

RESIDENCE LIFE POLICIES AND PROCEDURES 2016/2017

(revised 2/9/2016)

RESIDENCE LIFE POLICIES AND SERVICES

The following is a compendium of the policies and procedures governing residential life at Buffalo State. The college reserves the right to change the policies affecting residential students and visitors to the residence halls. Additional policies and procedures will be posted in the residence halls as they are enacted. Each residential student and visitor to the residence halls are expected to have knowledge of, and abide by, the information contained in the student handbook, the Residence Life Office *Community Connections* newsletter, and policy/procedure postings found in the residence halls.

Who's who in and Residence Life?

Among the people you should get to know during your stay on campus and at our off-site location is your Complex Director (CD) or Residence Hall Director (RD), your Resident Assistant (RA) (Towers 1-4, North Wing, Cassety, and Off-Site), First Year Mentor (FYMs) (Neumann, Perry and Porter) or your Apartment Assistant (AAs) (Moore Complex and Student Apartment Complex).

The Complex Director is a full-time professional staff member with a master's degree. The Residence Hall (Resident) Director is a full-time graduate student pursuing a master's degree at SUNY Buffalo State. RD's are supervised by a Complex Director in their daily operation of the residence halls. Both the CD and the RD oversee the daily operation of the hall, assist with personal problems (like academic concerns, roommate conflicts, and adjusting to college), supervise the hall staff, conduct judicial meetings/hearings, and coordinate special events and programs for the hall. CDs and RDs hold scheduled office hours during the week and are available in the hall after hours as needed.

Paraprofessionals (AAs, FYMs, and RAs) are full-time undergraduate students who live in the hall to assist you! Their main goal is to develop a positive community atmosphere within the residence halls. They can provide you with information about campus life, assist you in becoming involved in hall activities, and provide some guidance for any academic or personal concerns. The Residence Life Office is located in Porter Hall and can be contacted via phone at (716) 878-3000 or via e-mail at reslife@buffalostate.edu. Residence Life central office staff includes the Director of Residence Life, the Associate Director of Residence Life, the Assistant Director of Residence Life, and the RESNET Technology Coordinator. There are also clerical, maintenance and custodial support staff to assist you.

If you have a concern about life on campus, you should contact the following staff for assistance:

1. Your Paraprofessional
2. Your Complex Director or Resident Director
3. The Residence Life Office

Please contact staff in this order; this will help you get your problem solved more quickly!

The Residence Life Office directs all programs and selected operations of residence hall living including staffing, housing assignments, student governance & leadership, and maintenance & custodial services. Faculty, staff, and students join with Residence Life staff in developing programs to promote self-awareness and an appreciation for the diversity among people and perspectives within the college and community.

General Housing Information

Buffalo State On-Campus Housing Residency Requirement

All full-time freshmen and sophomore students whose permanent residency is beyond a 35 mile radius of Buffalo State are required to reside on campus FOR 4 CONSECUTIVE SEMESTERS OR UNTIL YOU EARN 60 CREDITS, whichever comes first. Those exempt from this requirement include married students, single parents, transfer students, veterans, and students over the age of 21, students residing with relatives (i.e. aunts, uncles, brothers, sisters, etc.). Documentation will be needed to achieve exemption status under any of these circumstances.

Students who feel that they have legitimate reasons for requesting off-campus residency can apply for an exemption through the Residence Life Office located in Porter Hall.

Making Yourself at Home

Each residence hall room is furnished with beds, mattresses (twin, extra-long, 33 1/2x80), desks, chairs, dressers, a mirror, and a floor lamp. You may rearrange this furniture any way that you and your roommate like, but you must keep all of it in the room, and maintain egress out of the room (i.e. furniture cannot block your room doors)

To personalize your room and help make it feel like a home, you may bring plants, area rugs, posters and prints, comforters and pillows, personal electronic devices, and whatever other comforts you can think of which meet Residence Life and Environmental Health and Safety Office standards (see section 1.35.C.1-14 for specific information on residence hall prohibitions). **Students are encouraged to use UL listed surge protectors. Extension cords and multi-plug adaptors are prohibited.** Prohibited items may be confiscated during Health and Safety and Fire Marshall Inspections.

Kitchenettes with microwaves are provided within each most residence halls. Microwaves are provided in some lounges in the traditional residence halls (Cassety, Porter Hall, Neumann Hall, and Perry Hall). Students residing in the apartment and suite style residence halls (Moore Complex, Student Apartment Complex, Towers 1-4 and North Wing) may keep ONE microwave in the kitchen or suite area only. Microwaves and many other appliances (hot plates, George Forman grills, etc.) are prohibited within any residence hall room due to their danger to the health and safety of our students.

Microfridges are allowed and are a specially designed product that is a combination microwave/freezer/refrigerator that minimizes safety concerns during its use. Microfridges are permitted in all residence halls. Microfridge ordering information can be obtained by contacting the Residence Life Office at (716) 878-3000 or by visiting our website.

For more details on decorating your room and what items you may have on campus, please see the Residence Life policies on painting and prohibited items in the Policies and Procedures section of this handbook.

Getting Involved

Living in a residence hall means never having to say you don't know anybody. Much more than a roof over your head and a place to hang your hat, your hall provides an easy introduction into campus social life with ample opportunities for learning, service, and fun.

A. Floor/Hall Meetings

At the beginning of each semester and periodically throughout the year, the Hall Staff will hold floor meetings to let you know about coming events and the latest information from the Residence Life Office. There is also a mandatory all-hall meeting at the beginning of each semester at which the staff explains Residence Life policies.

B. Hall/Complex Council

This student-organized group plans and puts together the hall's social and educational programs with an emphasis on helping residents to get to know one another. The Councils are open to all residents.

C. Residence Hall Association

This student governance organization plans and runs programs in the residence halls. In addition to planning events for residential students, members of the RHA serve on college-wide committees and are a student voice in campus planning. Their office is located in the basement of Neumann Hall and their phone number is 716-878-3457.

Storage and Discarded Items

There is no resident storage on campus, other than in student rooms. The college assumes no responsibility for lost, stolen, or damaged personal belongings. You are encouraged to insure your belongings through your parent's homeowner's insurance or through a separate insurance policy. Items not picked up at the end of the spring semester will be discarded. It is recommended that if you need summer storage you choose one of the local public storage facilities.

Phone Service

To arrange telephone service* while living on campus, call Verizon at 716-890-7100. It is your responsibility to let friends and family know your new phone number. Also, be sure you and your roommate/suitemate(s) agree on how the bills are going to be divided because neither the Residence Life Office nor the campus judicial system will become involved in such disputes. The Residence Life Office will, however, cooperate with University Police and the phone company in cases where misuse of service may lead to criminal action.

*Phone service is not available in the Student Apartment Complex.

Cable TV

Each room contains a single cable television outlet. This service is provided at no additional cost to students. Premium and movie channels are also provided at no additional cost. Service is provided by a third party, but all maintenance requests and inquiries may be addressed to the Residence Life Office by filling out a maintenance request at the Residence Life website.

Students must provide their own cable cord to connect the wall outlet (25' is recommended) to their television. Students may elect to have two televisions in a room, but they must provide their own means of splitting the signal. Additionally, neither the Residence Life Office nor the cable provider makes any

guarantees regarding quality of service if the signal has been split in this manner.

A current channel list and links to program schedules may be found at the Residence Life website.

RESNET SUNY Buffalo State College and Apogee has partnered to provide internet service and support to our residents.

It's easy to sign up for an Apogee account:

Go to the My ResNet web site at <http://www.myresnet.com>

Click on the "Sign Up" button on the webpage and follow the on-screen instructions.

Upon completion of the sign up process, you will be assigned an Apogee username and password.

To make sure you're connected the day you arrive, we suggest that you sign up with Apogee prior to your arrival on campus.

If you have a problem connecting to the internet, please call Apogee at 1-877-392-5617. The Apogee Helpdesk is available 24x7.

Please go to the following link for more information. <http://residencelife.buffalostate.edu/internet-service-apogee>

Downloading

Students are permitted to download programs, software and other files on their computers, but they must be aware of federal copyright laws. Students are encouraged to visit the RIAA and MPAA websites (www.riaa.org and www.mpaa.org) to obtain information on the prohibitions related to downloading/sharing music and movies. Illegal downloading/file sharing is strictly prohibited in the residence halls.

Protect Yourself from Legal Action over Downloading

Do you use your personal computer to share music, movies, or software over the Web? Did you know that you may be violating federal copyright law?

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years

And fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Although there are legitimate uses for file-sharing and peer-to-peer technologies, please be aware that your ***Code of Student Rights, Freedoms, and Responsibilities*** and the ResNet/Apogee Terms of Service prohibit the use of the network for copyright infringement or software piracy. And when you register your machine on the ResNet/Apogee network, or connect to the campus wireless, you are responsible for the use of your computer and your connection.

If we receive a complaint identifying your computer as sharing copyrighted materials, you'll receive a notification from Apogee asking that you remove the offending materials and software. Repeat offenses may result in loss of campus network privileges.

The RIAA and MPAA Web sites have information about their current activities and some background on why they are working to prevent the theft of creative content. They can be found at www.riaa.org and www.mpaa.org.

But there's some good news - there are legal alternatives! A list of some legal sources of online content can be found at <http://www.educause.edu/legalcontent>.

Have a productive semester, and help us keep your name off the copyright offenders list!

Laundry Rooms and Vending Machines

There are washers and dryers in each hall. Washers and dryers are free of charge. The washers and dryers are equipped with technology to send text messages to your mobile phone to alert you when your wash/dry cycle has finished. Download www.laundryview.com/buffstate for further information. Each hall is also equipped with beverage and snack machines. Residents can use their "Bengal Bucks" on the vending machines.

The Paraprofessional Office

Most paraprofessional offices are located on the first floor of your hall near the hall entrance. The Moore Complex paraprofessional office is located in the Moore Complex Lounge. Paraprofessionals normally sit desk in the front lobby area daily and are on call each night and on weekends. Look for posted signs in your hall for specific desk/duty hours and locations.

Student Parking

Freshmen and Sophomore College students who reside in Buffalo State College residence halls are not permitted to register or park a vehicle on campus. Freshmen/Sophomores who reside off-campus may register a vehicle for on-campus parking.

Pre-college credits, advanced placement credits, CLEP credits, and the like are not relevant to this regulation. Any credit awarded for coursework taken prior to high school graduation, or during the summer following graduation, does not change your student status.

Students entering their third year (i.e. fifth semester) at Buffalo State are eligible to register a vehicle on campus even if they have not completed enough credits to obtain junior standing. Students who begin in the

spring semester of an academic year are permitted to register a vehicle on campus for the coming fall semester, as long as they meet the junior class standing requirements.

Exceptions to Parking Rules

Exceptions to parking registration rules for resident freshmen/sophomores will be considered for the following reasons:

Medical reasons: Requires a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need.

Employment: Freshmen/Sophomores are strongly encouraged to find employment either on campus or in the local community. Appeals should include a signed, letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required.

Academic: Requires a legitimate written justification from a faculty member stating the reason for exception; A description of approved off-campus credit-bearing program must be included.

Other exceptional circumstances will be considered by the Parking Appeals Committee.

Requests for exceptions to this policy are to be submitted in writing by the student to: Director of Parking Services, Buffalo State College, 1300 Elmwood Avenue, Buffalo, NY 14222. Requests will be reviewed by the Parking Appeal Committee. Decisions of this board are final and not subject to further appeal.

All waivers to this policy will be issued for a specific period of time as determined by the committee. If a student that has been issued a waiver to this policy receives a violation to the campus parking policy, the waiver will be revoked.

Community Connections

This is the Residence Life newsletter (produced periodically throughout the year) that keeps you up-to-date on programs, services, and opportunities for involvement on campus, as well as the latest housing information and policies.

Fire Alarms, Drills and Equipment

According to the New York State Fire Code, a building must be completely evacuated during a fire alarm or drill. The Department of Environmental Health and Safety conducts four scheduled fire drills per academic year. Failure to evacuate during an alarm not only places you and others in mortal danger, but also may lead to college and criminal charges. To prepare for drills as well as a real fire, learn where the exits nearest to your room are and review evacuation procedures with your RA. When the alarm sounds:

1. **Keep calm.**
2. **Close and lock your door on your way out.**
3. **Take your coat, shoes, and wallet, and carry a towel. Use the towel to cover your nose and mouth if you have to pass through a smoke-filled area.**
4. **Take the stairway closest to the exit. Do not use the elevators.**

5. Go to the designated assembly area and stay there until fire or University Police officials say you can go back in.

For everyone's protection, the halls have a complete system of alarms, extinguishers; pull stations, heat and smoke detector/sensors, and exit signs and lights. Since it is critical that all equipment be present and working, tampering with any of it is a violation of the New York State Penal Code. **Persons found guilty of misusing fire equipment can receive up to a year in jail, a \$500 fine, termination of their residence hall license, and referral to the College Judicial System.**

In case of fire or the need to evacuate disabled persons from the building, the Complex Director/Resident Director or Resident Assistant/First Year Mentor/Apartment Assistant will inform University Police of the following information:

- 1. Whether or not the students with disabilities have left the building.**
- 2. If students are still in building and their location.**
- 3. University Police will communicate to the Buffalo Fire Department the location of the student's room.**

Students with disabilities, either temporary or permanent, are encouraged to notify hall staff at check-in so appropriate emergency response procedures can be implemented if needed.

SUNY Minimum Standards for Residence Hall Living

The Residence Life program complies with the SUNY Minimum Standards for Residence Hall Living. The State University of New York has established the following minimum living condition standards for its residence halls:

Standard I

The residence halls shall be constructed and maintained to conform to all applicable safety codes and health standards.

Standard II

The campus maintenance plan shall provide for the regular schedule of cleaning and repair for all common areas of residence halls.

Standard III

The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.

Standard IV

The campus shall establish procedures for routine and emergency repairs to residence hall facilities.

Standard V

The campus shall establish procedures for redress for student residents in the event of the loss of services such as heat, light, and hot water in the residence halls for extended periods that are within the control of the campus.

Residence Hall Facility Services

Assignment of Residence Hall Keys

Upon arrival you will be issued keys/keycards for your room and suite, key fob for your building entrance, and a mailbox key. You are responsible for these and will be charged should they be lost or stolen. Never duplicate keys or give them to someone else. This is an unnecessary risk to your property and personal safety.

Key Replacement

If you have a problem with your keys, see your Hall Staff immediately. Students will be charged for lost, damaged, and stolen keys. If your keys are lost or stolen, you will be charged for a lock change and new set of keys. The key/keycard charges are as follows (subject to change):

Room key lock change	\$50.00 + \$10/key
Suite key Lock Change	\$50.00 + \$10/key
Apartment key Lock Change	\$50.00 + \$10/key
Room Key cards	\$25.00
Entry key fob	\$25.00
Mailbox key	\$5.00

Getting Help when you are locked out of Your Room

If you get locked out of your room, locate a Staff Member or Complex Director to assist you. You must produce proper ID to establish and verify the assignment of your room. For the protection of all residents, no one will be admitted to a room if that person is not assigned to that room. If you are unable to locate a Staff Member or Hall Director, contact the Residence Life Office at (716) 878-3000 for assistance.

Mail and Mailboxes:

Residence Hall mailboxes are located near the staff office in each hall. Mail arrives once daily Monday through Friday and is sorted into the mailboxes by 5 p.m. Mail is not delivered on Saturday or Sundays. For security reasons, only designated staff members may sort mail and they must put it into the boxes (they may not hand it over the counter to residents). Packages must be signed for during desk hours. Mail and packages must be addressed as follows:

Buffalo State College

Your Name

Your Hall

P.O. Box (4 digit number)

Buffalo, NY 14213- (4 digit P.O. Box number)

Cassety Hall	P.O. Box 5122, 14213-5122
Moore Complex	P.O. Box 5125, 14213-5125
Neumann Hall	P.O. Box 5108, 14213-5108
North Wing	P.O. Box 5121, 14213-5121
Perry Hall	P.O. Box 5127, 14213-5127
Porter Hall	P.O. Box 5120, 14213-5120
Student Apartment Complex	P.O. Box 5124, 14213-5124

Tower 1	P.O. Box 5123, 14213-5123
Tower 2	P.O. Box 5118, 14213-5118
Tower 3	P.O. Box 5119, 14213-5119
Tower 4	P.O. Box 5126, 14213-5126

Forwarding Residence Hall Mail

Following the end of the academic year, first class mail addressed to you at the college will be forwarded for 30 days. Students must provide an up to date mailing address prior to the end of the spring semester before mail will be forwarded.

Maintenance/Custodial Repairs:

- Routine repairs should be reported via the on-line Maintenance Request system at the Residence Life Office website: <http://residencelife.buffalostate.edu/servicesfacilities>
- Emergency repairs during normal business hours (M-F, 8:30-4:30) should be reported directly to the Residence Life Office at (716) 878-3000. Emergency repairs after hours and on weekends should be reported to your Hall Staff or the Hall Staff on Duty.

Please note that by submitting a repair request you are giving the appropriate individuals permission to enter your room to perform the repair. This is true even if you are not present at the time the repair is done. It may be necessary, in certain instances when the problem is extensive, to move you to another room while repairs take place.

Heat/Air Conditioning (STAC only):

All rooms/suites are heated and all attempts are made to maintain the residence hall rooms at a reasonable temperature. Should you have a heating/air conditioning problem please check the following before requesting maintenance service:

1. Make sure that desks, dressers, and beds are not blocking the windows (especially in the Towers and Moore Complex) or that books, TV's etc. are stored on top of the room window ledge. This will inhibit air flow which will result in heat loss. For STAC please make sure that boxes or items are not blocking the air handling unit at the end of the hallway.
2. be sure that all windows are closed and locked.

If you have checked all of the above areas and you still have a concern, request service through the web-based Maintenance Request system.

Residence Hall Housing Agreement

The residence hall agreement is for the entire academic year. The residence hall agreement creates a license for the student to use on campus housing and is not a lease. It is understood and agreed that the relationship between Buffalo State College and the student is that of a licensor-licensee and not that of landlord-tenant. The written terms and conditions of the agreement supersede all previous agreements, as well as any verbal statements or telephone conversations made concerning this agreement. Completing and submitting the Residence Hall Agreement constitutes acceptance of its terms and conditions. All university regulations that are in effect at Buffalo State College apply to any person who resides in the residence halls.

Room/Hall Change Requests

Room change within the same building, or from building to building, takes place approximately three to six weeks after the beginning of the semester. Signs will be posted in the residence halls notifying you of the time and place to request a room change. Room changes may only take place during COURTESY HOURS (see section 1.50B). Unauthorized room changes may result in judicial disciplinary action.

Roommate Consolidation

If you do not have a roommate at the start of the semester, you may be asked to move to another room or accept a roommate upon request. All furniture shall be maintained in a double occupancy fashion.

Single Rooms

All requests for a single room must take place at the Residence Life Office and is based on space availability or medical need. There is an additional charge for single rooms.

Room Selection

1. Each spring, residential students will have the opportunity to pre-register for the room and roommate of your choice for the following academic year.
2. Requests for medical housing accommodations must be accompanied by supporting documentation from a health care provider. The Student Accessibility Services Office will review all medical housing requests for housing assignment. Request for medical accommodations will then be forwarded to the Residence Life Office for review.
3. Requests for room assignments or room/hall changes based on race, religion, ethnicity, sexual orientation, or veteran status will not be honored.

Requests for License Termination/License Revocation Procedures

The residence hall license is a full academic year commitment. Each request to terminate the license is reviewed. You are advised not to enter into any new housing lease or contract until you receive written notice and approval to terminate your housing license from the Residence Life Office. You will continue to incur housing charges until that time. In order to request a termination of your housing license, you must submit a "Termination Request" form (available in the Residence Life Office). Your request will be reviewed by the Housing Exemption Committee.

Judicial Reassignments and/or Termination of Housing License

The Residence Life Office may assign and reassign rooms at their discretion and may revoke students' licenses if their behavior is deemed inappropriate. Residents whose licenses are revoked by the Residence Life Office or the College Judicial System are not eligible for a refund of any room charges.

College Withdrawal/Mid-Year Graduation and your Housing License

Residential students who withdraw from the college or graduate in December must forward written notification to the Residence Life Office. Failure to do so may result in additional room rental charges. Residents who withdraw from the college must vacate the residence hall and remove all personal belongings from the premises within 24 hours of withdrawal from the college.

Residence Life Refund Policy (found on the student accounts website)

1. Deposit Refunds

The \$400 advance room deposit will be refunded only after the following conditions are met: Written notice of cancellation is received by the Director of Residence Life to June 1 for the fall semester. Students who withdraw from college for reasons (beyond their control i.e. medical) will have their deposit returned provided documentation of said condition is provided by appropriate medical personnel.

2. Room Fee Refunds may be granted as follows:

A. Prior to Residence Hall Opening:

Residence Hall room fee refunds follow the campus tuition refund policy.

B. "Medical Withdrawal"

A prorated refund is granted if a student withdraws from the college and the residence hall after the beginning of the semester due to circumstances beyond his/her control (e.g. medical). In such cases, the student must provide written justification for the refund to the director of residence life. If approved, the refund will be based on the date of notification/withdrawal.

3. Dining Services Meal Plan Changes:

All requests to change meal plans must be reviewed and approved by Dining Services. Dining Services is located in the Student Union.

Hall Closing at Breaks and Year-End

1. Halls Open during Break Periods

All halls are closed during all breaks (Thanksgiving, Winter Break, and Spring Break) with the exception of Moore Complex and Student Apartment Complex. Students requiring housing in residence halls other than noted above may request authorization to remain in their room during the break if there is a documented and legitimate academic need to remain on campus. Permissible academic needs are internship and/or student teaching only. The need to work on or off campus is not a legitimate reason to remain on campus during break periods.

When leaving for Thanksgiving Break, Winter Break, and Spring Break, please be sure to clean your room, empty your trash, unplug all electrical appliances, and lock your windows and door. All rooms, suites and apartments are to be cleaned and returned to a livable condition for any new resident who may be assigned to a vacated space during a break period. All trash is to be removed and furniture shall be returned to its original location and in an acceptable living condition prior to departure. Failure to abide may result in disciplinary action or charges for any necessary work to permit occupancy of another resident. All residents (excluding Moore Complex and STAC residents) are billed the weekly room rate for their stay on campus during break housing.

2. Hall Closing in May

All residents must vacate their rooms 24 hours after your last final examination or by 11:00pm on the Thursday of CEP week. Requests to remain after the designated check out times must be approved by your Complex Director in advance. You must meet with a staff member in order to properly check out of the residence halls. Additional information will be provided near the end of each semester regarding check out procedures.

- a. R e m o v e all of your belongings from your room, suite or apartment.
- b. Clean out desks, dressers, closets, etc. of all personal belongings.
- c. Move the furniture back to its original location.
- d. B r o o m clean floors and remove all trash. Trash should be taken to the appropriate trash room.
- e. Remove all posters and tape from ceilings and walls.
- f. Clean windows if painted.
- g. H a v e your room inspected by a staff member.
- h. C o m p l e t e the room inventory forms and return all keys to a staff member.

Summer School Housing

Rooms in the residence hall are available should you decide to attend any or all summer school sessions. You must pre-register for summer housing at the Residence Life Office. Information will be posted in each residence hall near the end of the spring semester regarding summer school housing.

Moore and Student Apartment Complex Policies

Residents of Moore and the Student Apartment Complex have the opportunity to live in apartments on campus. As the apartments are fully equipped for independent living, there are some additional freedoms for Moore and Student Apartment Complex residents. All Residence Hall Policies apply to Moore and Student Apartment Complex residents (including Family College residents), but Moore and Student Apartment Complex residents are allowed to have some additional kitchen appliances (toasters, toaster ovens). **See the Apartment Living handbook for additional information on policies related to Moore and Student Apartment Complex.**

Family College Policy on Non-Student Residents

The Family College program was initiated to provide undergraduate Buffalo State College students who are parents the opportunity to live on campus. To be eligible for the Family College program, students must be an undergraduate student enrolled full-time at Buffalo State College and have a dependent child or children living

with them at all times. The Residence Life Office will arrange for families to reside in the most appropriate apartment configuration. Apartment occupancy may not exceed maximum occupancy designed for each applicable apartment. Residents will be asked to vacate the apartment should they exceed the maximum occupancy allowed. Each child will be given a separate bedroom (if available) from other siblings and parents. If an apartment that is the correct size for the applicant family is not available, the family will be placed on a waiting list until such an apartment becomes available. Each student is required to show proof that they have a dependent or legal guardianship for each child. If both parents are Buffalo State students, they may reside in the apartment together with their child/ren until such time as they are no longer eligible to live in Family College. If one of the parents is not a Buffalo State student and the non-resident requests to live in the Family College apartment, the Buffalo State student who is the parent must file a request with the Residence Life Office. The request form requires the applicant to provide detailed information regarding his/her relationship to the non-student and dependent child; along with a background check provided by the requesting student. Final approval will be granted upon review of the application. All non-student residents who are given authorization to live on campus do so at the sole discretion of the college.

Non-students and children of students who live in the Family College are required to follow all applicable rules and regulations as outlined for both resident students and Buffalo State students in the Student Handbook. Failure to do so will result in the termination of the license to live in the Family College. It is the student's responsibility to ensure that his/her child and any non-student resident are fully informed with regards to these rules and regulations. Children registered with Family College may not participate at any Residential Life Office sponsored activities unless the child is accompanied by an adult.

Residence Life Damage Billing Policies

- A.** You are responsible for any damage to your room/suite/apartment, and bath area, their furniture/equipment, as well as for any damage you cause to any other part of the residence hall and/or premises. You and your roommate or suitemates/apartment mates, in cooperation with your hall staff, complete and sign the room/suite inventory sheet at the beginning of the occupancy period, indicating the condition of the room/suite/apartment and its furnishings prior to occupancy; and at the end of your occupancy. This form will be used to determine all damage charges assessed. Review this inventory carefully before signing it.
- B.** You will be charged for all damages you cause. When the individual responsible for damage is unknown, all residents of the room/suite/apartment will be held responsible. Charges for damages are based upon anticipated costs of repairs or replacements, including labor. "HOLDS" on records will be imposed for any unpaid bills. Unpaid bills may be turned over to the New York State Attorney General for collection purposes.
- C.** The resident who causes or hosts an individual causing damage will be held responsible for the damages.
- D.** Damages to public/common areas will be the financial responsibility of all residents of the area (wing, floor, section, or hall) unless someone accepts individual responsibility. The resident who causes or hosts an individual causing damage will be held responsible for the damages.
- E.** Only fire-resistant decorations deemed appropriate by the Residence Life Office are permitted. Any damages caused by decorations will be assessed accordingly to the responsible student.
- F.** The Residence Life Office will determine charges for damages. All damage assessments must be paid to the Student Accounts Office by the date noted on the student bill or additional late charges will be assessed.

- G. The inventory sheet signed by both you and a designated staff member is the sole document to be used in billing for damages. Residence Life personnel will bill you for those damages clearly noted on your room/suite/apartment inventory sheet. Charges for damages will be noted at checkout.
- H. Buffalo State shall not be liable either directly or indirectly for any loss or damages caused by insufficient heat, irregular electrical current, flooding, fire, or theft to any article or property belonging to residence hall occupants wherever situated. Therefore, students are advised to carry personal property insurance.
- I. Students who feel wrongly billed for damages and other charges assessed by the Residence Hall staff have the right to appeal. Appeals must be submitted in writing to the Director of Residence Life within 30 days from the date of invoice.

Student Conduct

In order to maintain a positive environment that is conducive to sleeping, studying, and academic success, all residents and guests in the Buffalo State's residence halls must abide by all residence hall and college policies, as well as state and federal laws. A demonstrated inability or unwillingness to establish and maintain a reasonable level of civility with your roommate and/or community may result in an administrative room move, restriction from certain halls, or removal from residence halls.

Please note that you will be held responsible for your guest's actions while they are in the residence halls. You should acquaint yourself with all residence hall policies noted in this handbook, posted throughout the halls, and the Code of Rights, Freedoms, and Responsibilities for Students to ensure that you and your guest are in compliance with all policies at all times.

Residence Life Policies and Procedures

The term "residence halls" apply to all Buffalo State College owned or operated residential facilities, including residence halls, on-campus apartments (unless otherwise stated), and any temporary off-campus housing officially overseen by the College. Students and guests who are present for violations will be held responsible for contributing to those violations if they knowingly had the opportunity to stop the violation and did not, or if they make the conscious decision to not remove themselves from the situation and/or report it to a staff member.

1.00 GENERAL RESPONSIBILITIES: While in the residence halls or participating in a Residence Life Office sponsored program, residential students and residence hall guests/visitors shall abide by the following policies and procedures. Failure to abide by any of the policies noted may result in disciplinary action or loss of privilege to continue residency within housing officially overseen by the College. Any behaviors deemed as disruptive to sleeping, studying or harmonious community living are prohibited. Any behavior deemed threatening to the general safety of residence hall occupants, including oneself, is prohibited.

1.05 RESPECT FOR OTHERS: Those living in or visiting the residence halls are expected to be tolerant and respectful of diversity within our community. Further policy guidelines are included in the Policies and Procedures within the Code of Rights, Freedoms, and Responsibilities for Students

1.10 ALCOHOL POLICY: Consumption of alcoholic beverages in the residence halls is a privilege. The Residence Life Office has formulated policies that foster an atmosphere conducive to individual choice and the responsible consumption of alcohol. It is our hope that they will prevent alcohol-related behavior problems, promote your health and safety, and preserve your living environment. Students in violation of alcohol policy will be required to dispose of alcohol under supervision of Residence Hall staff or the

University Police Department. Additionally, students who violate the alcohol policy may be required to attend an alcohol and/or other drug educational program. Students involved in alcohol violations may have their parents/guardians notified by the Dean of Students or his/her designee. (See the “Buffalo State College Parental Notification Policy”). All use of alcohol within the residence halls must be consistent with New York State law as well as Buffalo State College policies. Guests of underage students may not possess, be under the influence of, or consume alcoholic beverages in the residence halls.

- A. Unless you are 21 years of age, you are prohibited from being under the influence of, possessing and/or consuming alcoholic beverages in any residence halls.
- B. First Year Areas are “dry areas” wherein no alcohol is allowed. First-Year Areas include Perry Hall, Neumann Hall, and Porter Hall (and any location where half (or more) of the residents housed are first year students).
- C. A room and/or suite where all residents are under 21 years of age will be considered a “dry area” where no alcohol or alcohol containers are allowed, regardless of the age of guests.
- D. No alcohol containers/collections/paraphernalia may be kept in student rooms/suites/apartments, regardless of whether or not it is a dry-area.
- E. Residents 21 years of age or older may consume alcoholic beverages in their room/suite/apartment only.
 1. Individual possession of alcohol by a student 21 or over in his or her student room is limited to 1 liter of spirits/wine or 1 twelve-pack of beer.
 2. If all the residents of a student room are not of legal drinking age, those residents over 21 may keep alcohol in the room; however, these students are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age.
 3. Students who are 21 or older and who reside in a room with students who are not yet 21 may be held responsible for violating this section if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol they possess.
- F. No consumption of alcoholic beverages will be permitted in any public areas, including lounges, corridors, elevators, stairwells, etc.
- G. Activities that promote binge drinking or heavy/episodic drinking such as drinking games and funnels, kegs and beer balls are prohibited in residence hall facilities.
- H. No alcohol is permitted at events sponsored by the Residence Life Office or the Residence Hall Association.
- I. An individual’s use of alcohol, whether on/off-campus, which results in a disruption to the residence hall community (i.e. vandalism, hospitalization) is prohibited

1.15 COMMUNITY BEHAVIOR: In order to create a safe, respectful, academically conducive environment for all residents, the following acts are prohibited in the Buffalo State College residence halls:

- A. Disruptive behavior including, but not limited to being loud, aggressive, intimidating, engaging in a fight (pushing, shoving, etc.) or constituting a nuisance or danger to persons (including oneself) or property.
- B. Removing room, suite, apartment, or lounge furniture from its designated locations.
- C. Playing sports, including but not limited to: skateboarding, Frisbee, hacky sac, running, ball throwing or bouncing, lacrosse, hockey, roller skating, or weight lifting.
- D. Activities that promote binge drinking or heavy/episodic drinking such as drinking games are prohibited in residence hall facilities.
- E. Gambling
- F. Mail tampering, including removing another person’s mail or package from the residence hall mailboxes.

- G. Throwing objects out of or into windows.
- H. Willful destruction of college property.
- I. Unauthorized access to hall roofs, storage/trunk rooms, electrical closets, mail cabinets, offices, etc.
- J. Propping open outside doors and fire doors.
- K. Failure to present photo identification and/or cooperate with College staff as requested, including failure to attend mandatory meetings with residence hall staff (including but not limited to floor/hall, judicial, or general meetings)
- L. Displaying of items from windows or public areas that are inappropriate or offensive to an academic environment.

1.20 RESPONDING TO RESIDENCE LIFE OR COLLEGE OFFICIAL: It is expected that all students will respond to directives given by a Residence Life staff or other college officials. This includes but is not limited to emergency instructions and instructions to cease certain behaviors or activities.

1.25 PHYSICAL ABUSE AND HARASSMENT: Physical abuse and harassment are strictly prohibited by the policies and procedures within the Code of Rights, Freedoms and Responsibilities of Students. Such behavior may also result in immediate dismissal from the residence halls, referral to the college judicial system, and arrest under the applicable New York State laws. Residence hall students who are transported to the hospital for “behaviors that result in a determination that the student is a danger to himself/herself or others” (i.e. psychiatric evaluation, alcohol overdose, etc.) are required to meet with a staff member of the Buffalo State College Counseling Center within a timeframe specified by the Associate Director for Residence Life or his/her designee.

Sexual harassment is also a violation of federal law under section 203(f), Title VII of the 1964 Civil Rights Act, under Title I of the Education Amendment of 1972.

- A. Harassment, any student who intentionally, threatens, or intimidates residence hall students and/or staff (including all paraprofessionals, complex directors, resident directors, cleaning and maintenance personnel, University Police officers or others) in person, third party, or by using social media agents.
- B. Physical abuse- any student, who intentionally commits acts of physical violence towards oneself or others, including, but not limited to, fights (engaging or initiating), domestic altercations or violence, sexual abuse, or use of weapons of any type.

1.30 ILLEGAL DRUG POLICY: The use, offer for sale, distribution, possession and/or being under the influence of, manufacture of any controlled substance and/or paraphernalia, including prescription medications, except as expressly permitted by law is prohibited. **Additionally, students are prohibited from being under the influence of any controlled substance.** University Police will confiscate illegal drug paraphernalia and illegal drugs. Violations of this policy may result in referral to the college judicial system, dismissal from the Residence Halls, and arrest under the applicable New York State laws. Students who violate the drug policy may be required to attend a drug education program

1.35 GUEST AND VISITATION POLICY: Residential students and guests must comply with all escort and visitation policies and procedures. Guests may be directed to vacate the residence halls at any time for failure to abide by Residence Life or campus policies and procedures.. The Residence Life Office reserves the right to ban individuals from the residence halls if they are suspected of living on campus illegally or of abusing the

visitation privilege. The Residence Life Office may restrict all visitation privileges throughout a residence hall as necessary.

Guests (defined as non-student persons not assigned to a room, are permitted in the halls as long as all applicable policies and procedures are followed and a student's roommate(s) grants permission for the guest to visit.

Visitors (defined as BSC students (resident or non-resident) persons are permitted in the halls as long as all applicable and procedures are followed and a student's roommate(s) grant permission for the visitor to be present.

- A. All residential students will be required to show a validated photo ID card when requested.
- B. Guests and visitors of residents may be asked to show proof of identity.
- C. You have a right to ask for identification from any person that you suspect to be a non-resident. Notify University Police or hall staff if a non-resident found in the building does not cooperate when asked to leave the hall.
- D. Students are entitled to have guests/visitors but they must be escorted at all times. Students are responsible for the actions of their guests/visitors.
- E. The hosting resident student shall be responsible for the actions of any guests/visitors he/she escorts in the hall, and must accompany the non-residents at all times. Unsupervised guests/visitors may be asked to vacate the residence hall immediately.
- F. Guests/Visitors should be registered with the staff on duty during desk hours. Any guest or visitor in the building after desk hours is considered an overnight guest and should be registered with the hall staff. Guests/visitors not registered with the hall staff after desk hours may be asked to vacate the residence hall immediately
- G. Guests/Visitors may stay for up to 72 consecutive hours, or a total of five days a month, with permission of roommates. This includes siblings and children of residential students (excluding family college residents).
 - G. 1- Residents assigned to 3-person rooms are only permitted to have 1 overnight guest per room. Overnight guest can only stay for up to 72 consecutive hours, or a total of five days a month. No more than 4 individuals are permitted to stay overnight in a 3- person room.
- H. Children under the age 18 cannot be left unsupervised within the residence halls.
- I. In order to maintain an environment conducive to studying and sleeping, each resident student may host no more than two guests/visitors at one time, provided their roommate has agreed to the visitation request. Requests to exceed this limit should be presented to the Complex Director or Residence Director in advance.
 - I. -1 Residents are not allowed to host guests or visitors beginning the 1st day of move-in through 8am on the second Monday when classes are in session.
 - I.-2 Residents are not allowed to host guests or visitors during CEP week (Monday-Friday).
- J. Residents who wish to sign in additional guests during the same evening must have initial guests sign out before new guests can be signed in.
- K. Guests/Visitors are prohibited from entering a residence hall where guest/visitation privileges have been restricted.

1.40 FIRE SAFETY POLICY: To ensure as safe an environment as possible for our residential students, students must follow the following fire safety policies:

- A. Tampering with fire/safety equipment is in violation of the state penal code and prohibited in the residence halls. Such equipment includes alarm systems, hoses, extinguishers, pull stations, heat and

smoke detectors, exit signs, etc. **Tampering with these and like systems is punishable by up to one year in jail, a \$500 fine, termination of eligibility to reside in the residence halls for two years, and referral to the judicial process.**

- B. Residential students and visitors must evacuate a residence hall when the building alarm sounds, and/or when instructed to do so by emergency personnel and/or college officials.
- C. The following items and activities are prohibited in the residence halls due to the fire hazard they present to residence hall students. Health & Safety and Fire Marshall (Office of Fire Prevention and Control Inspections) will be conducted on a regular basis to ensure that residents are following the health and safety related policies in this handbook. The following items may be confiscated and kept in storage in the paraprofessional office until which time a student departs the residence halls or returns home.
 1. Candles
 2. Incense
 3. Non-thermostatically controlled appliances and/or appliances without automatic shut-off including, but not limited to, George Foreman-type grills (not allowed in any building), hot pots, electric burners and/or griddles, toasters, toaster ovens, sandwich makers, irons (without automatic shut-off) etc. (permitted in Moore Complex and Student Apartment Complex as long as they are kept in the kitchen area)
 4. Refrigerators over four point six cubic feet in size. Each room is limited to no more than two compact sized refrigerators (cubed), two Microfridges or one six cubic foot refrigerator.
 5. Microwave ovens, other than Microfridges, are not permitted within student rooms in Porter Hall, Perry Hall, Neumann Hall, and Cassety Hall. One (1) microwave oven is permitted within the suite room in suite-style halls (Towers 1-4 and North Wing) or within the Moore Complex and the Student Apartment Complex.
 6. Furniture and equipment not provided by the college, including, but not limited to, upholstered or wicker furniture, halogen lamps, 5 light multi-colored lamps, futons, wooden structures (i.e. bars, lofts, etc.), air conditioner units, personal mattresses and waterbeds. All furniture issued by the College must remain in the assigned room.
 7. Cooking in student rooms, suites, and bath areas (except in Moore and the Student Apartment Complex kitchens) with illegal appliances. Students must be present while they are using kitchen/cooking facilities, including microwaves.
 8. Firecrackers or explosives of any type.
 9. Combustible and/or noxious chemicals and/or gases.
 10. Mechanical machinery and any other fuel-powered equipment.
 11. Extension cords and multi-plug outlet splitters. UL approved surge protectors are permissible, but cannot be plugged into one another.
 12. Tapestries or curtains hung on walls/ceilings/closets or over windows unless labeled as fire retardant.
 13. No lava lamps or holiday lights (except during seasonal holidays) are permitted.
 14. Activating fire and life safety systems (i.e. fire alarms, smoke detectors) in residence hall due to negligence or malicious intent. Persons who have activated the fire alarm system in a building must immediately report themselves to hall staff and/or University Police.
 15. Cinder blocks.
 16. Door decorations which fully cover the door.
 17. Wall decorations which cover more than 20% of each wall (50% wall covering is allowed in Student Apartment Complex).
 18. Obstructing the evacuation route within a student room, suite, apartment, stairwell, entrance/exit, etc. (desks and other furniture cannot block exit doors)

19. Covering or disabling of fire alarm detection devices.
20. Discharging fire extinguisher or fire sprinkler equipment.

1.45 SECURITY POLICY: Duplication of keys for any reason is strictly prohibited. Giving keys or fobs to another person, for any reason is strictly prohibited. Students are required to lock their doors when they leave their residence hall room. Residents and their guests will be subject to disciplinary action if they attempt to bypass the security system in the following manner: failure to respond to requests by designated personnel, such as night hosts and student security personnel, propping doors, entering a secured area behind someone, allowing access to someone you do not know, forcing open locked doors, lending keys or key fobs, and tampering with security cameras. Residents are required to have their keys with them at all times.

- A. Entering or leaving a residence hall via a window or unauthorized door.
- B. Theft or use of another person's property without their written consent is prohibited.
- C. Burglary, the unlawful entry (trespass) within a structure with the intent to commit a felony or theft is prohibited
- D. Robbery, the unlawful attack on a person with the intent to take their property is prohibited.

1.50 NOISE & QUIET/COURTESY HOURS POLICY: The Residence Life Office supports each resident's right to be able to sleep and study. Those who violate quiet or courtesy hours may be referred to the appropriate judicial process.

- A. Specific hours have been designated as quiet hours, during which noise and loud activity is to be kept to a minimum and no noise should be heard outside of a student's room, suite, or apartment. Quiet hours are Sunday –Thursday from 10 p.m. - 10 a.m.; Friday and Saturday from midnight - 10 a.m.
- B. Courtesy hours, which require that individuals are appropriately responsive to requests that noise levels be lowered, are in effect 24 hours a day.
- C. During the final two weeks of the semester (prior to examination week), quiet hours are in effect 24 hours a day. Violators may be immediately suspended from living on campus. Quiet hours are in effect 24 hours a day during exam week.
- D. Additional noise prohibitions include:
 1. Noise out windows, including yelling, loudspeakers, speakers facing windows, public address systems, etc.
 2. Use of amplifiers
 3. The practicing of musical instruments in a manner that violates quiet hours or courtesy hours.
 4. Moving furniture during quiet hours.

1.55 PET POLICY: No pets, with the exception of fish in a ten-gallon tank or less are permitted in or around the residence halls.

1.57 ASSISTANCE ANIMALS POLICY AND AGREEMENT: Buffalo State College (BSC) recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Assistance Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. BSC is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College's programs and activities. BSC is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing. The Policy explains the specific requirements applicable to an

individual's use of an Assistance Animal in College housing. The full policy and request form is available on the Residence Life website; <http://residencelife.buffalostate.edu/assistancecompanion-animal-policy>. BSC reserves the right to amend this Policy as circumstances require."

1.60 SMOKING POLICY: Buffalo State is a tobacco free campus; therefore smoking and smoking paraphernalia is prohibited in and around all residence halls within 15 feet.

1.65 ROOM USE POLICY: To ensure that the residence halls are safe and access is restricted to Buffalo State residential students and their guests, the following Room Use policies are in effect:

- A. Residents may not make available any portion of their room to another individual not officially designated by the Residence Life Office as an occupant of that room.
- B. Residents who do not have an assigned roommate may not rearrange their room as though it was designed for single occupancy. Failure by any student to keep his or her room set up as for double occupancy under such conditions will result in that student being billed for both spaces within the room. Available bed spaces may be assigned to another student at any time during the academic year.
- C. Residents will maintain a safe/healthy/clean environment within individual rooms, suites and apartments at all times. Room trash must be disposed of appropriately throughout occupancy of the residence halls.
- D. All spaces within rooms, suites and apartments shall be suitable for occupancy (clean and free of trash, debris, empty bottles, recycling materials, etc) prior to the departure for the semester break for any new resident assigned to an available space for the spring semester. Failure to comply will result in a cleaning assessment charge to all parties occupying said space.
- E. Students are encouraged to make their space their home while abiding by outlined policies. No nails or hooks may be placed in walls, or anything else that causes permanent damage to hall facilities. All fire and life safety policies must be adhered to, including the restriction of non-College provided furniture – See *Section 1.40*.

1.70 SOLICITATION AND SALES: To protect your right to privacy, external canvassing or solicitation of funds, sales, memberships or subscriptions are not permitted in the residence halls (e.g. conduct business from their rooms or sponsor commercial activities). This prohibits:

- A. Door-to-door sales and solicitation.
- B. Using your room, campus phone/computer, or campus address as a place of business for commercial solicitation.

1.75 EVENT POLICIES: In planning events in residence halls, please keep in mind that these are "homes" designed for residential living, not halls for staging major events. Lounge areas in the residence halls are for the comfort and convenience of those who live there. The following policies apply:

- A. All events and programs must be registered with the Residence Life Office and/or Complex or Residence Director with dates and times reserved.
- B. All events must be registered in order to reserve the space.
- C. The event sponsor is responsible for IMMEDIATE and thorough clean up. Residence hall custodial staff members are not responsible for event-related clean-up. The sponsor will be charged for any clean up required and/or damage incurred.
- D. Attendance at events shall be limited to residents and their escorted guests.
- E. Health, safety, and fire standards must be maintained at all events. Contact your Complex Director for specific guidelines.

- F. No events will be permitted in the hallways.
- G. No events will be allowed during quiet hours, unless prior approval is received by Residence Director or Complex Director.
- H. No alcohol is permitted at residence hall events.
- I. Recognized campus organizations and offices may request the use of residence hall space, but all of the above policies must be abided by and the event must be co-sponsored by the Residence Hall staff, Hall Council, or Residence Hall Association. Permission must be received prior to utilizing said space.

1.80 POSTERS/NOTICES POLICY: The Residence Life Office is committed to promoting Residence Life and College activities; informing students of meetings and programs that occur on campus; and informing students of college policies and other important information.

- A. Primary consideration for posting and advertising of activities and programs is given to residence hall programs and activities.
- B. Hall Staff and Hall Council postings must be approved by the Complex or Residence Director. These postings and other RLO approved postings will be posted on individual floors by paraprofessionals. Hall Councils may post signs with the approval of the Hall Council Advisor.
- C. Recognized student organizations may receive approval for postings by providing copies of the items to be posted to the Residence Life Office for approval. All postings will be coordinated by Residential Hall Staff only.
- D. Residence Hall Staff will post on designated first floor and mailbox area bulletin boards or areas as designated by the Complex/Residence Director for recognized student organizations.
- E. Flyers and/or leaflets may not be distributed in the residence halls.
- F. Posting or advertisements that advertise or promote alcohol use are prohibited.
- G. Any posting or advertisements that conflict with the Buffalo State College Residence Hall Respect for Others Policy will not be approved.
- H. Any materials or postings that have been posted without authorization may subject the group, individual, or organization to the College's judicial system, which may include financial penalties for removal and/or clean up.
- I. Approved postings will be posted by Residence Life staff and only one flyer no larger than 11" x 17" will be posted per floor or paraprofessional.
- J. Residence Life staff will remove unapproved, vandalized and outdated postings.
- K. Only on-campus events sponsored by the College will be posted.

1.85 WEAPONS POLICY: In order to ensure the safety of our residents, other Buffalo State College students, and staff, weapons of all kinds are prohibited on campus. Some of the prohibitions include, but are not limited to:

- A. firearms
- B. knives
- C. air- or spring-loaded rifles and pistols
- D. as well as any other weapon or projectile-firing devices.
- E. Decorative or martial arts weapons are prohibited. Possession of bows and arrows are also prohibited.
- F. Violation of the section may result in dismissal from the residence halls – *See Section 2.15E.*

1.90 PAINTING POLICY: Residents may not paint their room, suite, or apartment. Residents will be held financially responsible for all labor and maintenance costs to repair a room, suite, or apartment.

1.95 HEALTH AND SAFETY/OFFICE FIRE PREVENTION AND CONTROL INSPECTIONS & ROOM ENTRY POLICY:

A. Residence Life and/or the Fire Marshall's staff will inspect student rooms on campus a minimum of once per semester for illegal electrical appliances as well as other fire/ safety hazards. Inspectors check closets but do not open desk or dresser drawers. Dates of the inspections are not publicized and your room will be checked whether you are present or not. Prohibited items will be confiscated at the time of the inspection. Notification of the confiscated items will be provided to the resident student. The confiscated item will only be returned when the student checks out of the residence hall at the end of a semester or the end of the academic year. Any items not retrieved by a student will be disposed of within three (3) business days.

B. Rooms may be entered by residence hall or college staff during any fire alarm or other building evacuation, when a device is left on unattended and is disrupting the community, or during inspections noted in 1.95. Rooms may be entered by Custodial/Maintenance Staff during each vacation period in order to ready a room for a new occupant. In addition, student rooms may be entered if there is a concern for a student's health and safety. When staff enters a student's room, the staff member is required to announce their need to enter and clearly identify her/him.

2.00 HOLIDAY DECORATIONS POLICY: You are encouraged to decorate your hall for all the holidays you and your fellow residents choose to observe. For everyone's safety, these decoration guidelines must be followed:

- A.** Only artificial greenery decorations are allowed.
- B.** All decorations must be non-combustible and easy to remove.
- C.** Decorations should not cause permanent damage to buildings, fixtures, or furnishings.
- D.** Unauthorized painting is prohibited.
- E.** Decorations may not be attached to electrical fixtures, heat or smoke detectors, or exit signs.
- F.** Building exits and hallways must not be blocked.
- G.** All decorations, including window decorations, must be removed before hall closing each semester.

2.05 UNAUTHORIZED VIDEO/COMPUTER/CABLE USE POLICY*: Any unauthorized use of university video equipment, the Residence Life cable system, or college computers is prohibited and may result in disciplinary action. Impermissible use of any video equipment or computer technology in a manner that infringes upon another's person's right to privacy may also result in disciplinary action and/or the required removal of the video equipment or computer technology from the residence halls. Other misuses of university or personal computers, etc. are strictly prohibited and may result in disciplinary action.

*See notice from Residence Life Office.

Residence Hall Judicial Process

Students who commit violations of Residence Hall or College policies may be referred to the Residence Life Judicial Process. Students may be given a Residence Hall Warning; Residence Hall Community Service, Residence Hall Probation, Residence Hall Removal in Abeyance or Residence Hall Dismissal in addition to other applicable sanction (based on the policy violated) as a result of the judicial process. Students who fail to complete sanctions assigned by residence hall staff through the Residence Hall Judicial Process may be referred for further judicial action within Residence Life or they may be referred to the College Judicial System. If a student does not arrive for his or her judicial hearing in the residence halls, the hearing will be adjudicated in the student's absence and the appropriate sanctions will be applied

Violations of residence hall policies or the ***Code of Rights, Freedoms, and Responsibilities*** may result in immediate referral to the College Judicial System and/or residence hall license review process, which could result in a student being required to immediately vacate the residence hall with no refund of their housing charges.

Every student has the right to appeal judicial and license review decisions. Appeals must be made in writing within 3 days of receiving notification of the outcome of the hearing for Residence Hall Judicial reviews. License review appeals for housing license terminations must be made within 48 hours to the Associate Vice President for Student Success. Specific reasons for the appeal, such as procedural error or inappropriate application of college regulations, must be included as the reason for the appeal.

2.15A RESIDENCE HALL WARNING: Students who are found in violation of residence hall rules and regulations may be placed on Residence Hall Warning. Students may be placed on residence hall warning for initial actions which warrant documentation. Students placed on residence hall warning may not appeal their placement on Residence Hall Warning.

2.15B RESIDENCE HALL COMMUNITY SERVICE: Students who are found in violation of residence hall rules and regulations may be required to perform Community Service. Students who are sanctioned to community service must complete their service within the timeframe specified.

2.15C RESIDENCE HALL PROBATION: Students who have been placed on Residence Hall Warning and/or Residence Hall Community Service who continue to violate policy and procedures, or fail to perform sanctions placed against, will be placed on Residence Hall Probation. Further sanctions may be placed against a student under 2.15C.

2.15D RESIDENCE HALL REMOVAL IN ABEYANCE: Students who are found in violation of residence hall rules and regulations may be placed on Removal in Abeyance. Students placed on Removal in Abeyance are provided a final opportunity to continue residency on campus provided they abide by the rules and regulations for campus residency and they complete any sanctions placed against them. Students who violate the rules and regulations for campus residency while on Removal in Abeyance will be removed from campus housing.

2.15E DISMISSAL FROM RESIDENCE HALLS: The following infractions may result in immediate dismissal and restriction from the residence halls and referral to the student judicial process. Arrest under New York State penal code is also possible.

- A. Any health and safety violation, tampering with fire safety equipment, use or possession of fireworks, lighting fires, and throwing anything from residence hall windows.
- B. When a student is deemed a clear and present danger to himself/herself and /or others. Examples include arrest for assault and battery, possession or use of a weapon, possession or sale of narcotics, or other illegal substances or crimes that may be determined to have serious or dangerous implications for students residing in the residence halls. Continued and/or serious violations of residence hall security systems or procedures may also result in dismissal.
- C. Willful destruction of college property.
- D. Acts of physical violence. Such acts include, but are not limited to, fights, domestic altercations or violence, sexual abuse, or use of a weapon of any type.

- E. Violation of residence hall probation.
- F. Criminal conviction.
- G. Possession of stolen property to include college property and personal property.

In cases where allegations have been made regarding violations of this section, an administrative hearing will be held to determine responsibility and further action. As outlined in the residence hall agreement, violations of this section may result in immediate suspension or dismissal from the residence halls. The Director of Residence Life or his/her designee will conduct administrative hearings. The outcome of the hearing will be in compliance with the residence hall agreement. Student may be subject to additional charges by the Student Judicial process and/or arrest under New York State Penal Code.

2.15F NON-RENEWAL OF RESIDENCE HALL CONTRACT: Students who are found in violation of residence hall rules and regulations may have his/her agreement deemed non-renewed. Any student who is continually disruptive of the residence hall community will be considered for non-renewal of the residence hall agreement. This includes, but is not limited to:

- A. Students who commit acts of vandalism.
- B. Students found responsible for multiple violations of the rules and regulations.
- C. Students on probation for any violation.
- D. Students who hinder the sleeping or studying of other members of the community.
- E. Students who are found to have endangered the health and safety of themselves and others.
- F. Students who are convicted of a crime.