



Housing & Residence Life

Handbook, Policies and
Procedures

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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 MoWest 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. 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 and look forward to helping you have a successful and rewarding experience at MoWest.

It's a great time to be a Griffon!

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Vanderpool'. The signature is stylized with a large, looped 'J' and a cursive 'Vanderpool'.

John Vanderpool
Assistant Dean of Students

GRIFFON

GOLD COMMUNITY STANDARDS

Respect for self, others, property, authority and honesty

When students choose to live on campus at MoWest, they accept the [rights and responsibilities](#) of the University's academic and social community. Students, faculty, staff, and administrators all have a responsibility to take care of the intellectual, social, emotional, psychological, and physical condition of this community we share. The Griffon Gold Community Standards (GGCS) are respect for self, respect for others, respect for property, respect for authority, and honesty and were developed to ensure residents adhere to high ethical standards, and honesty.

Respect for Self

MoWest 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

MoWest 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

MoWest expects its community members to use all property, including buildings, equipment, and green spaces, responsibly. This principle requires residents to respect personal and institutional property, inside and outside the MoWest community.

Respect for Authority

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

Honesty

MoWest 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

MoWest 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 MoWest, 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. Residents who are present, complicit, or who instigate 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

MoWest 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, MoWest 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. MoWest 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>).

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 residential staff members to the Assistant Dean of Students, we are here to help you have an enjoyable and educational experience while living in the residence halls. The Assistant Dean of Students 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 Assistants (DA)

The Front Desks are staffed by student Desk Assistants 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 residents. 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.

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 MoWest.

Conduct Expectations and the Adjudication Process

The Housing and Residence Life Office expects all students to participate in developing and maintaining positive communities. All residents are encouraged and expected to oppose and document specific incidents of behavior that interfere with their living and learning environment. You can report a violation of the student code of conduct or GGCS through your Resident Assistant (RA) or Resident Life Coordinator (RLC), who will then follow up with or refer it to the appropriate office. Housing and Residence Life policies and procedures are separate from and may not all be specifically included in the University Student Code of Conduct; however, violations of these policies/procedures will result in appropriate educational and disciplinary sanctions and may be handled through the Housing and Residence Life conduct system. Dangerous and/or violent behaviors are grounds for immediate relocation or permanent removal from the residence halls.

Sanctions for violating Housing and Residence Life and/or university policies will range from assigned points under the GGCS and warnings to suspension or expulsion from the residence halls and/or suspension or expulsion from the University. Disciplinary action may include educational sanctions, community service hours, and fines as well. Failure to attend a student conduct process mandatory meeting, comply with, or complete assigned disciplinary sanctions will result in further conduct review.

Students involved in the Housing and Residence Life and/or Student Code of Conduct process, whether as parties, witnesses, or panelists, have a duty to cooperate and discuss the incident with appropriate university officials, adhere to stated deadlines, attend scheduled meetings, provide documentation as requested and participate in all university processes. Failure to fulfill these responsibilities may result in a decision being made without the benefit of the student's participation or may result in a student being sanctioned with failing to comply with the direction of a university official. Nothing herein shall be interpreted as abridging one's right to be free from self-incrimination.

Griffon Gold Community Standards (GGCS)

To encourage a strong community, Housing and Residence Life has adopted the Griffon Gold Community Standards (GGCS). This program uses a point system. Any violation of our Community Standards is assigned a point value, ranging from 1 to 8 points. Students who accumulate 8 points in an academic year (fall, spring, and summer semesters) will meet with a review board consisting of peers, faculty and staff. This board will decide if a student is placed on probation or will have their housing contract terminated and be removed from University housing. RLCs serve as primary hearing officers in the Housing and Residence Life conduct system.

Residential Conduct Process (Under 8 GGCS Points)

When an incident occurs, Housing and Residence Life Staff will write an incident report. Residents involved will receive a residential conduct process mandatory meeting notification with a meeting time. The meeting time will be no less than three (3) business days after the incident report was submitted. During the conduct meeting, the residents will have the opportunity for procedural due process and the conduct process will determine if the resident is found in violation of the Griffon Gold Community Standards. The resident will receive a letter after the conduct process with findings and sanctions if a resident is found in violation. The letter will detail any sanctions and timeframes for completion of educational sanctions or disciplinary actions. Failure to complete sanctions will result in additional points. The resident has the right to appeal, and an appeal must be completed and sent to the Dean of Students within three (3) business days of the residential conduct process.

When residents receive eight (8) points in an academic year they will meet with a GGCS Board, which will determine their housing status. The GGCS Board is composed of a student, staff, and faculty member. The GGCS Board will review the residents sanctions from the current academic year, with the chair reading the report to the board and the resident at the start of the meeting. The resident will then be given time to speak about the sanctions and why they believe they should remain in the residence halls. After the resident has been heard, members of the GGCS Board may ask questions of the resident who has had disciplinary action taken against them. Once questions from the GGCS Board have concluded, the resident will be dismissed so the GGCS Board can deliberate and render a decision using the following guidelines:

The GGCS Board, upon review of the case, may:

1. Affirm the decision and sanctions imposed by residential life (residence hall suspension for one semester with the ability for the resident to appeal to the Dean of Students to return in the next semester)
2. Allow the resident to remain in the residence halls under “residence hall probation.”

Recommendations from the GGCS Board shall be returned to the Assistant Dean of Students within two (2) business days of the GGCS Board meeting. The Assistant Dean of Students will review the GGCS Board’s recommendation and may consult with GGCS Board members on the reasoning behind their reaching a final decision. The Assistant Dean of Students will communicate the GGCS Board’s decision to the resident. Failure of the resident to attend the GGCS residential conduct process will render the recommendation of the Assistant Dean of Students or designee for university housing suspension to be final.

If the GGCS Board decision is to uphold the suspension of the resident, the resident then may appeal the decision to the Dean of Students. The request for an appeal must be made in writing within two (2) business days after the resident receives the decision by the GGCS Board. The decision of the Dean of Students is final.

Procedural Flexibility

For the purposes of these procedures, a “day” shall mean a university business day unless otherwise stated. The Dean of Students or designee may extend or accelerate existing timelines, as well as establish and enforce additional deadlines for prompt and effective case resolution. The Dean of Students or designee, in consultation with legal counsel, may modify these procedures at any time, as a whole or on a case-by-case basis, where necessary to comply with applicable law, regulation, guidance, or as deemed appropriate. Technical departures from these procedures will not invalidate a decision, recommendation, or student conduct process unless they have prevented a fair

determination of the issues.

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 benefits 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

Residents 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 telecommunications means. At no time should babysitting, hairstyling, or any other business take place in the residence halls. Residents may not lease, sublet, rent out, or in any manner use their rooms or suites as hotels or other temporary lodging to/for anyone.

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:

Residential Rooms and Common Areas: Residents 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 from the ceiling. Drawings, paintings, writing or any other form of mural on residence hall walls are prohibited.

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. RA's 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. Pumpkins left beyond November 5th will be considered trash and residents will be charged \$25.00 for disposal. **Candles are not permitted in residence halls due to fire hazard.** Residents may 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.

Any damage that occurs to your residence hall room will result in an assessed charge upon check-out of the room. See Appendix A for a list of common charges.

Dining

MoWest 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 MoWest 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, report maintenance issues, connect with Residence Life Coordinator, and reporting policy violations.

Internet

All areas in Residential Life have wireless internet accessible with a MoWest 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 app operated and residents must provide their own laundry detergent. Each resident will receive a \$350.00 laundry allowance per semester as part of their Housing and Residence Life contract. This money does not roll over between semesters and is not refundable. 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

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. Packages sent to students that are not living in the residence halls will be returned to sender. 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://app.limblecmms.com>. 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 submitting the online request. Attempting to repair university property, tampering with fuse boxes, or other equipment is prohibited. Storing items in maintenance closets that could impede the function of equipment or cause a safety hazard is prohibited.

Pest Control

Simple cleanliness: disposing of trash, washing dishes, and so on go a long way to prevent pests in the residence hall. 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 help your area, but will also help protect other residents. Please note that you may be charged for pest removal if negligence, such as improper food disposal or other unsanitary conditions, if negligence on the part of the resident is observed.

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. 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

MoWest 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 residential 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). An appropriate State of Missouri fishing license is also required. Anyone using university facilities do so 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 can be reserved through Camps, Conferences, and Events.

Vending Machines

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

Safety & Security

MoWest takes each student's safety very seriously and provides police patrol, resident assistants and pro-staff member(s) on duty 24 hours a day. Only residents who live in the building have direct access to buildings through their student ID. Upon request, University police may provide an officer to accompany students, on campus, 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. Residents should lock their room/unit doors at all times. 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. Residents 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 residential staff immediately.

University Police Department (UPD)

MoWest 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.

Residents 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 & Fire Exit Doors

It is a violation of state law and MoWest Housing and Residence Life policy to tamper with fire safety equipment. This includes, but is not limited to, smoke detectors, sprinkler heads, fire alarms, fire extinguishers, and fire exit doors. Violations are taken seriously, tampering will result in the resident(s) being assessed a fine of \$250 (if tampering occurred in a common area or double occupancy room, all occupants will receive the fine). The resident(s) will also receive an educational sanction. Second offenses will result in a \$250 fine and resident(s) will result in sanctions up to and including removal from university housing. Residents 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.** Additionally, fire exit doors are marked clearly and should only be used in case of emergency. Report any damages to the fire safety equipment to an RA immediately.

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, residents 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 a MoWest 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. ID or key replacements will be at the cost of the resident.

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 residents 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 residents account. Residents requesting a lockout must be able to provide identification at the time of lockout or immediately upon entry into their room.

Temporary Keys: Temporary keys will be made if a resident 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 University Police to complete a 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 \$25 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 Assistant Dean of Students.

Medical Emergencies

If you or someone you know experiences an injury or illness that is severe or life threatening, dial x911. Do not move a person unless they are 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.

MoWest Housing and Residence Life staff will not provide transportation for residents to or from any facilities for medical purposes.

Needle Disposal

Needles should never be disposed of 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 Esry 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.

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 resident 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.

Shelter Procedures

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.

Residents with certain disabilities who anticipate needing accommodation around shelter procedure 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 residents 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 residential 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, 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 spaces found to be in unacceptable condition will 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 MoWest 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. Items confiscated from shared living spaces are considered the responsibility of all residents in that space. Items confiscated from specific bedrooms are the occupants' responsibility.

Room/Suite/Common Area Cleanliness

All residents 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 or apartment. Failure to maintain cleanliness will result in the assessment of a cleaning fee. Cleaning charges can vary based on assessment by Housing and Residence Life.

Room Entry

It is sometimes necessary for a Residential Life staff member to enter a residents 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 residents' rooms and property for reasons of health, safety, or potential violation of campus policy.

Occupancy Requirements and Procedures

Check In

Residents will be instructed what day(s) they are allowed to check-in via email 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, residents 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 resident is approved to move in outside the scheduled check-in day/time, a per-day rate will be charged for each day, up until the regularly scheduled move-in date. Residents must be cleared through the business office, financial aid, enrolled for the term and submit proof of all required immunizations or receive a waiver before they will be allowed to check-in and move into a residence hall.

Check Out

Checkouts during the academic year must happen between the hours of 8:00 a.m. and 8:00 p.m., unless a different time is approved by the Assistant Dean of Students or designee.

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

Prior to moving out of university room housing, you must be checked-out by a MoWest Housing and Residential Life staff member. Checking out consists of:

1. Removing all personal items from the unit.
2. Cleaning your personal space and the common areas.
3. Taking a walk-through inspection of the unit with Residential Life staff to check for damage and cleanliness. Please schedule an appointment for your walk-through; otherwise, you may have a considerable wait.
4. Completing the appropriate paperwork.
5. Turning in your keys. Detailed information concerning proper checkout procedures will be distributed at the end of each semester. Failure to properly check out will result in loss of deposit and additional fines.

The RA will then go to the room with the resident, assess the condition of the room, and collect mailbox keys. The RA will then instruct the resident 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 MoWest Residential Life assesses charges to contest the charges.

Charge appeals must be submitted via the reslife@missouriwestern.edu email address.

The Residential Life Office and its staff are not responsible for any student property left in rooms or in public areas. Items left beyond the completion of the checkout will be considered trash and will be donated/discarded. Residents will be charged \$25.00 a bag for trash that is left behind.

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 students belongings. The student will be charged a minimum \$100 packing and handling fee in addition to 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.

Cohabitation

Cohabitation (living within a room or suite) is not permitted for couples who have a romantic relationship at MoWest. This is regardless of sexual orientation and gender identity. University housing is not intended for romantic couples. If a romantic relationship is discovered between roommates or suitemates, then Residence Life may alter visitation access or enforce a room change.

Pregnancy

Residents who are or become pregnant will need to make other living arrangements prior to giving birth. The University's [Title IX Office](#) and [Counseling Center](#) are available to provide support, assistance, and resources. In addition, residents should contact Housing and Residential Life staff to discuss cancellation of their housing contract and to complete the [Housing and Dining Contract Cancellation Request](#) form. Individuals may request an adjustment of fees as part of the cancellation request.

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.

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/mailed 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-/suite agreements designed to help room-/suites discuss and come to agreement on expectations for one another, relationships, guests, use of belongings and other issues. If you and your room-/suites 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-/suites.

Room change requests are open beginning the second week of each semester. Requests will be accommodated on a first come, first served basis and may not be available immediately. A charge of \$25 occurs for the first room change and \$50 for each change thereafter. Residents may request a room change by emailing reslife@missouriwestern.edu. Residents 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. If a resident has bought out both spaces then they are allowed to use all space and furniture within the room.

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 split the bill for common area damages upon checkout from the halls. For this reason, residents are encouraged to report vandalism.

Hall Closings & Break Housing

The residence halls remain open for Fall Break (November), and Spring Break (March). Residents willing to pay an additional fee of \$200 per week, may also stay for Winter Break (December/January). Residents 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 residents found to be occupying rooms without approval to stay during Winter Break will be subject to the \$200 weekly break fee and an additional \$50 improper check-in, regardless of the duration of stay. Before these breaks, staff will conduct health and safety inspections. Garbage not properly discarded will be billed at \$25 per bag per person. Residents 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 Residential Room Selection

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

Summer Housing

Residents wishing to remain on campus over the summer months must apply electronically for “Summer Housing” through their resident housing portal, once Residential Life notifies residents 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 residents 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 residents. Residence halls serve several vital functions to a student development on campus, and therefore must be safe and comfortable homes for each resident. Residence halls are designed to assist with residents' transition to college life and the University community. They facilitate and support the psychological, social, intellectual and physical development of residents.

The policies, rules, and expectations set forth in this handbook must be followed by all residents at all times. 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 MoWest property is prohibited. MoWest and the Department of Housing and Residence Life expect residents and their guests to comply fully with local, state, and federal laws as well as university policy.

In order to promote a healthy and welcoming environment for all community members, both alcohol and alcohol paraphernalia are prohibited within the residential halls and adjacent residence life spaces. Housing and Residence Life supports alcohol-free environments to help ensure comfortable, safe, and successful communities. No 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, beer funnels, beer bongs, shot glasses, etc.

Smoke Free Halls

MoWest campus is smoke and tobacco free. Any use, possession, paraphernalia, or evidence of use in or around the residence halls is prohibited. This includes but is not limited to a number of smoking alternatives such as vaping & electronic cigarettes. For more information please see the campus policy at <https://www.missouriwestern.edu/hr/> (MoWest Campus Policy Guide).

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. Both residents and guests are expected to communicate with civility in all circumstances.

Drugs

MoWest is a drug-free campus. In compliance with local, state, and federal law, the possession, distribution and use of illicit drugs on university property is strictly prohibited. The use, possession, manufacture, dispensation or distribution of illicit drugs violates state and/or federal laws and university policies. Possession and 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 MoWest 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.

All residents, 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. Any person found to be in violation of this policy will be referred to the University Police Department and may be subject to criminal prosecution under federal and Missouri State Law. The Assistant Dean of Students in conjunction with the Dean of Students on a case-by-case basis can determine if a person will be permanently and immediately removed from housing. Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia is a violation of law and university policies. This includes the use or possession of prescriptions drugs other than by the person prescribed and for a purpose the prescription was prescribed.

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 a MoWest 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 as residents are subject to disciplinary action for the inappropriate behavior of their guests. 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 will be asked to leave the building by University staff.

All guests are subject to the rules and regulations printed in this handbook and the Student Code of Conduct. No person under the age of eighteen (18) is allowed in the University housing except when accompanied by parent/guardian on approved days like Move In. Residents must escort their guests at all times. In addition, residents are not allowed to leave guest(s) in the unit alone for any reason. Any damages, vandalism, or other costs incurred by a guest can and will be the responsibility of the guest and/or the resident that invited the guest onto campus.

Roommate/Suitemate permission is required for any guests (whether the guest is another MWSU student or not) who stay beyond 12 AM daily. 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. Guests are required to provide an acceptable form of picture identification to campus authorities. Overnight guests who are not MoWest students must be registered by the resident host through the [Outside Guest Registration](#)

form on the Housing and Residence Life website at least 48 hours in advance of guests' stay. Unregistered guests are 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. Violation of the guest policy may result in fines and/or other disciplinary action. The Office of Housing and Residence Life reserves the right to refuse to issue a guest approval at any time, and for any reason. A MoWest 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 resident(s) to a residential conduct process.

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, 12:00 AM -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.

Accommodations

Residents 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/>.

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 residents 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 on Campus

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. Residents 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 resident 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. Residents 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 MoWest property. Emotional Support Animals may be permitted with required documentation of need and only after approval has been granted through the Accessibility Resource Center. Residents are not permitted to bring Emotional Support Animals to the residence halls prior to receiving approval. The Accessibility Resource Center will outline these responsibilities in more detail when residents 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, crockpots, 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. Residents 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: 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.

Vehicles: 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. The University is not responsible for loss of items due to power outages.

Beds: Non-University beds are prohibited.

Use of Grounds & Facilities

Cooking: All communities are equipped with one or more kitchens. Fire safety policies prohibit cooking on the stovetop in these kitchens with oils of any kind or cooking greases such as animal fats, butter, ghee, lard, margarine, tallow or vegetable shortening. Individuals found to be using these oils while cooking on the stovetop will lose kitchen privileges, and kitchens will be taken out of service if the issue persists. Residents are expected to clean the kitchen and remove all food and personal items from the space after use. Residents must always remain in the kitchen while appliances are in use. All excess food and cooking waste should be cooled and then placed in the trash can - not the sink.

Plumbing: Only toilet paper should be flushed down the residence hall toilets. Flushing items like flushable wipes, feminine hygiene products, paper towels, etc. is prohibited. If it is determined that negligence has caused plumbing issues then the resident(s) will be charged for the plumbing costs.

Curtains: Only curtains that are designed for windows may be used in residential rooms and suite/apartment common areas. Blankets, towels, or other materials not classified as curtains 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. Residence Life strongly discourages residents from purchasing 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. Grills are provided in the courtyard by The Commons building. Lighter fluid and combustible fluid are prohibited in the residence halls.

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. Residents found to be littering or otherwise creating an unsafe or unsanitary living environment could be subject to sanctions through the Residential 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

MoWest 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/> (MoWest Campus Policy Guide).

APPENDIX A – RESIDENCE HALL FACILITY CHARGES

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 residents account at the end of the semester or academic year. MoWest does not charge residents a “damage deposit” and we do not add charges for any anticipated damages in the residence halls to their room fees. Rather, MoWest charges each resident 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 assigned a portion of the damage. As warranted, disciplinary action will be taken in addition to any charges that may be assessed to the resident.

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, residents 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 resident 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 resident does not complete or amend the RCR in the allowed timeline then the resident has forfeited the opportunity to appeal any fines for damages found when the resident 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 resident 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 residents account. 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, with prices subject to change.

Residence Hall Facility Charges	Actual or Estimated Cost
Fire Smoke Alarm Tampering or Damage	\$250
Improper Use of and/or Propping Open Fire Exit Door (non-emergency)	\$250
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 resident(s) for the damage.**

APPENDIX B - TERMS AND CONDITIONS OF THE AGREEMENT 2026-2027

NOTE: As part of the Housing Application, students must agree to the TERMS AND CONDITIONS OF THE AGREEMENT 2026-2027. 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 laid forth in this appendix for convenience and easy reference.

HOUSING AND DINING CONTRACT

Terms and Conditions

2026-2027

Welcome to ON-CAMPUS LIVING!

The following includes the terms and conditions of the Housing and Dining Contract for Missouri Western State University. **This contract is a legally binding agreement between Missouri Western State University (“MWSU”) and the contract signatory. This document establishes the Department of Housing and Residence Life Contract Terms and Conditions for housing in all residence halls. Students and parents/guardians are urged to thoroughly read the terms.** No verbal statement by any party is considered a waiver of any term or condition, whether expressed or implied.

It is your responsibility to become familiar with all aspects of this contract. Along with these terms, all policies, rules, and regulations outlined in the *Housing and Residence Life Handbook, Policies and Procedures*, the *Student Code of Conduct*, and *University Policies*, are incorporated into this contract and binding on all parties. If you have questions about this Contract or on-campus living, please contact the Housing and Residence Life staff.

We look forward to welcoming you to our community!

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 (2) enrolled 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 by the Department of Housing & Residence Life prior to the beginning of the contract period for which the exemption is requested (see the Housing & Residence Life website for the On-Campus Housing Waiver Request form). If a student wishes to appeal the decision concerning their waiver requests, the appeal procedure may be obtained from the Department of Housing & 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.

2. Contract Period. When signed by the student, this housing and dining contract is valid expressly for the academic year for which it is approved (fall – spring), or remaining portion of the year if signed in midyear. Summer housing may be requested via the Summer Housing Application. MWSU reserves the right to refuse to accept a Housing and Dining Contract, in situations where appropriate and supporting circumstances exist.

3. On Campus Housing Eligibility. Students are 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 students cease to be enrolled in the required number of credit hours at MWSU, they shall immediately vacate their accommodations without refund of any sums paid pursuant to this contract. Students wishing to remain in University housing while enrolled in less than the required minimum must receive written permission from the

Department of Housing & Residence Life. Students must be at least seventeen years of age at the time of move-in. Students who are not enrolled in classes by August 1st may have their contract canceled and shall forfeit the housing application fee.

4. Statement of Financial Responsibility and Agreement. It is understood that assuming residency in a MWSU residence hall constitutes acceptance of financial responsibility for any and all fees incurred throughout the duration of tenancy and completion of the housing contract, including but not limited to housing and dining fees, parking fees, damages and/or cleaning fees, and any assessed conduct fines or charges. Furthermore, it is understood that housing fees continue to incur until such time as a check-out appointment has been conducted and the residence hall keycard and/or physical key has been surrendered directly to Department of Housing & Residence Life staff. For students failing to satisfy their financial obligations, MWSU may, at its sole discretion and in accordance with University policies: (a) Cancel this Contract, (b) Withhold services from the student, including but not limited to a hold being placed on my account preventing the student from enrollment, (c) Remove the student from University residence halls, (d) Deny room assignment or reassignment; (e) Pursue any other remedy available to the University. Delinquent accounts may be turned over to collections and all attorney's fees, other costs, and charges necessary for the collection of any unpaid balance shall be assessed against the student and/or the individual signing this Contract.

5. Rate Adjustments. Rates are submitted to the Board of Governors (BOG) and are posted on the University's website. The BOG may change the approved rates during the term of the contract by giving thirty (30) days advance notice. If rates are increased, all impacted residents are notified via email.

6. Room Changes. No room change may be made within the first ten (10) 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. Once a transfer is approved, a student's failure to complete the room change within 48 hours may result in charges for occupying both spaces.

7. Assignment Policy. The student understands the Contract is for any MWSU student housing accommodations and not a specific residence hall room. MWSU has the right to alter room assignments at any time. 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 & 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 a student's corresponding application for admission as a student to MWSU 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.

8. 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 & 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 in the *Housing and Residence Life Handbook, Policies and Procedures* may go into effect each semester when the halls are not filled to 100% capacity. The Department of Housing & Residence Life may assign empty spaces as needed and without notice.

9. 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 ten (10) days of the start of each semester covered by this Contract. After this period, students may not make changes to their meal plans. Students who fail to choose a meal plan when completing their housing and dining contract will be automatically enrolled in the least expensive non-flex meal plan available to the student based on their housing choice and assignment.

10. 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 & Residence Life website. If requested, the Contract Cancellation Committee will review to determine if a fee waiver is appropriate.

a. Contract Cancellation Prior to Occupancy: Students will be fully refunded minus the housing application fee which is used for processing the application and holding the room space. Any student who fails to check-in by the first day of school and fails to cancel this Contract in writing will be held liable for room charges through the date of cancellation.

b. 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.

c. Cancellation of Housing Contract by Student during the Contract Period: If a student requests cancellation of the housing contract after the start of the Contract Period, or if a student is removed from housing for disciplinary reasons, the student will be responsible for 100% of the housing and meal charges through their check-out date

and will be assessed a cancellation fee based on the following.

- Week 1: \$500.00 cancellation fee*
- Week 2: \$400.00 cancellation fee*
- Week 3: \$250.00 cancellation fee*
- Week 4: \$100.00 cancellation fee*

A \$50.00 cancellation fee will be charged beyond week 4 of each semester. A

no-penalty cancellation is possible under the following conditions:

1. *Mid-year graduation*
2. *Military activation*
3. *Participation in official University-approved programs (such as internship, Study Abroad, National Student Exchange, student teaching or practicum assignment)*
4. *Marriage of the student*
5. *Personal or financial issues approved by the Contract Committee*

In all instances, a student's housing and dining charges will minimally be prorated up to the day the student checks out or until contract cancellation is approved by the Director of Housing and Residence Life.

11. Residence Hall 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 apply to stay for an additional weekly fee. For Thanksgiving and Spring breaks, students may be asked to notify the Department of Housing & Residence Life if they are staying during breaks for safety reasons. Please refer to the Department of Housing & Residence Life website for opening and closing information.

12. Room Entry. MWSU or its agents may inspect students' rooms and possessions on a regular basis or if they have a reasonable suspicion 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 subsequently notified that the inspection occurred. University staff will enter rooms as necessary in response to emergencies or for student welfare checks, immediate resolution of policy violations, and maintenance activities. While the staff will announce themselves before entering, entries may be unscheduled.

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

14. 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 the cleanliness of bedrooms, living rooms, and bathrooms. Students found creating an unsafe or unsanitary living environment or to

be littering could face sanctions through the Housing & Residence Life adjudicative process including without limitation restitution obligations

15. 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 and violates state law. Hanging items from, covering, or disabling smoke detectors, removing emergency evacuation signs and postings, and discharging fire extinguishers for non-fire reasons is strictly prohibited. Violations may result in disciplinary

consequences up to and including removal from the residence hall, fines, and possible criminal charges.

16. Fire, Theft or Damage. MWSU shall not be responsible for the loss of or damage to any students' personal property from any cause whatsoever. The student shall reimburse MWSU for all damages to the structures in which they are housed and all damage to, or any loss of fixtures, furnishings, or university property furnished under this Contract caused by malice, abuse, misuse, or negligence on the part of students or their guests. In the event the accommodations assigned to the student are destroyed or otherwise made unavailable and MWSU is unable to provide equivalent accommodations, this Contract 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.

17. 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 an act of God or other exigency) occurs, MWSU may find it necessary to temporarily or permanently relocate a student. Students recognize this possibility and consent 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.

18. Compliance with Law and Policies. The student shall at all times comply with federal and state laws, Housing & Residence Life Policies, Student Code of Conduct, the Griffon Gold Community Standards, all other MWSU policies, and any posted rules and policies of the halls in which they reside or visit. MWSU policies are subject to change; students are encouraged to review the most updated policies on the Housing & Residence Life and MWSU websites.

19. Prohibited Items and Activities. For the health and safety of all students residing in the residence halls, MWSU prohibits certain items and/or activities. While the following is not a complete list of all prohibited items or activities the below highlights several important prohibitions. **Students are responsible for carefully reviewing (and following!) the *Housing***

and *Residence Life Handbook, Policies and Procedures*, available on the Housing and Residence Life website.

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 and at University sanctioned activities.

b. **Flammable Materials and Fireworks:** Candles and incense burning are prohibited in

the residence halls. No open-flame burning is 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 prohibited.

c. Alcohol, Drug, and Tobacco Policy & Agreement. 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 expressly agree that the possession, use, or consumption of alcoholic beverages (regardless of the legal age to consume alcohol) or, being under the influence of alcoholic beverages is prohibited in the MWSU residence halls and the adjoining grounds. MWSU prohibits possession, use or distribution of marijuana, LSD, or other hallucinogens or narcotics or any other illegal drug by any students in any campus facility, or at any university-sponsored event. Any student possessing, using, or distributing drugs is subject to the university conduct process. Removal from on-campus housing, arrest, imprisonment, or fine according to state law are potential consequences for failure to uphold this policy. Drug paraphernalia is not permitted in the residence halls. Using marijuana off campus and returning to campus may still be considered a violation of student responsibilities since marijuana is illegal under federal law and illegal under Missouri state law for persons under the age of 21. Medical use of marijuana is prohibited on campus since marijuana is illegal under federal law. Students should know the sanctions for violating these laws may be significant, including fines, community service, or jail time. Additionally, students agree that all forms of tobacco and tobacco products, including vaporized forms, shall not be used in any part of the residence halls and that the entire MWSU campus is tobacco/smoke-free campus. Vaping, the possession and/or use of tobacco, and e-cigarette devices are all strictly prohibited. In addition to other disciplinary consequences, violations of the alcohol, drug, and tobacco policies may result in immediate removal from the residence hall.

d. Prohibited Items. Certain items and household appliances are prohibited in the

residence halls including space heaters, AC units, waterbeds, halogen lamps, hot plates, suntan lamps, hoverboards, wireless routers, multiple socket plugs, any appliances with an open heating coil, crockpots, and all other prohibited items set forth in the *MWSU Student Code of Conduct and Housing & Residence Life Handbook, Policies and Procedures*.

e. Prohibition Against Pets: Pets, except for fish in 10 gallon or less tanks, are not allowed in the Residence Halls. Aquarium gravel must not be disposed in toilets or drains. Students found with pets will have up to twenty-four (24) hours to make arrangements for the removal of the animals and will face disciplinary consequences, incur additional fees, and be charged the costs of any required cleaning.

f. Other Prohibited Activities: The 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 residence hall rooms or common areas, including through the telephone, mail, internet, or other University telecommunications means. MWSU does not allow

door-to-door solicitation of products or services in the halls. Solicitation in the main lobby of a residence hall community requires approval from the Housing and Residence Life director.

20. Student Behavior in University Housing. Student agrees to abide by the laws of the State of Missouri; the ordinances of the City of St. Joseph; and the policies of Missouri Western State University including, but not limited to the *Student Code of Conduct - Rights and Responsibilities*. Additionally, the Student is responsible for the policies and procedures set forth in the *Housing and Residence Life Handbook, Policies and Procedures* and complying with the directives of University Housing staff. Such policies and procedures are subject to change by MWSU at the discretion of MWSU. Failure of Student to comply with and observe any such rules, regulations, policies, codes, or procedures could jeopardize Student's eligibility for student housing, terminate the Contract, or subject Student to Student Conduct charges and consequences. MWSU's policies affecting student behavior and/or University housing are subject to changes and additions at the discretion of MWSU. All changes to MWSU policy relating to the Contract and/or a student's residency in University housing is effective and binding on the student as of the effective date of the policy change.

21. Tuberculosis Screening and Meningococcal Requirement. Missouri State Law (RSMo Section 199.290) requires all Missouri institutions of higher education to perform a targeted tuberculosis (TB) testing program for all on-campus students. The TB screening questionnaire is available on the MWSU Esry Student Health Center website and must be completed prior to move in. Missouri State Law (RSMo 174.335) requires all students who reside in on-campus housing at a public institution of higher education to have received the meningococcal vaccine unless a signed statement of medical or religious exemption is on file with the institution's administration. A medical exemption requires a signed certification by a licensed physician indicating that the immunization would seriously endanger the student's health or life, or the student has documentation of the disease or laboratory evidence of immunity to the disease. A

religious exemption requires a statement in writing to the institution's administration that immunization violates his/her religious beliefs. Students must submit proof of this vaccination or documentation for a medical or religious exemption on file with the MWSU Esry Student Health Center by August 1st for fall semester residency or January 1st for spring semester residency on campus. Students who do not have documentation on file are subject to having their housing and/or meal contract cancelled, having a registration hold placed on their account.

22. Communicable Diseases and Public Health Measures. Students understand and agree that MWSU may adopt and implement measures it deems necessary to reduce or prevent the spread of communicable diseases, including but limited to COVID-19, that may present risk to student-residents and members of the campus community. Due to the nature of specific communicable diseases, it may be necessary for MWSU to adopt and implement additional rules and measures that change, modify, or alter its response to communicable disease or other public health issues, which may further impact housing assignments and services and spaces within MWSU facilities.

23. Move In/Move Out. Students may move into the residence halls on the date and time published on the Department of Housing & 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 & 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 *Housing and Residence Life Handbook, Policies and Procedures* or posted in residence halls, before vacating the halls. Failure to do so will result in a minimum \$50 improper check-out fee.

24. 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 & 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 & 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 (2) calendar days. Failure to vacate in a timely manner will result in trespass.

25. Missing Persons. If MWSU staff have sufficient notice and cause to believe a student is missing, they will notify the University Policy Department (UPD). A student is considered missing when the student's whereabouts are unknown (and unexplained) for a period of time that would be unusual, suspicious or of concern by people familiar with the student's plans, habits or routines. After investigating, if it is determined the student has been missing for more than 24 hours, UPD will contact the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the student is under the age of eighteen (18), and unemancipated and determined to be missing, the custodial parent or guardian will be notified. At the time that a student initially registers for classes or is accepted as a resident in MWSU housing, the student will be given an opportunity to designate an emergency contact.

26. Surveillance Cameras in Residential Facilities. MWSU may utilize video surveillance cameras to monitor the public common areas of housing facilities. The purpose of these video surveillance cameras is to enhance the safety and security of students, employees, and property. MWSU respects the privacy of community members and is sensitive to balancing that privacy with the safety and security needs on campus. Surveillance cameras in housing facilities will not monitor areas where there is a reasonable expectation of privacy, except pursuant to a lawfully executed warrant. Viewing of video surveillance camera footage will be conducted by authorized personnel with a legitimate need to do so.

27. Personal Property. MWSU will not be liable for theft, loss, or damage to property of the student, including loss from fire, flood, water, wind, or acts of God and will have no responsibility for the safekeeping of the student's personal belongings while such are located in the residence halls or on MWSU 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 carry renter's insurance and insure their personal belongings against damage, theft, casualty, or loss of any kind. The student is solely responsible for obtaining any insurance.

28. Abandonment. Students who cease to occupy their rooms—or who MWSU reasonably believes in good faith have ceased to occupy their rooms—will be deemed to have abandoned both their rooms and any personal property left behind. MWSU will terminate the housing and dining contract of students found to have abandoned their rooms without penalty to MWSU and dispose of personal property pursuant to the process laid out for Abandoned Property in the *Housing and Residence Life Handbook, Policies and Procedures*. MWSU will charge student accounts for the costs of cleaning and restoring rooms and for the handling of personal property. Students who anticipate leaving their rooms unoccupied other than during regularly scheduled academic breaks should notify Housing and Residence Life staff of their impending absence.

29. Limitation of Liability. Students agree to hold harmless and release, waive, discharge and covenant not to sue MWSU for any and all claims for liability on account of death or injury of any kind to persons or property arising out of or in any way connected with the student's use, occupation, or other activity resulting from the student's participation in MWSU's housing and/or dining options, even if the claim or liability were to arise out of negligence of carelessness on the part of MWSU or any of its Governors, officers, employees, agents, or other representatives. This waiver includes any claim for injury or damage caused by weather,

accumulation of snow or ice, breakage, stoppage, failure of MWSU-provided technology services, release of utilities, fixtures, or equipment. Students are encouraged to carry medical insurance. MWSU will not be liable for injuries or death which occurs within its buildings or grounds.

30. Disability Accommodations. Students requiring reasonable accommodations in their assigned residential space due to a medical condition or disability may indicate their need during the housing application process. If for any reason the student believes an accommodation is necessary after having submitted a housing application and/or having moved into housing, then the student should contact MWSU's Accessibility Resource Center (ARC) to request that accommodation. All such requests will be reviewed pursuant to the MWSU accommodations request process laid out on ARC's website.

31. Distribution of Student Contact Information. By submitting the Contract, Student hereby consents that Missouri State is authorized to reasonably disclose the Student's permanent address and phone number (Student Contact Information) to all assigned roommates, suitemates, and apartmentmates according to the Student Housing Application.

32. Nondiscrimination Statement: MWSU emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, MWSU does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America. MWSU maintains a grievance procedure incorporating due process available to any person who believes he

or she has been discriminated against.

33. Governing Law/Venue: This Contract shall be governed both procedurally and substantively by the laws of the State of Missouri. All actions, suits, and claims arising from or related to this agreement shall be brought in the Fifth Judicial Circuit Court of the State of Missouri located in Buchanan County, Missouri, or the federal district court in Kansas City, Missouri.

34. Severability. If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the provision shall be severed from this Contract so long as severance does not affect the enforceability or essential purpose of the remainder of the Contract.

35. Waiver. The failure of the University to enforce any provision of this Contract shall not waive the University's right to later enforce any provision of this Contract.

APPENDIX C – Conduct Point System

GRIFFON GOLD COMMUNITY STANDARDS POINT SYSTEM

The following list of residential life violations and sanctions is not exhaustive. The University reserves the right to add, adjust, or modify sanctions and assigned points based on the circumstances of the incident or violation. Additionally, the University reserves the right to elevate any residential or housing violation to a student conduct meeting with the Dean of Students.

Alcohol:

- 1st Offense: 2 points + Educational Sanction
- 2nd Offense: \$100 fine + 3 points + Community Standards Meeting
- 3rd Offense: 4 points, which may result in housing contract termination with penalties

Alcohol Paraphernalia:

- 1st Offense: 1 point
- 2nd Offense: \$100 fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Animals:

- 1st Offense: 4 points + \$100 fine + Immediate removal of the animal + Community Standards Meeting
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Arson:

- May result in housing contract termination with penalties, pending a meeting with the Dean of Students

Bicycle, Scooter, Wheeled Devices:

- 1st Offense: 1 point
- 2nd Offense: \$100 Fine + 3 points + Community Standards Meeting
- 3rd Offense: 4 points which may result in housing contract termination with penalties

Disorderly Conduct

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting + May result in housing contract termination with penalties, a meeting with the Dean of Students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Disruptive Behavior:

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting + May result in housing contract termination with penalties, pending a meeting with the Dean of Students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Drug Distribution:

- May result in housing contract termination with penalties, pending a meeting with the Dean of Students

Drugs (Marijuana):

- 1st Offense: 2 points + Educational Sanction
- 2nd Offense: \$100 fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Drugs (Non-Marijuana):

- 1st Offense: 4 points + Educational Sanction + 10 hours of community service + Community Standards Meeting & potential housing contract termination with penalties, pending a meeting with the Dean of students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Drug Paraphernalia:

- 1st Offense: 1 point + Educational Sanction
- 2nd Offense: \$100 fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Failure to Comply:

- 1st Offense: 1 point
- 2nd Offense: \$100 fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

False and Misleading Information:

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting & Potential housing contract termination with penalties, pending a meeting the Dean of Students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents

status in residence hall

Fire Alarms and Fire Equipment:

- 1st Offense: \$250 fine + 4 points + Community Standards Meeting
- 2nd Offense: \$250 fine + 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Flammable Materials and Fireworks:

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting & Potential housing contract termination with penalties, pending a meeting with the Dean of Students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Gambling:

- 1st Offense: 1 point
- 2nd Offense: \$100 Fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Guest Policy:

- 1st Offense: + 1 point
- 2nd Offense: \$100 Fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Harassment:

- 1st Offense: 4 points + Educational Sanction + 10 hours of community service + Educational Sanction + Community Standards Meeting + Potential housing contract termination with penalties, pending a meeting with the Dean of Students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Hazing:

- May result in housing contract termination with penalties, pending a meeting with the Dean of Students

Healthy and Safety:

- 1st Offense: 1 point
- 2nd Offense: \$50 fine + 3 points + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Indecent Behavior:

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting + Potential housing contract termination with penalties, pending a meeting with the Dean of Students
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Law, Ordinance, Regulation, Rule, Procedure, or Policy (Arrest):

- May result in housing contract termination with penalties pending a meeting with the Dean of

Students

Law, Ordinance, Regulation, Rule, Procedure, or Policy (Non-Criminal):

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Misuse, Defacement, or Damage of Facilities and Property/ Vandalism:

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting + Potential housing contract termination with penalties, pending a meeting with the Dean of students + Cost of replacement and labor
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall + Cost of replacement and labor

Noise:

- 1st Offense: + 1 point
- 2nd Offense: \$50 Fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Physical Assault:

- May result in housing contract termination with penalties, pending a meeting with the Dean of Students.

Sexual Misconduct:

- May result in housing contract termination with penalties pending a Title IX Investigation

Theft:

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting + Potential housing contract termination with penalties
- 2nd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Threat

- 1st Offense: 4 points + Educational Sanction + Community Standards Meeting + Potential housing contract termination with penalties, pending a meeting with the Dean of Students
- 2nd Offense: 4, resulting in GGCS judicial board meeting to determine residents status in residence hall

Tobacco & Vaping:

- 1st Offense: 1 point + Educational Sanction
- 2nd Offense: \$100 fine + 3 points + Educational Sanction + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Trash:

- First offense: \$25 per bag fine
- Second offense: \$25 per bag fine + 1 point
- Third offense: \$25 per bag fine + 3 points + Community Standards Meeting

Unauthorized or Attempted Entry or Exit:

- 1st Offense: 1 point + Educational Sanction
- 2nd Offense: \$100 fine + 3 points + Community Standards Meeting
- 3rd Offense: 4 points, resulting in GGCS judicial board meeting to determine residents status in residence hall

Weapons:

- May result in housing contract termination with penalties pending a meeting with the Dean of Students