

Residence Life Office

License Terms and Conditions

This is a legally binding document. Any request to cancel this license must be received by close of business May 1, 2022. If the license was executed AFTER May 1, 2022, no request to terminate will be considered.

I. Residence Hall Program: Philosophy and Goals

The Residence Life Office supports, complements, and enhances the academic mission of the College by creating a dynamic residential life program that encourages and provides opportunities for individual growth and development for a diverse residential population. The Residence Life Office utilizes operational standards developed by the Council for the Advancement of Resident Affairs and the Association of College and University Housing Officers-International. The American College Personnel Association standards for ethical conduct serve to guide the work of each staff member within the Residence Life Office.

NOTE: Throughout this license, Assistant Dean of Residence Life refers to the Assistant Dean or their designee. The information in this document is subject to change as determined by the Residence Life Office. It is understood that by signing the License Terms and Conditions you agree to abide by the regulations and policies set forth in these terms and conditions and to meet all financial responsibilities relating to room and meal plan charges.

II. Terms and Conditions of Residence Hall Living

- A. Student residents must be registered full time in a Buffalo State College (the “College”)-affiliated educational program to be eligible for campus housing. Exceptions may be made for students who are enrolled part time and request an exception to live on campus with the Assistant Dean of Residence Life. Residence Life may assign other occupants to any vacancies that may exist after all student requests have been satisfied, excluding “Family College.” **Residence hall occupancy is for the entire academic year; residence halls must be vacated at the end of spring semester, excluding “Family College.”** Room rental charges are billed on a semester basis. Residents who remain enrolled and vacate the halls prior to the expiration of the license without approval, remain liable for room and board charges which accrue against their account.
- B. Incoming first-year students whose permanent address is more than 35 miles from campus are required to live on campus for two years unless exemption criteria are met (see page 5). Therefore, if the student returns to the College for their second year, this license will remain in effect covering the 2022-2023 and 2023-2024 academic years.
- C. **This license creates a license allowing the resident to occupy campus housing. It is not a lease. The relationship between the College and the resident is that of a licensor-licensee and not that of landlord-tenant.** The written terms and conditions of the license supersede all previous licenses, as well as any oral statements or telephone conversations related to this license. Executing the Residence Hall License constitutes acceptance of its terms and conditions.
- D. All undergraduate resident students with less than 60 academic credits must purchase a meal plan each semester (excluding residents of Moore Complex Apartments and the Student Apartment

Complex). All residents must have a health history, physical examination, and complete immunization record on file at the Weigel Health Center.

- E. Full payment or deferment for room and meal plan fees must be received by the College deadlines. Resident students are responsible for the financial obligation of living on campus and any balance not covered by financial aid. Note: A hold will be placed on the records of any student who has an outstanding financial obligation to the College.
- F. To receive first preference for on-campus housing, requests must be received by June 1. Applications will be accepted after June 1 on a space-available basis. If space becomes limited, the College reserves the right to give priority to housing those students who live more than 35 miles from the campus.
- G. Residents agree to read and abide by all College rules and regulations, policies and procedures, including but not limited to the Buffalo State College Student Handbook and the Student Code of Conduct.

III. Responsibilities

A. Residents are responsible for:

- 1. The care and cleaning of assigned rooms and surrounding areas.
- 2. Maintaining health and safety standards.
- 3. Providing a complete address to correspondents in order to expedite mail delivery.
- 4. Providing their own pillows, linens, blankets, mattress covers, and rugs.
- 5. Checking campus email account daily for College correspondence.
- 6. Abiding by all state and federal laws; College and residence hall policies and the student Code of Conduct.
- 7. Providing emergency contact information and missing person contact information.

B. Insurance:

- 1. The College shall not be liable directly or indirectly for any loss or damage caused by insufficient heat, irregular electrical current, flooding, fire, or theft of any article of property belonging to residence hall occupants wherever situated. Therefore, residents are strongly advised to obtain personal property insurance.

IV. Assignment/Reassignment to Residence Halls

- A. Requests for hall or room assignments/reassignments based on race, religion, sexual orientation, or ethnic background will not be honored.
- B. Room assignments are confirmed upon receipt of application materials.
- C. Whenever possible, resident students will be notified of specific hall assignments in advance of campus arrival.
- D. The College reserves the right to:
 - 1. Reassign or terminate a resident's housing based upon, but not limited to, violation of Residence Life Policies and Procedures and the most current Code of Student Conduct.
 - 2. Assign and reassign rooms at the sole discretion of the Assistant Dean of Residence Life and to terminate such assignment.
 - 3. Terminate a resident's eligibility for residence hall living when mandated by the College conduct system.
 - 4. Conduct routine health and safety inspections of resident rooms and living areas.

5. Enter a room when there is reasonable cause to believe that health, welfare, or security is endangered.
6. Contact parents or guardians in case of an emergency or serious incident regardless of resident's age.
7. Assign a resident to over-occupancy housing (on-campus) or off-site (off-campus) housing, as determined by space availability.

V. Vacation Periods

- A. Although residence hall occupancy is for the academic year, it shall be expressly understood that Winter Break is not included, with some exceptions (*see below). The residence halls will remain open for students during Thanksgiving and Spring Breaks on an approved basis. Students that are approved to stay on campus will be charged the nightly rate of their residence hall room for the duration of the break period. The cost of the break period will be for the entirety of the break; students will not be permitted to choose specific nights. At the discretion of the Assistant Dean of Residence Life or designee, students approved to stay for break periods can be consolidated into one hall for the duration of the break period. Students are required to move back to their permanent housing assignment at the end of the break period. The Residence Life Office is not responsible for housing residents during College breaks without prior request and approval; residents must vacate halls at the commencement of breaks according to the published Residence Life Office schedule. The College reserves the right to change break periods to coincide with the academic calendar.

**Moore Complex and Student Apartment Complex residents: These halls may remain open during break periods at the discretion of the Residence Life Office. The office will notify residents of these apartment buildings if the hall remains open during break periods and how to request to stay in the halls during break periods. Family College residents are permitted to maintain 12-month occupancy. If approved, additional room charges may apply for residents wishing to remain on campus during college breaks.*

VI. Financial Responsibilities

- A. Room rental is for the full academic year with payment on a semester basis.
- B. Fees
 1. All room fees are payable on a semester basis. First-year students may be housed three students to a room as needed. Residents occupying a three-person room are compensated for their stay within a three-person room. The compensation period ends once an offer of a double occupancy assignment has been made. Requests for single rooms due to medical or disability related reasons are contingent upon availability and the approval of the Assistant Dean of Residence Life, the Student Accessibility Services Office, and substantiating documentation. The College reserves the right to maintain rooms at their designed occupancy or increase occupancy if needed.
- C. Payment of Fees
 1. A \$125 non-refundable application fee is required of all students. The balance of room and meal plan charges must be paid by the date stated on the College bill, or the room reservation will be canceled. The application fee must be paid by credit card online.
- D. Withdrawal and Refund Policies
 1. New Student Residents: Residents who decide to withdraw from the College must terminate their residence hall license by notifying the Assistant Dean of Residence Life in writing. Failure to terminate occupancy in the prescribed manner 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 no later than 48 hours from the date on which the withdrawal becomes effective. Residents may be charged additional housing-related charges if they withdraw after hall opening and based on the College's

Tuition Refund Policy. That calendar can be found here:

<https://studentaccounts.buffalostate.edu/refunds-and-financial-liability>.

2. License Cancellation Policy: Residents who reserved a room for the following academic year are liable to the Room Cancellation Schedule below:
 - a. Approved cancellation prior to May 1; resident is charged a \$300 termination fee.
 - b. Approved cancellation after May 1: resident must be separating from the college (i.e., leave of absence, withdrawal, transfer) to gain approval. If an exception is made by the Assistant Dean of Residence Life the resident is charged a \$300 termination fee.
 - c. If the license is signed *after* May 1, a request to terminate the license must be received within 48 hours of the signature timestamp. A \$300 termination fee will be assessed if appropriate.
- E. Check-out Procedure (Mid-year)
1. To check out of campus housing residents must first provide proper documentation from the College of their separation from the College (leave, withdraw, exchange, dismissal, graduation, etc.) and then notify the Residence Life Office. Proceed as follows to properly terminate residence hall occupancy:
 - a. Fill out the Request for Housing Termination form located on our website: <https://residencelife.buffalostate.edu/forms>
 - b. Complete room inventory and return all key fobs, keys, and/or cardkeys to hall staff.
 - c. Remove all personal belongings and clean room/suite/apartment; any items left behind may be assessed a \$150 removal fee.
 - d. Residence Life will hold your belongings for 15 days from your move out date. If you do not come to retrieve them within the timeline, Residence Life will donate or discard any items abandoned.
 - e. Failure to follow these procedures may result in improper check-out fees, damage charges, and lock change charges.
- F. Room Inspections
1. Room inspections are conducted before occupancy, during college breaks, at termination of occupancy, and during the academic year. Damage beyond normal wear and tear that occurs to the room, suite, furnishings, or bath area between inspections shall be the financial responsibility of the occupants. Charges for damage in public areas shall be the responsibility of the resident or residents involved. All appeals concerning damage bills must be received by the Assistant Dean of Residence Life in writing within 30 days of the invoice date. Payment for damages must be made by the student to the Student Accounts Office. A hold will be placed on the student's records until payment for damages is received. Delinquent accounts will be forwarded to the State Attorney General's Office for collection.

VII. License Termination Policies

- A. Permission to terminate this license is requested by submitting a Request for Housing Termination form located on our website. This request, if granted, is typically obtained at such time when the documented reason for the request is graduation, withdrawal from college, study abroad, or a similar situation. The Assistant Dean of Residence Life may at their discretion approve or deny a properly completed Request to Terminate Residence Hall License. A termination fee, plus any related housing charges, may be assessed to any student requesting and receiving approval for termination for reasons other than graduation, transfer, withdrawal, or study abroad program. A resident's failure to obtain approval in advance of moving out may result in the request being denied, and a full room charge liability will be incurred. Requests other than graduation, withdraw, study abroad, or transfer are not normally approved.

VIII. Additional Policies

- A. Residents shall not assign or sublet this license to any part or all of the premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, Craigslist, or Couchsurfing. Assigning or subletting will result in discipline and/or license revocation without compensation.

IX. Force Majeure

- A. If Licensor is unable to perform its obligations hereunder, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God, riots, strikes, labor difficulties, epidemics, pandemics, earthquakes, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national emergency, or any other cause or event beyond such licensor's control, then such party shall be excused from performance of this License Agreement and will not have any liability in connection herewith.

RESIDENCE LIFE POLICIES AND PROCEDURES

The following is a compendium of the policies and procedures governing residential life at Buffalo State College. 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 this license, the Student Code of Conduct, and policy/procedure postings found in the residence halls.

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:

- A. Standard I
The residence halls shall be constructed and maintained to conform to all applicable safety codes and health standards.
- B. Standard II
The campus maintenance plan shall provide for the regular schedule of cleaning and repair for all common areas of residence halls.
- C. Standard III
The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.
- D. Standard IV
The campus shall establish procedures for routine and emergency repairs to residence hall facilities.
- E. 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.

I. Buffalo State On-Campus Housing Residency Requirement

All full-time first year and second year students whose permanent residence is beyond a 35-mile radius of the College are required to reside on campus FOR 4 CONSECUTIVE SEMESTERS OR UNTIL 60 CREDITS HAVE BEEN EARNED AT BUFFALO STATE, whichever comes first. Pre-college credits, advanced placement credits, CLEP credits, and the like are not considered. Exemptions from this

requirement include married students, single parents, veterans, students over the age of 21, and students commuting from the home of their parent(s) or court appointed guardian(s) if within a 35-mile radius of the College. The home address must be the address listed on the college application. Living with a family member that is not a parent or legally appointed guardian does not meet the requirements to live off campus. Additionally, students cannot change their address to that of local housing entity and provide that as proof without two forms of proof (i.e. utility bill, medical bill, current paystub) indicating it is a permanent residence.

Students who feel that they have legitimate reasons to request off-campus residency may apply for an exemption by submitting a Request to Terminate Residence Hall License at https://buffalostate.co1.qualtrics.com/jfe/form/SV_exMbGtybrOmfdgV. All requests will be reviewed by the Residence Life office and the student will receive a decision in writing within five (5) business days of when the request was received.

II. Cable TV

Each room contains a single cable television outlet. This service is provided at no additional cost to residents. 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.

Residents must provide their own cable cord to connect the wall outlet (25' is recommended) to their television. Residents 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.

III. Closing at Breaks and Year End

A. Halls Open during Break Periods

All halls (except for Moore Complex and STAC) are closed during Winter Break. Residents requiring housing in residence halls other than noted above may request authorization to remain in their room during the break.

When leaving for Thanksgiving Break, Winter Break, and Spring Break, please be sure to clean your room, empty your fridge and 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 may be billed the weekly room rate for their stay on campus during break housing.

B. Hall Closing in May

All residents must vacate their rooms 24 hours after their last final examination or by the date and time posted on the Residence Life website. Requests to remain after the designated check out times must be approved, in advance, by your complex director or assistant complex director. 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.

1. Remove all of your belongings from your room, suite or apartment; any items left behind may be assessed a \$150 removal fee.
2. Clean out desks, dressers, closets, etc. of all personal belongings.
3. Move the furniture back to its original location.

4. Broom clean floors and remove all trash. Trash should be taken to the appropriate trash room.
5. Remove all posters and tape from ceilings and walls.
6. Clean windows if painted.
7. Complete the room inventory forms and return all keys to a staff member.

IV. Damage Billing

- A. You are responsible for any damage to your room/suite/apartment, bath area, and 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 staff will bill you for those damages clearly noted on your room/suite/apartment inventory sheet. Charges for damages will be noted at checkout.
- H. The College 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, residents are advised to carry personal property insurance.
- I. Residents who feel wrongly billed for damages and other charges assessed by the Residence Life staff have the right to appeal. Appeals must be submitted in writing to the Assistant Dean of Residence Life within 30 days from the date of invoice.

V. 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:

- A. Keep calm.
- B. Close and lock your door on your way out.
- C. 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.
- D. Take the stairway closest to the exit. Do not use the elevators.
- E. 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 Conduct System.**

In case of fire or the need to evacuate disabled persons from the building, the complex director/assistant complex director or resident assistant will inform University Police of the following information:

- A. Whether or not the residents with disabilities have left the building.
- B. If residents are still in building and their location.
- C. University Police will communicate to the Buffalo Fire Department the location of the student's room.

Student residents 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.

VI. Furnishings

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 (e.g., 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 some other comforts which meet Residence Life and Environmental Health and Safety Office policies and Conduct standards.

Students are encouraged to use "UL" listed surge protectors. **Extension cords, power tap, and multi-plug adaptors are prohibited; including lamps or electronics with built in outlets.** Prohibited items may be confiscated during Health and Safety and Fire Marshall inspections.

Kitchenettes with microwaves are provided within each residence hall. Microwaves are provided in some lounges in the traditional residence halls (Cassety, Bishop Hall, Bengal 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 Foreman 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.

VII. 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:

- A. Make sure that desks, dressers, and beds are not blocking the windows (especially in the Towers and Moore Complex) or that books, TVs, etc. are not 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.
- B. Be sure that all windows are closed and locked. If you have checked the above areas and you still have a concern, complete a work order via the Residence Life website.

VIII. Involvement

Living in a residence hall means that you'll always have friends nearby. 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 resident assistants will hold floor meetings to let you know about upcoming 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.

IX. Keys

Upon arrival you will be issued keys/keycards for your room and suite, key fob for your building entrance. 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.

- A. Key Replacement
If you have a problem with your keys, see your residence hall staff immediately. Minor damages due to normal use will not be billed to the resident. Residents will be charged for lost, damaged (due to misuse or neglect), 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):
 1. Room key lock Change \$75/ core + \$10 per key
 2. Suite key Lock Change \$75/ core + \$10 per key
 3. Apartment key Lock Change \$75/ core + \$10 per key
 4. Room Key cards \$25.00
 5. Entry key fob \$25.00

X. 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. Visit the Residence Life homepage and click on "laundry alert," the password for all residents is "bsc9667". Each hall is also equipped with beverage and snack machines. Residents can use their Bengal Bucks through Dining Services on the vending machines.

XI. Lock Outs

If you get locked out of your room, please call the Residence Life Office at 716-878-3000 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. There will be a service fee assessed for multiple lock outs.

- A. First lock out of the academic year there will be no service fee assessed.
- B. Second lock out of the academic year a \$10 service fee may be assessed.
- C. Third lock out of the academic year a \$25 service fee may be assessed.
- D. Fourth lock out of the academic year (and any additional lockouts thereafter) may be assessed a \$50 service fee along with a report through the conduct processes.

XII. Mail and Mailboxes:

Residents can pick up mail on campus 7 days a week in the Residential Mailroom located in the Campbell Student Union. The hours of operation are Monday through Friday 9:00 a.m. to 8:00 p.m. as well as Saturday and Sunday 12:00 p.m. to 5:00 p.m. Mail is not delivered on Saturday or Sundays, but the mailroom is open for pick up only. Students receive an email notifying them that they have mail ready for pick up. Please make sure you bring an ID with you to pick up your mail. Mail and packages must be addressed as follows:

Student Name (as listed on your Bengal Card)
Building, Room Number
1300 Elmwood Avenue
Buffalo, NY 14222

Any mail that is not picked up after 10 business days or at the close of each semester will be returned to sender.

XIII. Maintenance/Custodial Repairs:

Routine repairs should be reported via the on-line Maintenance Request system at the Residence Life Office website: (<https://residencelife.buffalostate.edu/maintenance-and-custodial-services>)

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 desk or the resident assistant 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.

XIV. 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 furnishings 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) in the suite or apartment kitchen area only.

A. Family College Policy on Non-Student Residents

The Family College program was initiated to provide 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 or graduate student enrolled full-time at Buffalo State College and have a dependent child or children living with them at all times. Dependent children must be under the age of 18 at the time the Residence Life license is executed. Children over the age of 18 are prohibited from living in Family College unless appropriate proof of secondary education documentation is provided. The only children permitted in Family College are those for which the

Buffalo State student is the parent or legal guardian. 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 – four (4) individuals – two (2) adults and two (2) dependent children or one (1) adult and three (3) dependent children. Residents will be required 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 appropriate apartment for the applicant family is unavailable, the family will be placed on a waiting list until such an apartment becomes available. Each resident 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 children 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. Non-students are not required to be a spouse or domestic partner but must be a primary caregiver for the child/children registered by the student to be in the Family College apartment. 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 understand and abide by 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.

The Family College program and its residents holds a 12-month license. While the resident has to sign a new license every academic year, the resident is guaranteed a space in Family College for the duration of their time at the college. Payment is due each semester. The residents of Family College may stay on campus from the start of the fall semester through the start of the following fall semester. If a resident graduates at the end of the spring semester they must vacate their apartment by the date the residence halls close for the spring semester, this date is typically the same date as graduation.

1. The undersigned student must send/mail the following documents to the Residence Life Office:
 - a. Birth certificate/full-time custody papers of each child
 - b. Proof of schooling/daycare
 - c. Restraining order against any individual (if applicable)
 - d. Non-student resident application (if applicable) {add form to THD and link }

Please mail all items to:

ATTN: Family College
Residence Life Office
Bengal Hall 118
Buffalo, NY 14222

XV. Parking

First- and second-year students who reside in Buffalo State College residence halls are not permitted to register or park a vehicle on campus. First- and second-year students 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.

A. Exceptions to Parking Rules

1. **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 timeframe being projected for this need.
2. **Employment:** First- and second-year students 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.
3. **Academic:** Requires a legitimate written justification from a faculty member stating the reason for exception.
4. A description of approved off-campus credit-bearing program must be included.
5. Other exceptional circumstances will be considered by the Parking Appeals Committee.
6. 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.
7. 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.

XVI. Requests for License Termination/Revocation Procedures

- A.** The residence hall license is a full academic year commitment. Each request to terminate the license is reviewed if submitted before May 1 or 48 hours after you complete the license if you sign after May 1. You are advised not to enter into any new housing lease or license 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 on the Residence Life website). Your request will be reviewed within 5 business days of submission by the Assistant Dean of Residence Life or their designee. Conduct Reassignments and/or Termination of Housing License
1. The Residence Life Office may assign and reassign rooms at their discretion and may revoke student residents' licenses if their behavior is deemed inappropriate. Residents whose licenses are revoked by the Residence Life Office, or the College Conduct System are not eligible for a refund of any room charges.
- B.** College Withdrawal/Mid-Year Graduation and your Housing License
1. 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 48 hours of withdrawal from the college.
- C.** Residence Life Refund Policy
1. The \$125.00 application fee is non-refundable. The application fee is deducted from the student's housing charges for the semester in which they apply.
 2. Prior to residence hall opening: Housing charges will be refunded if student parts ways

with Buffalo State or they follow the termination guidelines provided in section VI – Financial Responsibilities.

3. After move-in: A prorated refund is granted, based on the College's refund calendar, if a resident student leaves Buffalo State for the following reasons: withdrawal, leave of absence, medical leave, or military leave.
4. No housing charge refunds will be granted in accordance with the full liability for tuition and fees date set by the Student Accounts Office. For specific information and dates please visit: <https://studentaccounts.buffalostate.edu/refunds-and-financial-liability>
5. 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.

XVII. Residence Life Staff

Among the people you should get to know during your stay on campus and at any our off-site locations are your complex director (CD) or assistant complex director (ACD) and your resident assistant (RA).

The complex director is a full-time professional staff member with a master's degree. The assistant complex director is a full-time graduate student pursuing a master's degree at SUNY Buffalo State. ACDs are supervised by a complex director in their daily operation of the residence halls. Both the CDs and the ACDs 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 meetings/hearings, and coordinate special events and programs for the hall. CDs and ACDs hold scheduled office hours during the week and are available in the hall after hours as needed.

Resident assistants (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 Bengal Hall, room 118 and can be contacted via phone at (716) 878-3000 or via e-mail at reslife@buffalostate.edu. If you have a concern about life on campus, you should contact the following staff for assistance:

- A. Your Resident Assistant
- B. Your Complex Director or Assistant Complex Director
- C. The Residence Life Office

XVIII. Resident Assistant Office

Most RA offices are located on the first floor of your hall near the hall entrance. The Moore Complex RA office is located in the Moore Complex Lounge. RAs 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.

XIX. 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/family's homeowner's insurance or through a separate insurance policy. Items left behind at the end of the spring semester will be discarded immediately. It is recommended that if you need summer storage you choose one of the local public storage facilities.

XX. 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 Student Code of Conduct to ensure that you and your guest are in compliance with all policies at all times.

XXI. Summer Housing

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

XXII. Wi-Fi/Internet

A. SUNY Buffalo State and Apogee have partnered to provide internet service and support to our residents. It's easy to sign up for an Apogee account:

1. 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.
2. To make sure you're connected the day you arrive, we suggest that you sign up with Apogee prior to your arrival on campus.
3. If you have a problem connecting to the internet, please call Apogee at 1-877-392-5617. The Apogee Helpdesk is available 24x7.
4. Please go to the following link for more information:
<https://residencelife.buffalostate.edu/internet-service>

B. 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.

C. 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. See www.buffalostate.edu/residencelife/x463.xml for complete guidelines regarding the use of the

network in the residence halls.

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. More information about file-sharing and copyright is available on the Computing and Technology Services Website at <http://www.buffalostate.edu/cts/x869.xml>.

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!

XXIII. Room/Hall Change Requests

Room changes are subject to the discretion of the Residence Life Office and the Assistant Dean of Residence Life or their designee. There is a formal process that must be followed first before a room change can occur. A resident will have to go through a series of conversations with their roommate prior to being moved. In the case of emergencies, the Assistant Dean may move any resident permanently at their discretion.

XXIV. Room Selection

Each spring, residential students will have the opportunity to pre-register for the room and roommate of your choice for the following academic year. 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 assignments. Requests for room assignments or room/hall changes based on race, religion, ethnicity, sexual orientation, or veteran status will not be honored.

If a medical room is needed due to disability related reasons, the request must go through Student Accessibility Services and is based on space availability or medical need. Singles are not available (other than STAC and Moore Complex) for any reason other than medical need. STAC and Moore Complex singles are given to those that have completed their housing application first and have the most cumulative credits here at Buffalo State with seniors getting priority then juniors and so on.

XXV. 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.

RESIDENCE LIFE POLICIES & 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.

- I. **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 halls are “dry areas” wherein no alcohol is allowed. First-year halls include Bengal, Bishop, Neumann, and Perry Halls.
- 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 resident 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 resident student room are not of legal drinking age, those residents over 21 may keep alcohol in the room; however, these residents 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 resident 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 (e.g., vandalism, hospitalization) is prohibited

II. **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.”

III. **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, 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 sack, running, ball throwing or bouncing, lacrosse, hockey, roller skating, or weightlifting.
- 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, conduct, or general meetings).
- L. Displaying items from windows or public areas that are inappropriate or offensive to an academic environment.

IV. **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 assistant complex 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 complex director or assistant complex director.
- H. No alcohol is permitted at residence hall events.

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 Life staff, Hall Council, or Residence Hall Association. Permission must be received prior to utilizing said space.

V. **FIRE SAFETY POLICY:** To ensure as safe an environment as possible for our residential students, residents 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 conduct 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 until the end of the semester in which it was confiscated in the paraprofessional office. Items deemed illegal under State or Federal law/policy/guidelines will not be returned. The following are prohibited in Buffalo State College residence halls and apartments:
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. Other than the George Foreman grill, all items listed are permitted in Moore Complex and Student Apartment Complex if they are kept in the kitchen area.
 4. Refrigerators over 4.6 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 resident rooms in Bengal Hall, Perry Hall, Bishop Hall, and Neumann 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 air mattresses. All furniture issued by the College must remain in the assigned room.
 7. Bicycles and scooters (including motorized/electric) are not permitted inside any residence hall or apartment. Cooking in resident rooms, suites, and bath areas (except in Moore and the Student Apartment Complex kitchens) with illegal appliances. Residents 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. Lava lamps or holiday lights (except during seasonal holidays) are not permitted.
 14. Activating fire and life safety systems (e.g., 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 resident room, suite, apartment, stairwell, entrance/exit, etc. (desks and other furniture cannot block exit doors) - 19. Covering or disabling of fire alarm detection devices.
 19. Covering, tampering or disabling of fire alarm detection devices.
 20. Discharging fire extinguisher or fire sprinkler equipment.

- VI. **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.
- VII. **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/Visitors, defined as any person (resident or non-resident) who is not assigned to the hall/room, are permitted in the halls as long as all applicable and procedures are followed and a resident 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 must also have proof of identity at all times.
- C. Contact University Police if you believe a suspicious person is in the hall.
- D. The hosting resident 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.
- E. 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.
- F. 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. Children under the age 18 cannot be left unsupervised within the residence halls or in Family College.
- H. 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 assistant complex director in advance.
- I. 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.
- J. Guests/ Visitors are prohibited from entering a residence hall where guest/visitation privileges have been restricted.

VIII. **HEALTH AND SAFETY/OFFICE FIRE PREVENTION AND CONTROL INSPECTIONS & ROOM ENTRY POLICY:**

- A. Residence Life, University Police and/ or the Fire Marshall's staff will inspect resident 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, unless they are doing so

in order to address a specific concern. 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 and notification of the confiscated items will be provided to the resident. The confiscated item will only be returned when the resident student checks out of the residence hall at the end of the semester in which it was confiscated. Any items not retrieved by a resident student will be disposed of within three (3) business days after the end of the semester.

- 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. Rooms may be entered by Custodial/Maintenance Staff during each vacation period in order to prepare a room for a new occupant. In addition, resident rooms may be entered if there is a concern for a student's health and safety. When staff enters a resident's room, the staff member is required to announce their need to enter and clearly identify themselves.

IX. 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 the halls close each semester.

X. ILLEGAL DRUG POLICY: Possessing, selling, using, or distributing illegal drugs or cannabis on college property or off campus where a nexus between the off-campus location and the college exists under this code. Using, offering for sale, distributing, possessing, and/or being under the influence of or manufacturing any controlled substances and/or paraphernalia, including prescription medications, except as expressly permitted by law. University Police will confiscate illegal drug paraphernalia and illegal drugs. Violations of this policy may result in referral to the college conduct system, dismissal from the Residence Halls, and arrest under the applicable New York Statelaws. Students who violate the drug policy may be required to attend a drug education program.

XI. 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 conduct 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 resident'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) as well as during exam week, quiet hours are in effect 24 hours a day. Violators may be immediately suspended from living on campus.
- 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.

- XII. 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.
- XIII. PET POLICY:** No pets, except for fish in a ten-gallon tank or less are permitted in or around the residence halls.
- XIV. 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 assistant complex director. These postings and other RLO approved postings will be posted on individual floors by paraprofessionals.
 - C. Registered 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 Life staff only.
 - D. Residence Life staff will post on designated first floor and mailbox area bulletin boards or areas as designated by the complex and assistant complex 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 materials or postings that have been posted without authorization may subject the group, individual, or organization to the College's conduct system, which may include financial penalties for removal and/or clean up.
 - H. 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.
 - I. Residence Life staff will remove unapproved, vandalized and outdated postings.
 - J. Only on-campus events sponsored by the College will be posted.
- XV. PHYSICAL ABUSE AND HARASSMENT:** Physical abuse and harassment are strictly prohibited by the policies and procedures within the Code of Student Conduct. Such behavior may also result in immediate dismissal from the residence halls, referral to the college conduct 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" (e.g., psychiatric evaluation, alcohol overdose) are required to meet with a staff member of the BuffaloState College Counseling Center within a timeframe specified by the Assistant Dean of Residence Life or their designee. **Sexual harassment is also a violation of state and federal law.**
- 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.
- XVI. 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 Student Code of Conduct.
- XVII. RESPONDING TO RESIDENCE LIFE OR COLLEGE OFFICIAL:** It is expected that all students will respond to directives given by Residence Life staff or other college officials. This includes but is not limited to emergency instructions and instructions to cease certain behaviors or activities.

XVIII. 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 resident to keep his or her room set up as for double occupancy under such conditions will result in that resident being billed for both spaces within the room. Available bed spaces may be assigned to another resident 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. Residents 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.

XIX. SECURITY POLICY: Duplication of keys for any reason is strictly prohibited. Giving keys or fobs to another person, for any reason is strictly prohibited. Residents 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:

- A. Failure to respond to requests by designated personnel, such as night hosts and student security personnel
- B. Propping doors
- C. Entering a secured area behind someone
- D. Allowing access to someone you do not know
- E. Forcing open locked doors
- F. Lending keys or key fobs
- G. Tampering with security cameras
- H. Entering or leaving a residence hall via a window or unauthorized door.
- I. Theft or use of another person's property without their written consent is prohibited.
- J. Burglary, the unlawful entry (trespass) within a structure with the intent to commit a felony or theft is prohibited
- K. Robbery, the unlawful attack on a person with the intent to take their property is prohibited.

XX. 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.

XXI. 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.

XXII. 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.

XXIII. 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 (e.g., BB guns)
- D. Any other weapon or projectile-firing devices.
- E. Decorative or martial arts weapons
- F. Bows and arrows
- G. Violation of the section may result in dismissal from the residence halls

STUDENT BILL OF RIGHTS (From the Code of Conduct updated in May 2018)

1. Freedom of Government

Students have the right to organize and maintain democratic self-government in accordance with State University of New York and Buffalo State College policies and procedures.

2. Academic Freedom and Responsibilities

Students have the right to be informed of and are responsible for maintaining the standard of academic performance expected of them in each class and/or program in which they are enrolled. Students have the right to take reasoned exception with the data or views offered in any course of study and to hold differing opinions without fear of prejudiced or capricious academic evaluation.

3. Freedom of Expression and Inquiry

Subject to reasonable limitations imposed under State University of New York or Buffalo State College policies and procedures, students and registered student organizations have the right to meet, engage in discussion, pass resolutions, distribute fliers, circulate petitions, invite speakers, and take other action by orderly means that does not disrupt the operation of the college.

4. Freedom of Communication Media

Student communication organizations are to be free of censorship and advance approval of copy. Student editors and managers are free to develop editorial policies and news coverage in accordance with generally accepted standards of responsible journalism. Such public expressions are to be taken only as the work and opinions of their author(s).

5. Freedom of Association

Students are free to organize and join associations for educational, political, social, religious, or cultural purposes, as consistent with law.

6. Freedom from Disciplinary Action without Due Process

No sanction or other disciplinary action shall be imposed on a student by, or in the name of, the college without due process. The Code of Conduct defines due process at the college.

7. Freedom from Improper Disclosure

Information about student views, beliefs, and political associations that faculty and college staff may acquire in the course of their duties at the college are to be considered confidential. Judgments of ability and character may be expressed in appropriate circumstances (e.g., letters of recommendation).

8. Right to Privacy

Students are protected from invasion of privacy and searches of their residences, except where law enforcement has probable cause, a court-ordered search warrant has been legally obtained, or where permitted by the campus residence hall license. Nothing herein shall limit the college's ability to engage in reasonable inspections to ensure the health and safety of persons and facilities.

9. Freedom from Prejudice and Discrimination

Students have a right to be free from prejudice and discrimination based on race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

10. Right to Be Informed

The college has the obligation to inform all students, within a reasonable time, of their rights, freedoms, and responsibilities. Additionally, the college has the obligation to provide both complainants and those accused of violations, within a reasonable time, information outlining the alleged violation, student conduct process, possible sanctions, and student advocacy rights.

11. Rights under Title IX

The State University of New York and Buffalo State College are committed to providing options, support, and assistance to victims of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in Buffalo State and SUNY-wide programs, activities, and employment. All victims of these crimes and violations have the rights listed below, regardless of whether the crime or violation occurs on campus or off campus:

- A. Make a report to local law enforcement and/or state police.
- B. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- C. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free of pressure from the institution.
- D. Participate in a process that is fair and impartial and provides adequate notice and a meaningful opportunity to be heard.
- E. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- F. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations.
- G. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- H. Be free from retaliation by the institution, the accused and/or the respondent(s), and/or their friends, family, and acquaintances within the jurisdiction of the college.
- I. Be accompanied by a student conduct adviser of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process.
- J. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of the college.

Student Conduct Procedures

Please visit <https://studentconduct.buffalostate.edu/student-code-conduct> for information regarding Student Code of Conduct Procedures and Residence Life Policies.

BY CLICKING “I AGREE” I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE FOR THE HOUSING AND MEAL CHARGES FOR THIS ACADEMIC YEAR. I AM ALSO RESPONSIBLE FOR ABIDING BY THE HOUSING LICENSE TERM AND CONDITIONS, RESIDENCE LIFE POLICIES AND PROCEDURES, AND THE COLLEGE CONDUCT CODE.