility to keep community living spaces clean and free from waste. Trash, food containers, and unsanitary bathrooms can attract pests as well as create an unpleasant living environment. Residents and their guests are required to keep trash inside their apartments, suites, or rooms. Trash should not be left in common areas, breezeways, stairwells, or hallways, nor should it be thrown out of windows. Residents must regularly transport personal trash to the nearest dumpster. Students found to be littering or otherwise creating an unsafe or unsanitary living environment could be subject to sanctions through the Student Conduct process and/or made to pay restitution or common area cleaning charges.

Windows: Climbing in or out of 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. Residents are also prohibited from drawing, painting, writing, or posting or hanging any material on either side of any windows except in the context of approved University celebrations (e.g. Homecoming).

Sports & Horseplay

To protect against injury, disruption, and property damage, all of the following are prohibited in Residence Life buildings and areas: Playing sports; throwing objects; roughhousing; shooting projectiles; water fights; practical jokes; and the use of bicycles, roller blades, scooters, and skateboards.

Smoke Free Halls

The Missouri Western State University campus is smoke and tobacco free. Any use or evidence of use in or around the residence halls is prohibited. For more information please see the campus policy at: <https://www.missouriwestern.edu/hr/> (MWSU Campus Policy Guide).

APPENDIX A – RESIDENCE HALL FACILITY CHARGES 2023-2024

There are a number of charges or fines that can fall under the category of “residence hall charges,” the most prevalent of which are room damage charges that are usually assessed and placed on the student’s account at the end of the semester or academic year. Missouri Western State University does not charge students a “damage deposit” and we do not add charges for any anticipated damages in the residence halls (to their room fees). Rather, Missouri Western charges each student upon check-out of the room at the end of the semester for items that need repair according to the conditions of the room that are different from those at their Check-In.

Residents are held responsible for violations of housing policies and procedures and any damages they or their guests cause in the living unit and/or building. There may be a residence hall fine that is posted as a result of the “community or common area” damage on a hall for which no individual could be charged. In these cases, everyone on the floor is assessed a portion of the damage. The concept here is that we want students to take individual responsibility for damages to their lounges and hallways and to maintain a safe, healthy, and respectful living environment for all. As warranted, disciplinary action will be taken in addition to any charges that may be assessed to the student.

Housing and Residence staff assess rooms and prepare Room Conditions Reports (RCRs) prior to the residents checking in to the halls. Within five (5) days of Check-In, students should report any additional damage, missing items or issues related to their room not listed on the RCR. Completion of this form within the first five (5) days of the student receiving access to the assigned space will assure that deficiencies are noted for the record. The RCR serves as documentation of the room’s condition at the beginning of occupancy. ***If the student does not complete or amend the RCR in the allowed timeline then the student has forfeited the opportunity to appeal any fines for damages found when the student turns in the keys to the assigned space.*** If changes occur in the condition of the room or suite during occupancy (beyond normal wear and tear), the assigned student and any roommates will be responsible for the necessary maintenance, replacement, and housekeeping charges to repair, replace, or clean, based on an inspection of the room and suite at the end of the year.

At Check-Out, a detailed assessment of cleaning and damage charges will be made by the Office of Housing and Residence Life, and applied to the student account. Student residents have thirty (30) days from the time Housing and Residence Life assesses charges to contest the charges. Charge appeals must be submitted via the reslife@missouriwestern.edu email address. Damage charges established by the University are designed to cover the cost of repair or replacement of the issue and cover supplies, labor, parts, etc. A list of the most frequent charges for damages is below, prices are subject to change.

Residence Hall Facility Charges	Actual or Estimated Cost
Fire Smoke Alarm Tampering or Damage	\$500
Improper Use of and/or Propping Open Fire Exit Door (non-emergency)	\$300
Abandoned Property Storage & Removal	\$100
Throwing Objects Out Windows	\$100
Fire Code Violations (including but not limited to unauthorized appliances, candles, incense, extension cords)	\$50
Violation of Animal/Pet Policy	\$200 + immediate removal of animal
Illegal Room Change	\$50
Improper Checkout	\$50
Improper Check-In	\$50
Lockout (After 2 Free)	\$10
Furniture Reset in Room (per resident)	\$25
Trash Left in Common Area or Left in Room	\$25 per bag
Front Door Key	\$100
Replacement Temp Key	\$10
Core Change	\$75
Bedroom Door Key	\$55
Mail Key	\$25
Touch Up/Dent of paint-One Wall: 5 paint chips or less	\$10
Paint Entire Wall: More than 5 paint chips and/or other damage to paint	\$45
Hole in Wall (Less than 3 inches)	\$100
Hole in Wall (3 inches or greater)	\$250
Mattress: Twin XL	\$150
Mattress: Full	\$200

Stains on Carpet: cleaning charge (if it can be cleaned)	\$50
Carpet damage varies based on size and type of stain	Based on Quote
Broken or Damaged Frame	\$200*
Broken or Damaged Desk Drawer	\$25*
Shower Curtain	\$10
Broken or Damaged Desk Chair	\$250*
Broken or Damaged Desk	\$470*
Broken or Damaged End Table	\$432*
Broken or Damaged Coffee Table	\$226*
Cleaning Charge	\$50
Cleaning Charge: Excessive	Based on Quote
Minor furniture repair	\$25
Broken or Damaged Sofa	\$1,500*
Broken or Damaged Arm Chair	\$1,000*
Broken or Damaged Dresser	\$432*
Broken Window	Based on Quote
Broken Smoke Detector	\$250
Broken Thermostat	\$100
Broken Curtain/Blinds	\$50
Broken Curtain Rod	\$20
Broken or Damaged Wardrobe	\$950*
Broken Outlet/Cable Wall Plate	\$20
Broken Light Fixture	\$100
Broken Bathroom Mirror	\$100
Broken Towel Rack	\$20
Broken Toilet Paper Dispenser	\$20
Broken Toilet	\$300

Bathroom/Kitchen Counter Damage	Based on Quote
Stove Irons Missing	\$30
Stove Buttons Missing	\$20
Oven Door Broken	\$150
Sink Faucet Broken	\$100
Broken Sink	\$250
Broken Refrigerator: handles/shelves/drawers	Based on Quote
Kitchen Tile Floor Damage	Based on Quote
A/C Unit	Based on Quote

***The amount listed reflects the full cost to replace the damaged or broken item. The charge to repair or replace any broken or damaged furniture will be solely determined by the University. The University will consider the age and normal wear and tear to the items when determining the charge to assess the student(s) for the damage.**

APPENDIX B - TERMS AND CONDITIONS OF THE AGREEMENT 2023-2024

NOTE: As part of the Housing Application, students must agree to the TERMS AND CONDITIONS OF THE AGREEMENT 2023-2024. As a reminder, the housing contract is for one full academic year and is a legally binding document. The content of the Terms and Conditions are forth in this appendix for convenience and easy reference.

TERMS AND CONDITIONS OF THE AGREEMENT 2023-2024

The following Terms and Conditions are included as part of the agreement between Missouri Western State University, hereinafter, referred to as “MWSU” and the students of MWSU housing. The term “student” shall mean the applicant (parent or guardian if under the age of 18) guaranteeing this agreement. This is an agreement for housing and dining accommodations. The student cannot apply for housing only; the student must select a dining plan. The student agrees to pay the room and board at the rate as specified by MWSU. MWSU reserves the right to increase these charges at the beginning of any semester. Notification of any such increase will be given at least fifteen (15) calendar days before the start of the semester for which the rate increase is applicable. Notification may mean posting on the Department website or email to the student. The student may not alter or amend this application without agreement of both parties. The inability of MWSU to grant requested preferences shall not void this application. The terms and conditions of this contract are subject to change without notice. Students are encouraged to review the most updated terms and conditions on the Housing and Residence Life website.

By entering into the MWSU Housing Contract, the student agrees to abide by the Terms and Conditions of the Agreement and the Student Code of Conduct and Residential Life Policies.

1. University On-Campus Housing Policy: Entering first-year students, as classified by the Office of Admissions, must reside in University-operated residence halls for their first two semesters. MWSU may make exceptions for students based upon guidelines related to marital status, proximity of home to campus, veteran status, or age. Any exemption requested to the MWSU On-Campus Living Requirement Policy must be received in writing to the Department of Housing and Residence Life prior to the beginning of the contract period for which the exemption is requested (see Housing and Residence Life website for On-Campus Housing Waiver Request form). If a student wishes to appeal a decision concerning their waiver request, the appeals procedure may be obtained from the Department of Housing and Residence Life. Students who are required to live in University operated residence halls and do not have a housing contract or approved exemption request will be charged for the full balance of two semesters at the lowest double occupancy rate and lowest eligible meal-plan.

Eligibility: The student is required by this contract to maintain a minimum enrollment of 12 credit hours (undergraduate) or 6 credit hours (graduate) to reside in University housing. In the event the student ceases to be enrolled in 12 credit hours at MWSU, the student shall immediately vacate his or her accommodation. MWSU shall be under no obligation to prorate the room fee. Students wishing to remain in University housing while enrolled in less than the required minimum must receive written permission from the Department of Housing and Residence Life. **Students who are not enrolled in classes by August 1st may have their contract canceled and shall forfeit the housing application fee.**

2. Assignment Policy: MWSU reserves the right to make assignment of space, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another for administrative, roommate conflict, or behavioral reasons. Occupying space not assigned to the student may result in charges for that space. Failure to occupy the assigned room

before the start of the first day of classes of the housing period covered by this contract without notifying the Department of Housing and Residence Life in writing may constitute a cancellation by the student and the space may be assigned to another student. Contracts will not be processed until the application for admission has been approved by the Office of Admissions. Contracts received without the required \$50 housing application fee or without appropriate e-signature are considered incomplete, and the student will not be assigned a space.

3. Room Changes: No room change may be made within the first ten days of classes at the beginning of each semester. Room change requests are not guaranteed. Approved transfers are subject to a processing fee of \$25 for the first transfer and \$50 for any additional transfers per academic year. Failure to complete room changes within 48 hours may result in charges for occupying both spaces.

4. Consolidation of Residence Hall Spaces: Students in double occupancy rooms who have not contracted for single occupancy and do not have a roommate may be assigned a roommate by the Department of Housing and Residence Life or may be offered three consolidation options:

- A. *Pay for a single room rate (spring)*
- B. *Obtain a roommate*
- C. *Change rooms*

The consolidation policy may go into effect each semester when the halls are not filled to 100% capacity. The Department of Housing and Residence Life may assign empty spaces as needed and without notice.

5. Meal Plan: Students residing in the residence halls are **required** to contract for a meal plan. Students may request a change in dining plan options through the first 10 days of the start of each semester covered by this contract. After this period the student may not make changes to their meal plan. If a student fails to choose a meal plan on their housing contract, their meal plan choice will default to the least expensive non-flex meal plan available to the student.

6. Cancellation and Refund Policy: Completed contracts with the housing application fee are binding. Students who check into on-campus housing are liable for housing and dining charges for the entirety of the contract period. All cancellation requests must be made using the Contract Cancellation Request form available on the Housing and Residence Life website. If requested, the Contract Cancellation Committee will review to determine if a fee waiver is appropriate.

Contract Cancellation Prior to Occupancy: Students canceling their housing and dining contract in writing prior to July 1 will be released from their contract without penalty and receive a full refund of the \$50 housing application fee. Students canceling on or after July 1 shall forfeit the \$50 housing application fee. A student who fails to check-in by the first day of school and fails to cancel this contract in writing may be held liable for room charges through the date of cancellation.

Contract Cancellation on or After Beginning of Occupancy: Students who are required to live in on-campus housing (see **University On-Campus Housing Policy**) will be charged the full price of their assigned room regardless of whether they are residing in the room during the contract period.

Students who are not required to live on campus and are not-approved to cancel their Housing and Dining contract will be charged to the date the room is vacated and are liable for 50% of the remaining housing and dining contract balance.

A no-penalty cancellation is possible under the following conditions. Contract will be prorated up to the day the student checks out.

1. Mid-year graduation
2. University withdrawal
3. Military activation

4. Participation in official University-approved programs (such as internship, Study Abroad, National Student Exchange, student teaching or practicum assignment).
5. Student gets married
6. Personal or financial issues approved by the Contract Committee

7. Residence Hall and Dining Services Closures and Breaks: During Winter Break, the residence halls are closed, meals are not served, and students must vacate the residence halls. Students requesting to stay during closure may submit an application to stay for an additional weekly fee. For Thanksgiving and Spring breaks, students may be asked to notify the Department of Housing and Residence Life if they are staying during breaks for safety reasons. Please refer to the Department of Housing and Residence Life website for opening and closing information.

8. Room Entry: MWSU or its agents may inspect students' rooms and possessions on a regular basis or if suspicion exists that the student has violated MWSU rules and regulations or other applicable state, federal, or local laws. Under these circumstances, the student may be present, if available, or notified that the inspection occurred. Housing and Residence Life staff will conduct scheduled health and safety checks throughout the semester with at least 24 hours advance notice. University staff will enter rooms as necessary for maintenance reasons. While the staff will announce themselves before entering, entries may be unscheduled.

9. Room Furnishings: MWSU will furnish a bed, mattress, study desk, chair, small window coverings or blinds, and wardrobe or dresser in all permanent spaces. Students must furnish their own bedding, linens, blankets, and pillows.

10. Maintenance of Rooms and Services: Students are responsible for maintaining a clean, safe, and habitable living space at all times. MWSU will not provide cleaning services in the student accommodations. Students will be responsible for cleanliness of the bedroom, living room, bathroom, and balcony. Students found creating an unsafe sanitary living environment or littering could be adjudicated through the Residential Life judicial process and face possible restitution, or common area cleaning changes could be assessed to all residents in the building.

Tampering with Life Safety Equipment: Tampering with alarms, pull stations, smoke detectors, fire extinguishers, emergency evacuation signs and postings, or any equipment that helps monitor and ensure safety is not allowed. Hanging items from, covering, or disabling smoke detectors, removing emergency evacuation signs and postings, and discharging of fire extinguishers for non-fire reasons is prohibited and will face disciplinary consequences

11. Fire, Theft or Damage: MWSU shall not be responsible for the loss of or damage to any of the students' personal property from any cause whatsoever. The student shall reimburse MWSU for all damages to the structure in which they are housed and all damage to, or any loss of fixtures, furnishings, or personal property furnished under this agreement caused by malice or negligence on the part of the student or their guest. In the event the accommodations assigned to the student are destroyed or otherwise made unavailable and MWSU is unable to provide equivalent accommodations, the contract agreement shall terminate. All rights and liabilities of the parties hereto shall cease and the rights of MWSU and students to payments previously made by them shall be prorated on the basis of the period for which accommodations were made available to the student.

Common Area Damage: If Housing and Residence Life staff are unable to determine the individual(s) responsible for trash, or damages to common areas (including but not limited to, lounges, hallways, lobbies, building exterior, etc.), all residents in that area may be billed for common area damages.

12. Force Majeure/Emergency: MWSU assumes no responsibility for failure to perform any terms or conditions of this agreement due to any act of force majeure. For purposes of this agreement, the term

“force majeure” shall mean fire, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, health emergency, power of government or governmental agency or authority, or any other cause like or unlike any cause mentioned above, which is beyond the control or authority of MWSU. When any act of force majeure or any other emergency (related to the act of God, or other exigency) occurs, MWSU may find it necessary to temporarily or permanently relocate a student. Students recognize this possibility and consents to such relocation. Moreover, should MWSU need to close due to an emergency or any act of force majeure, it will have sole discretion about issuing a pro-rated refund, credit, or reimbursement, if any.

13. Housing and Residence Life and University Policy: The student shall comply with the Housing and Residence Life Policies found in the MWSU Code of Student Conduct, MWSU Policy, and posted policy in the hall in which they reside or visit. MWSU policies are subject to change. Students are encouraged to review the most updated policies on the Housing and Residence Life and MWSU website.

14. Prohibited Items and Activities:

A. Firearms and Weapons: MWSU prohibits the unauthorized possession of ammunition, firearms, explosive weapons, and other weapons as defined in Missouri Revised Statutes, on University premises (including, without limitation, academic buildings, administration buildings, residence halls, parking lots and vehicles owned or leased by the University). Other weapons include, but are not limited to: airsoft guns, bb guns, bows, crossbows, knives with blades longer than three inches, swords and other types of arms classified as weapons in Missouri Revised Statutes. The use or display of any object or instrument in a dangerous and/or threatening manner is prohibited on University property or at University sanctioned activities.

B. Flammable Materials and Fireworks: Candles and incense are prohibited in the residence halls. Any open-flame burning is not permitted in resident rooms and common rooms due to possible fire hazards. Possessing, using, or participating in an activity involving fireworks, chemicals which are explosive and/or hazardous materials is also prohibited.

C. Other: The entire MWSU University campus is smoke-free. The possession and/or use of tobacco, vaping and e-cigarette devices is strictly prohibited. Other prohibited items include space heaters, AC units, waterbeds, halogen lamps, hot plates, suntan lamps, hoverboards, multiple socket plugs, any appliances with an open heating coil, air fryer, crockpot, and any other prohibited items as set forth in the MWSU Student Code of Conduct and Residential Life Policies.

15. Prohibition Against Pets: Pets, except for fish in 10 gallon or less tanks, are not allowed in the Residence Halls. Students found with pets will have twenty-four (24) hours to make arrangements for the removal of the animals and will face disciplinary consequences.

16. Immunizations: Students living in the residence halls are required to have current immunizations and disease tests. Students must submit proof of these immunizations to the Esry Student Health Center by July 15. Students who are not current with their immunizations or fail to present an appropriately documented and signed medical or religious exemption form by July 15, may have their room assignment canceled. If students remain noncompliant by University “Census Day” (typically by October 1 each year), a registration hold will be placed on their record. A current list of required immunizations and tests is available at the Esry Student Health Center.

17. Move In/Move Out: Students may move into the residence halls on the date and time published on the Department of Housing and Residence Life website, provided financial obligations, enrollment status, conduct, and vaccination requirements have been met. Any request for early move-in must be submitted in writing by July 1, and approved by the Department of Housing and Residence Life. Students approved to move in will pay the daily rate beginning the day of move-in. Students arriving before published dates may be unable to occupy their room or will be charged early arrival and improper check-in fees of the room daily rate plus \$100. Students must move out of their rooms no later than 24 hours after their last

day of academic work. Students must follow check-out procedures, available in the Student Handbook or posted in residence halls, before vacating the halls. Failure to do so will result in a minimum \$50 improper check-out fee.

18. Housing Contract: MWSU reserves the right to reject the contract of any student who has been convicted of a crime or who otherwise may pose a potential danger to the MWSU community. Residents are under a continuing duty to report convictions of a crime, even if adjudication of sentence has been withheld (including Suspended Imposition of Sentence). If the student has been convicted of a crime, please provide the following information in writing to Housing and Residence Life: case number, nature of crime, when and where the crime occurred, and description of the circumstances. In the event of a conviction occurring after the submission of the contract, information should be provided in writing to Housing and Residence Life within ten (10) days of the conviction. MWSU further reserves the right to revoke the contract either before or after the contract has been accepted, or after the student moves in.

MWSU reserves the right to require a student to vacate the residence hall on a temporary or permanent basis for failure to meet financial obligations to MWSU, exhibiting behavior not conducive to the living-learning environment, or failure to remain in good standing with MWSU. Residents who withdraw from MWSU are required to vacate the residence halls within two calendar days.

19. Other Prohibited Activities: Facilities of MWSU are primarily for university purposes of instruction, research, and public service; they are not available for unrestricted use. Students may not operate a business or commercial enterprise of any sort from a residence hall room or common areas, including through the telephone, mail, internet, or other University telecommunications means.

20. Personal Possession: The University will have no responsibility for the safekeeping of the student's personal belongings while such are located in the residence halls or University premises. This includes but is not limited to property left in the residence halls over any school breaks or closures. Students are strongly encouraged to insure their personal belongings against damage, theft, casualty, or loss of any kind and the student is solely responsible for obtaining any insurance.

Failure to meet the Terms and Conditions of this Agreement may result in revocation of the Agreement and the student's eviction from the residence halls. The cost of room and board will be determined by MWSU and paid in full by the student. Students are responsible to make payments according to the policies and procedures of MWSU's Business Office. Failure to follow these policies and procedures may result in removal from the residence halls. All attorney's fees, other costs and charges necessary for the collection of any unpaid balance shall be assessed against the student.