

Arkansas State University

Residence Life Policies

2007-08

RESIDENCE LIFE STAFF

The Residence Life Staff consists of both students and full-time professionals, and is responsible for residence hall matters, including student well-being, physical facilities, staffing, programs, room assignments, budgeting, policy formation and enforcement, and hall government advising.

RESIDENT/COMMUNITY ASSISTANT

A Resident Assistant (RA) or Community Assistant (CA) is a student staff member that lives on each floor or in each building. They are carefully selected and well-trained students that promote and provide leadership, support, friendship and programs, and serve as a resource. They help the student become integrated into campus and residence hall life and provide aid in establishing effective residence hall government. Enforcing rules and regulations is another responsibility of the GRADUATE HALL DIRECTOR.

GRADUATE HALL DIRECTOR

The GRADUATE HALL DIRECTOR (GHD) is a graduate student staff member who has primary responsibility for the overall operation, including discipline, of the residence hall community. He/She is concerned with helping students utilize the facilities, aiding student adjustment to university life, and acting as advisers to students and organizations within the residence halls.

AREA COORDINATOR

The Area Coordinator (AC) is a full-time professional staff member. He or she provides leadership and support to the GRADUATE HALL DIRECTOR. The AC is responsible for many of the administrative functions of the residence halls systems in his/her area.

HOUSEKEEPING AND MAINTENANCE

The housekeepers are responsible for normal cleaning duties in public areas and community bath facilities. Residents are responsible for cleaning their own rooms. The housekeepers in each hall do a great deal to make the hall a more comfortable and pleasant place in which to live. The neat and clean appearance of the halls, lounges, and restrooms are a direct result of their efforts. Student cooperation in caring for these facilities will help make the housekeepers' job much easier and will help create a pleasant atmosphere in each hall.

The maintenance staff is responsible making repairs in the residence halls. Maintenance problems should be reported by submitting a work order through a residence hall staff member.

Note: Residents should never attempt to make room repairs themselves, instead, residents should contact the front desk or the Residence Life office.

DESK ASSISTANTS

Desk Assistants are student staff members who work in the office of each residence hall. These Desk Assistants are responsible for offering assistance to visitors, handling the office business calls, assisting residents with problems, and promoting a positive image for the residence hall.

STAFF ON DUTY

At least one GRADUATE HALL DIRECTOR per hall and one GHD are “on duty” every night of the week. The RAs/CAs on duty are listed near the front office of each building. If any problem arises, please contact the staff member on duty in the hall. During the weekday hours contact any staff member available or contact the Department of Residence Life Office.

GETTING INVOLVED

HALL COUNCIL

Within each residence hall exists an elected student hall council that develops and presents on-going activities. Hall Council is comprised of elected officers and floor/wing representatives. The president and the vice president of each Hall Council are elected in the spring for the following academic year. Additional officers and floor/wing representatives are selected every fall. All residents are welcome participants in hall council. Hall Councils sponsor social activities such as dances and cookouts; participate in campus events like Homecoming; do community service projects like trick-or-treating for local kids; and many other activities. If a student wishes to get involved, he/she should contact hall officers, GRADUATE HALL DIRECTOR, or GRADUATE HALL DIRECTOR.

RESIDENCE HALLS ASSOCIATION

The Residence Halls Association (RHA) is an organization made up of all students living in the residence halls. It is also the umbrella organization for all hall councils. RHA serves as the voice for students living on campus, promotes leadership development of residents, sponsors campus wide programming, and the exchange of ideas between the residence halls. Members of RHA have participated in regional and national leadership conferences, policy change issues, and programs such as the final exam kits. RHA Executive Council is the governing body of RHA. It is comprised of executive officers and representatives from each of the five residence halls and the apartment complex. Officers are elected in the spring for the following academic year, and hall representatives are selected each fall. Students interested in getting involved in RHA, should contact the GRADUATE HALL DIRECTOR, GRADUATE HALL DIRECTOR, or call the Residence Life office.

FACILITIES AND SERVICES

CABLE TV

Basic cable is provided at no additional charge to residence hall students, with HBO. Premium cable (Cinemax, Showtime, Encore, and Starz) can be purchased through the cable company at 935-3615. Cable repair requests should be reported to the front desk.

COMPUTER LABS

Computer Labs are located in all of the residence halls and the apartment complex. These labs are for residence hall students only. Please check with the hall office for access to and

operation hours of the lab. As a courtesy to others that may be using the equipment, food and drinks are not allowed in the computer labs.

ELEVATORS

Elevators are located in residence halls with five or more stories for the convenience of the residents. Persons with disabilities should be allowed to use an elevator prior to someone without disabilities. Maintenance of elevators should be reported to the hall offices.

LAUNDRY

Washers and dryers are located in each of the residence halls and in the apartment complex. If the machines are not working properly, contact Caldwell & Gregory (laundry provider) or the Residence Life Office. The Caldwell & Gregory phone number is posted in each laundry room.

PEST CONTROL

To prevent unwanted pests, students should keep the room clean and take out the trash. If pests are found, Residence Life provides extermination service. Please contact the hall desk immediately.

ROOM REPAIRS

Any damages presently in the room prior to check in should be marked on the inventory form. Please review this form to assess that all damages are reported. If, during the course of any given semester, damages occur within the room the student must immediately report these damages to the hall staff. Damages that are made by the resident or the resident's guests will also be placed on a work order with an attached damage statement for the billing of such repairs.

TELEPHONE SERVICE

The University furnishes telephone service to each room. For information on how to use the phone or to correct a problem, contact the hall desk. Calls on campus can be made by dialing only the last four digits. For local calls off campus, the entire seven digits must be dialed preceded by dialing 9. It is the responsibility of the student to obtain a calling card for long distance calls. Collect calls cannot be accepted by a student in the residence halls at any time.

TV AND STUDY LOUNGES

The majorities of the residence halls have TV and study lounges for students' convenience. Furniture and lobby fixtures must remain in the lobby.

VENDING MACHINES

Vending machines dispensing drinks and snacks are located throughout the residence hall areas. Consult the hall staff for the location of the nearest vending machine. For snack and drink machine refunds, please report amount lost to the cashier in the Administration Building.

SAFETY AND SECURITY

COURTESY PHONE (“House Phones”)

A courtesy phone is located near the entrances of all residence halls. These phones are provided for guests to contact residents in order to properly escort the guest to resident's room.

FIRE ALARMS

Each building is equipped with a fire alarm system. They are here for protection and students should not tamper with them. Fire drills are conducted to familiarize the residents with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. Failure to respond to a fire alarm will result in disciplinary action.

Tampering with fire equipment will result in disciplinary action and/or criminal charges.

If a fire alarm sounds:

1. Quickly put on a coat and hard soled shoes.
2. Take a towel to put over the face to prevent smoke inhalation.
3. Close the windows.
4. Check the door or doorknob. If it is hot, do not open it. If it is cool, exit cautiously and lock the door. Each student is encouraged to take his/her keys and ASTATE Express ID Card with them.
5. Walk quickly, but in an orderly manner, through the exit for the area and continue 100 feet from the residence hall.
6. Do not reenter the building until told to do so by a residence hall staff member.
7. Everyone, including residence hall personnel, must leave the hall whenever the alarm sounds.

SAFEGUARDING PERSONAL PROPERTY

The safety and security of each hall is the responsibility of each resident, staff of the hall, and university police officers. The University Police Department has a rotating staff of 14 who are available 24 hours a day to assist residents and staff. Residents are highly encouraged to invest in renter's insurance. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

Hints for Safeguarding Personal Property:

1. Mark or permit University Police to mark individual property so it can be easily identified.
2. Lock the room when absent.
3. Never leave personal items unattended. (This includes staying with laundry in the laundry room).
4. Leave items not needed at home, if possible.
5. Lock automobiles when not in use.
6. If one must leave items in an automobile, lock them in the vehicle out of view.
7. Report all items lost or stolen to the University Police Department or appropriate officials.
8. If one is aware of a crime that has been committed or is being committed, contact the University Police Department

9. Immediately and furnish as much information as possible.
10. Large sums of money should not be kept in one's room (no matter how good the hiding place is).

SEVERE WEATHER

Local radio and television stations announce **tornado watches** when the weather conditions are right for tornado but none have been sighted; **tornado warnings** are given when a tornado has been sighted; and **storm alert** is announced when a severe thunderstorm is approaching.

Students should follow these procedures, after a staff member's announcement, if there is a tornado or storm alert:

1. Go to the lowest floor possible before high winds or the tornado strikes.
2. Sit on the floor with back to the stairwell or in the central portions of the room away from windows.
3. If a storm strikes, duck your head between your knees and cover the back of the head with your hands for protection.
4. Leave corridor doors open.
5. Try to remain calm and do not panic.
6. Do not move from shelter until the storm or tornado is well out of the area or instructed by a staff member.

STOLEN PROPERTY

The university assumes no responsibility for the loss of personal articles, but will assist in every possible way to recover such items. Losses should be reported immediately. Protect the contents of the room by locking the door when leaving.

University Police has an engraving service available for valuable items. Students should discuss renters insurance with an insurance agent. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

CARD ACCESS

Each residence hall is locked 24 hours a day, seven days a week. Only residents of the hall will gain access to the hall via the A-State Express identification card. Guests should utilize the courtesy phones to call hosts. The host is responsible for letting the guest into the residence hall. Hall staff are discouraged from compromising hall security by unlocking exterior doors for residents and guests. Residents should always take their ASTATE Express ID card. If one experiences problems with the card system, he/she should report it to the front desk.

HOUSING ASSIGNMENTS

CHECK-IN

The residence halls are available to check into prior to classes beginning. This allows residents to get settled into their living quarters prior to classes. A room inventory has been previously filled out by an RA with the conditions of each room. If there are any problems with a room, please report them to the RA as soon as possible. Throughout the semester residents should report any damages that occur to the RA. Each resident is financially responsible for all damages that occur in his/her room during occupancy.

ROOM CHANGES AND HALL CHANGES

The GRADUATE HALL DIRECTOR must approve room changes within the building. Contact the GHD to initiate a change from one residence hall to another. Any time a student changes rooms, he/she must be checked out of their old room and checked into their new room by a GRADUATE HALL DIRECTOR. Room damages will be deducted from the resident's deposit.

CHECK-OUT

Residents of the halls are charged for room and board based from the date that the room key is obtained by the resident until the room key is returned to the residence hall office and the resident officially clears the residence hall. If a resident must leave the hall, please check out through the hall office; this simple procedure will save time and money.

Residents who do not officially check out of the residence hall at the end of the academic contract can expect their deposit to be forfeited, and to be charged for the use of the room until the key has been returned and/or assessed an improper check-out and lock change fee.

Residence hall rooms must be left in satisfactory condition:

1. Wall and furnishing surfaces should be cleaned.
2. Marks and dirt should be removed from door surfaces.
3. Trash should be removed from the room.
4. Floors should be clean; however, do not attempt to remove shoe marks.
5. All furnishings must be left in the room, and in good condition.
6. All private and semi-private bathrooms must be clean.
7. All writing must be removed from the windows.

Residents who wish to have their deposit refunded must notify the Residence Life office and leave a forwarding address at the time they officially check out of their rooms at the residence hall office. All deposit refunds will be made by check and will be mailed as soon as they can be processed through the Office of Finance. This process usually takes from four to six weeks.

BREAK HOUSING DURING INTERIM PERIODS

Break housing is not available between the Fall and Spring semester. Please see the GHD to check on the availability of break housing during Spring Break, between Spring and Summer and between Summer and Fall. If break housing is available, there will be a charge for this service.

CANCELLATION OF ROOM ASSIGNMENT

If a resident has decided to not return to the residence halls or to cancel his/her room assignment, the resident must contact the Department of Residence Life in writing no later than August 1 to be released from contractual obligations. Please review your Residence Life contract for deposit refund policy.

CONSOLIDATION

The Department of Residence Life reserves the right to require occupants who are in rooms that have been designated as double occupancy to either consolidate or sign a private room form. The residence hall staff will have more information regarding this policy.

RESIDENCE HALL SIGN-UP

Residence Hall Sign-Up affords residents the opportunity to reapply for their room assignment near the end of the Spring semester according to priority dates determined by the Residence Life office. Typically, this process takes place in March or April.

HOUSING DEPOSIT

A \$100 damage/security deposit must accompany the application. The contract is a full academic year contract. At the end of the academic year, pending no damages, the deposit will be refunded to the resident who will not be returning for the following academic year. Otherwise the deposit will roll over from one academic year to the next. This process takes approximately four - six weeks. Deposit refunds will not be granted until the resident has officially checked out of the room through the residence hall office, had the room inspected and found in satisfactory condition and free of damages. The check-out procedure involves signing the room inventory form and returning the room key. If damages or unsatisfactory conditions are found, fees will be assessed.

PRIVATE ROOMS

When space permits, a student may rent a room on a private basis by payment of an additional fee applicable to the particular semester. Rental of the room on a private basis guarantees that no roommate will be assigned for the specific semester. It does not entitle the student to make the extra set of furnishings (where applicable) available to another student or guest. All furnishings are to remain in the resident's room at all times. This is to include the mattress and box spring of the extra bed. There is no correlation between the amount of the additional fee and the size of furnishings of the room. Once one reserves a room on a private basis for a particular semester, he/she is obligated for the additional fee for that semester even though he/she may later decide to accept a roommate or move to another room. The private room contract is a per-semester contract.

RENTER'S INSURANCE

Residents desiring insurance protection must make their own arrangements for the necessary coverage. The university does not provide insurance covering the loss and damage (due to water leak, fire, etc.) to residents' personal effects. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

ROOM ASSIGNMENTS

The Department of Residence Life's assignment coordinator makes room assignments. The Department of Residence Life reserves the right to reassign students to other spaces, rooms or halls when to do so appears to be in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in his/her assigned space. The Department of Residence Life also reserves the right to consolidate students who have not paid for a private room and have no roommate. Private room preference, roommate preference, and particular requests are accommodated based on date of application.

SUMMER SCHOOL HOUSING

If one plans to attend the university's Summer session(s) and wishes to apply for summer housing, he/she must submit a summer housing/food services application through the Department of Residence Life.

RESIDENCE HALLS RULES AND REGULATIONS

In a community living situation, such as one finds in the residence halls, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residence hall has certain rights they are entitled to.

These rights are:

1. The right to sleep
2. The right to one's personal belongings
3. The right to free access to one's room and suite facilities
4. The right to a clean environment in which to live
5. The right to read and study free from undue interference in one's room
6. The right to complain and be heard
7. The right to personal privacy
8. The right to be free from verbal or written abuse, threats, intimidation or violence.

Residents are expected to respond appropriately to the reasonable requests of other residents and University Housing staff including: Central Housing Staff, Graduate Hall Directors, Apartment Managers, Resident Assistants, Community Assistants, and Desk Assistants. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guest(s). University officials will consistently and strictly enforce rules and regulations in all residence communities at all times. Violation of any of the rules and regulations may result in disciplinary action.

ABANDONED PROPERTY

In those instances where items are left in residence hall rooms or apartments for more than two weeks after the owner has checked out or left, or where items are not marked as to ownership, the Department of Residence Life shall declare them abandoned and they will be held for one month before being discarded by the university.

APPLIANCES

Residence Halls have definite limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard. Only UL approved sealed unit coffee makers, George Foreman®-type grills and popcorn poppers are allowed. Use of other appliances such as radios, TVs, stereos, desk lamps, or electric blankets are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. No outside antennas of any type are permitted. Small, 1,000 watt or smaller microwave ovens are permitted. Refrigerators that operate at 115 volts and are a maximum of 4.0 cubic feet are permitted in residence hall rooms. Residents should utilize multiple-strip surge protectors. Heavy duty extension cords are allowed.

The following appliances are not permitted in the residence halls:

1. Halogen lamps
2. Sun lamps or tanning beds
3. Broilers
4. Space heaters(with exposed elements)
5. Ovens

6. Emersion heaters
7. Window air conditioners
8. Any open-faced or heating appliances

BICYCLES/MOTORCYCLES

All bicycles should be registered with the University Police Department. Cyclists are to abide by all traffic regulations. Bicycle racks are placed in convenient locations throughout the campus, including all residence halls, and bikes should be secured with a lock and chain. Bicycles can be stored in residence hall rooms with the consent of the roommate. If a bicycle is stored in a room it must not block the door or be ridden in the hall. Motorcycles must be registered with the University Police Department as if it were a four-wheeled vehicle. Motorcycles, mopeds, motor scooters and other internal combustion engine vehicles should never be brought into the residence halls. Gasoline cans should never be stored in residence halls.

BOMB THREATS

If one receives a bomb threat or any other threatening phone call, he/she should gain as much information from the caller as possible and leave his/her phone off the hook. Notify the Residence Life Office during normal business hours. The staff person will notify University Police and other designated staff members. After business hours, contact the residence hall front desk. Please remain available for assistance to the investigative authorities.

CHRISTMAS OR HOLIDAY TREES

Because of the National Fire Protection Association codes and safety concerns within residence halls, cut/live Christmas trees are not permitted in residence hall rooms.

COHABITATION

Cohabitation is not permitted in the residence halls or apartments. Cohabitation is defined as a person using a room as if that person were a resident of the room, but not actually being assigned as a resident of the room.

This includes, but is not limited to:

1. Keeping clothing and other personal belongings in the room.
2. Sleeping overnight in the room.
3. Using the bathroom and shower facilities as if they lived in that room.

Violations of this rule may also relate to the “guests” and “roommate conflict” rules and regulations as outlined in this handbook.

COMMUNITY BILLING

Financial charges relating to the cleaning of, damage to, or theft of university property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building, or area.

This means that if any damage occurs in such areas as one’s floor, hallway or community bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in one’s building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed on their student

billing for his/her “share” of public area damages. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized through posted flyers, letters and/or hall meetings. One’s active involvement in reducing damages within the community is encouraged.

CONTACT PAPER

Contact paper may be applied to the following surfaces:

1. Bathroom Counters
2. Desk tops
3. Drawer linings
4. Medicine cabinet shelves
5. Border on walls
6. Light switches

Contact paper may not be applied to:

1. Windows
2. Doors
3. Ceilings
4. Floors
5. Bookshelves

All contact paper must be removed from the room prior to check out.

COOKING

In accordance with the residence hall appliance regulation, cooking in the residence halls is allowed with approved cooking appliances only. Residents are responsible for ensuring that proper sanitation, ventilation and fire safety precautions are taken. For the approved cooking appliances, please see “**Appliances.**”

COOPERATION WITH UNIVERSITY OFFICIALS

One’s residence hall staffs are university officials. Residents must immediately comply with any lawful directions from any university official. Verbal and/or physical abuse directed towards any university staff member will not be tolerated. Residents should respond immediately to any summons from a university official.

DECORATIONS

Decorations are encouraged as long as they do not create health or fire hazards or damage to the room. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures or exit signs. These restrictions apply to student rooms, as well as public areas. Tension rods may be used to hang curtains. No nails may be used at any time. No wall mounted shelves or curtain rods are permitted. Masking tape or plastic adhesive hooks are the only adhesive allowed for decorating purposes. Contact a residence hall staff person for further details. Decorations violating this regulation may be removed by the hall staff and/or billed to the student for removal.

DRY ERASE BOARDS

Dry erase boards are allowed to be mounted with an adhesive or magnetic backing (in Northpark Quads) to the outside or inside of residence hall room doors or within the room.

ELECTRICAL POWER STRIPS

Do not overload electrical circuits. Do not use octopus type plugs that can overload circuits, leading to possible shorts, which can cause fires. The use of a surge/noise suppression outlet strip to protect computers and other electrically sensitive equipment is recommended. Also, the use of UL listed multiple outlet strips with built in 15 amp fuse or circuit breaker protection is recommended. Multiple plug adapters should not be used. Heavy duty extension cords are allowed.

EMERGENCY/SAFETY EQUIPMENT

Tampering, damaging, or inhibiting the use of emergency/safety equipment including exterior residence hall doors in any residence hall or apartment is prohibited. Residents may not use emergency equipment for any purpose other than an emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from extinguishers, heat and smoke detectors, exit light or panels, fire alarm pull stations or locked exterior doors. Tampering with emergency safety equipment could endanger everyone's life.

ESCORTING GUESTS

A guest is defined as someone who does not live in the building. All guests must be escorted to and from rooms and in public areas. At no time should a resident escort a guest that they do not know personally. Residents are responsible for the conduct of their guests. Guests left unattended or unescorted may be asked to leave the building. Residents must remain with their guests at all times while in rooms, public areas, TV lounges, laundry rooms, hallways or stairwells.

EXTERIOR DOOR LOCKING

Propping of exterior doors and/or tampering with locks or card readers are considered a serious security violation. Anyone caught propping an exterior door will be subject to disciplinary action.

FIREWORKS, EXPLOSIVES, AND HAZARDOUS MATERIALS

Fireworks and explosives of any kind are not permitted in the residence halls or on campus. Weapons, firearms, guns, or ammunition of any kind are not permitted in the residence halls. This includes, but is not limited to, pellet or BB guns, slingshots, arrows, axes, machetes, numchucks, water guns, paintball guns, throwing stars or knives with a blade four inches or longer. Also, all items listed above may not be stored in vehicles that are parked on university property. There are no exceptions to this policy. Please see the University Police Department for more information.

HALOGEN LAMPS

Due to fire safety codes set by the university, halogen lamps are not permitted in any residence hall rooms or apartments.

IDENTIFICATION

For the safety and welfare of all students and to protect the property of the residence halls, you are required to have your ASTATE Express ID card in your possession at all times. Members of the residence hall staff may request proof of identity of any person in the residence hall. Failure to identify one's self to a university staff member upon request is a violation of university regulations. Everyone's cooperation is appreciated should such an occasion arise.

LOCK-OUTS OR LOST KEYS

If for some reason one is locked out of his/her room at any given time, he/she should contact the front desk. A lock-out fee may be assessed. If one loses a room key, the lock on the resident's door will be changed and the resident will be billed for the cost of a new lock. It is illegal to duplicate any which belongs to the university. A loaner key can be checked out, but must be returned within the time limit. The loaner key process can be found at the front desk for a more detailed explanation.

LOUNGE FURNITURE

Each student's room is provided with certain items of furniture. One may not move additional items into one's room from public areas of the hall or other student bedrooms; nor may one move items that are furnished by the university without prior approval of the GHD. Any unauthorized movement of lounge furniture into one's room or moving furniture from one room to another will subject residents the disciplinary process.

LOUNGES/LOBBY USAGE AND FACILITY GUIDELINES

1. The lobby atmosphere should be conducive to small-scale social interaction available for residents and their guests.
2. The lobby may be the meeting place for hall activities as well as a recreational center during specified times of the day.
3. Residents and their guests are expected to show consideration for others at all times and should avoid excessive noise.
4. Quiet hours are enforced, 9:00pm-8:00am, 7 days a week.
5. No loitering is allowed in the main lobby area. This also pertains to the inside and outside entrance ways and main desk foyer areas, and entry/exit to the building.
6. The Department of Residence Life reserves the right to limit visitation hours.
7. The visitation and escort policies in the lobby are under the jurisdiction of the guidelines set by the Department of Residence Life.
8. All university property is inventoried and is not to be moved or dismantled. Removal of furniture from its assigned location, except with permission from the GHD, is grounds for disciplinary action and replacement charges.
9. Residents and their guests are responsible for compliance with the university and all hall policies regarding lobby guidelines and may be subject to judicial action if a violation occurs.
10. The Desk Assistant staff has the authority to dismiss persons from the lobby when necessary.

NOISE

When large groups of people live together, noise can become a serious problem. Each resident has the responsibility of controlling his/her behavior to keep the noise level at a minimum. Courtesy hours are 24 hours a day, seven days a week. Quiet hours are 9:00 p.m.- 8:00 a.m., seven days a week.

OPEN FLAMES

Candles, incense, fire works (all types, including sparklers) are considered to be an open flame and, therefore, a fire hazard. These items are prohibited in the residence halls.

OVERNIGHT GUESTS

Overnight guests are defined as any individual at least 12 years of age who reside overnight in Collegiate Park Apartments or Northpark Quads at the invitation of the resident. Residents are responsible for the behavior of their guest at all times. Residents are responsible for informing their guests of all University and residence hall rules and regulations. Guests are not permitted to stay more than two consecutive nights without the knowledge and written consent of the GHD. All roommates must agree before a guest may visit overnight. Overnight guests are not allowed in the traditional residence halls (Arkansas, Kays, and University Halls) unless the GHD gives specific permission for the stay.

PACKAGES

All packages should be sent to Fed Ex, UPS, or the United State Post Office, and picked up there by the student. Packages should not be sent to the front desk of the residence hall buildings or apartments.

PAINTING

If a room is in need of being repainted the Department of Residence Life should be notified. Under no circumstances should a resident paint his/her own room. Damage charges will apply if painting by a resident occurs.

PETS

Fish in small aquariums are the only pets that are allowed in the residence hall. Residents are limited to a 10- gallon aquarium. For the sake of your roommate, your neighbors, and the animal, please do not bring or take in any pets. Charges and/or disciplinary action may be levied upon confirmation of an illegal pet.

POSTING

Postings of flyers, announcements or any other printed or written material must be approved by the Graduate Hall Director prior to posting in or around any area of the residence halls.

PRANKS

Pranks that result in disturbances or distress to others, compromise safety or cause damage to university or personal property are prohibited. Disciplinary action will be taken of anyone disregarding this regulation.

PROJECTILES

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows.

RESTRICTED AREAS

No student shall make unauthorized entry into any university building, office, attic, roof or other restricted university facility.

ROOM ENTRY

The university reserves the right to have its representative enter a resident's room in the following instances:

1. When it appears that an occupant may be physically harmed or endangered
2. When it appears university property is endangered
3. When it appears university or residence life policy is being violated

4. To deliver important judicial and/or administrative letters
5. To make periodic health, safety and maintenance inspections and repairs.

Every attempt will be made to allow one to retain as much privacy as possible in a room. Health and safety inspections will take place at least once a semester and will be posted at least 24 hours in advance. Also, maintenance staff will enter a resident's room to respond to work orders.

The actual searching of one's room specifically for the purpose of removing illegal or prohibited articles will be done only when reliable information warrants such action, and if possible, it will be conducted in your presence.

ROOM FURNITURE

Waterbeds are not permitted in the residence halls or apartment. Lounge furniture must remain in the lounge areas. All furniture that is reported on the room inventory sheet must remain in the room.

ROOM INSPECTIONS (Health and Safety Checks)

Residence Life staff will conduct health and safety checks periodically. Routine room inspections by staff personnel are conducted on a regular basis. These inspections are made to ensure:

1. That university property is being used properly;
2. That reasonable standards of room cleanliness, safety, and sanitation are being observed; and
3. That maintenance requirements are reported.

Notices of these inspections will be posted on hall bulletin boards at least 24 hours in advance.

If a violation is observed during Health and Safety Checks the Graduate Hall Director and/or GHD will leave notification of the violation.

ROOM MODIFICATIONS

Permanent fixtures and construction are not permitted. All items in the room must be free standing. Modifying electrical or telephone wiring is prohibited. Under no circumstances should nails, screws or wall anchors be used to affix items to walls or ceilings. Any materials used to affix items to walls, ceilings or floors must be completely removed upon check-out.

ROOM WINDOWS AND SCREENS

Window screens may not be removed or altered in any way. Throwing items out of windows or using one's window as an entry or exit will result in disciplinary action. Antennas and satellites should not be attached to outside of building or placed protruding from the window.

ROOMMATE CONFLICTS

If a resident and his/her roommate are having a conflict, he/she should attempt to discuss the problem with each other. If this cannot be done, they should take the problem to the RA/CA. A roommate mediation agreement is then required. If the RA/CA believes that the problem is something out of his/her control, the matter should then be taken to the GHD. If the problem cannot be resolved, the Department of Residence Life has the right to relocate one or both of the roommates, or decide that relocation will not help with the educational process.

SMOKING

Smoking is prohibited in all buildings and under all covered awnings, doorways or porches.

SOLICITATION

The Department of Residence Life does not allow solicitation by outside organizations or companies in the residence halls without prior approval from the Director of Residence Life. Door to door solicitation is never permitted. If approached by a vendor in the hall, please contact the hall staff and UPD immediately. Research may be conducted in the residence halls with prior written approval from the Director of Residence Life, or representative.

SPORTS IN THE HALLWAYS

Residents may not engage in any sports or sport related activities within the residence hall rooms, lounges, hallways, stairwells, or other public areas.

TRASH

Residents should remove trash from rooms and take trash to designated trash receptacle areas outside building. Trash bags must be used. Shopping bags may not be substituted for trash bags due to sanitary conditions.

SYRINGE DISPOSAL

Students should not place exposed hypodermic needles directly in trash containers. Please dispose of used needles in a puncture proof container. If no container is available please take used needles to the Wilson Student Health Center.

VISITATION

Visitation provides an opportunity for hall residents to create a more desirable living experience and further personal growth through greater interpersonal contact among students of both sexes. The responsibility of this policy rests upon the individual who must maintain the element of academic privacy in the living areas, maintain his/her conduct in a manner that is in consideration of roommates or other concerned parties, and act in accordance with all university policies. Violations of these responsibilities shall be subject to judicial action and repeated violations may be grounds for removing the individual or individuals from the living area.

Visitation Hours are as follows: (All First Year Experience Residence Halls)

Sunday through Thursday: 11 a.m. - Midnight

Friday and Saturday: 11a.m. - 3 a.m.

A guest is anyone who is not a resident of that specific hall (for University Hall and Arkansas Hall). A guest is defined as anyone who is not a resident of that specific wing (Kays Hall). All guests must be checked in through the front desk in the traditional residence halls (Kays, Arkansas, and University Halls).

Visitation Hours for Collegiate Park and Northpark Quads are designated by the living unit and the non-residents must be escorted at all times. No one is allowed to "roam" the halls or go door-to-door trying to find someone.

The following policies must be maintained for visitation:

1. All entering into and exiting from the hall must be through the main lobby. Emergency fire doors are to be kept secured and used only in case of emergencies.
2. Each resident must meet and escort his/her guest to and from the lobby. Guests must be escorted at all times throughout the building.
3. Each guest must leave an ID or some satisfactory form of identification with the Desk Assistant.
4. Each resident will be held responsible for the conduct of his or her guests.
5. The guest must claim the ID before the end of visitation.
6. Residents are only allowed two (2) guests at a time.
7. No one under the age of twelve (12) may visit without prior approval from the Graduate Hall Director.
8. Violations of the visitation policy will subject the resident to a judicial hearing.
9. Overnight visitation for University Hall, Kays Hall, and Arkansas Hall can only happen if a special situation occurs (ie. emergency issues) and it has been approved by the Graduate Hall Director. No other overnight visitation is allowed, even same sex guests.
10. All occupants of the room/living space must agree before overnight visitation will be permitted in that room (Collegiate Park and Northpark Quads only).

WEAPONS/FIREARMS

Fireworks and explosives of any kind are not permitted in the residence halls or on campus. Weapons, firearms, guns, or ammunition of any kind are not permitted in the residence halls. This includes, but is not limited to, pellet or BB guns, slingshots, arrows, axes, machetes, numchucks, water guns, paintball guns, throwing stars or knives with a blade four inches or longer. Also, all items listed above may not be stored in vehicles that are parked on university property. There are no exceptions to this policy. Please see the University Police Department for more information.

Judicial Process

Pre-Hearing Meeting

A pre-hearing meeting is a meeting to set up the judicial hearing, to find out about the process, to find out about the charges, and to ask any clarifying questions. This may be done by the Graduate Hall Director, Area Coordinator, Assistant Director of Residence Life, or the Assistant Dean of Student Conduct.

Judicial Hearing

This meeting/hearing is primarily for the incident that was documented and the investigation of such incident. This will be held by the person who conducted the pre-hearing meeting.

Decision

A responsible or not responsible decision will be determined for each individual involved in each incident.

Letter of decision to student with sanctions

A decision letter will be delivered through the student's ASTATE email, and possibly through delivery to the residence hall room. All students are responsible for checking their ASTATE email for all notifications and decision letters.

Student appeal

You have the right to appeal the judicial decision. All appeals must be filed with the appropriate appeal officer within three working days of the date the decision is received. All appeals must be in writing (preferably typed or computer generated) and based on at least one of the following grounds:

Appealing the decision:

- (1) New evidence;
- (2) Rights of student deprived according to the rules governing disciplinary hearings and this error materially affected the decision;
- (3) Finding of guilt was not supported by substantial evidence.

Appealing the sanction:

- (1) The sanction imposed was unreasonably harsh or inappropriate based on the circumstances under which the violation(s) occurred and the prior record of the student;
- (2) The sanction was unreasonably harsh or inappropriate.

The appeal officer shall review the disciplinary record and hearing proceedings in light of the grounds upon which the written appeal is made. As part of the review process, the appeal and officer may or may not interview the student making the appeal. Once an appeal decision has been reached, the appeal officer shall notify the student within five working days.

ASU Code of Conduct

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, the following acts of misconduct apply whether they are performed singly, in groups, or at a function of an organization. These acts of misconduct could result in arrests and charges being filed under local, state or federal laws.

By allowing the existence of behaviors or items that violate Arkansas State University policy, procedures, or Code of Conduct, students have demonstrated an implied consent for the violation(s) and thus may be equally charged for the violation(s). In addition, students will be considered in violation if they fail to remove themselves from incriminating situations and/or report the incident to proper authorities.

Finally, the university reserves the right to discipline students for acts of misconduct wherever they occur. Acts of violence, weapons possession, and possession of illegal drugs will not be tolerated and will result in separation from the university.

1. Possession, use and/or distribution of alcoholic beverages, in any form, in or about university grounds, instructional buildings, residence halls, or at any university approved activity on or off campus and/or impairment which can be attributed to the use of alcohol;
2. Use, manufacturing, distribution or possession of drugs, narcotics, chemicals and/or drug paraphernalia without medical prescription under medical supervision and/or impairment which can be attributed to the use of such drugs;

- 3.** Gambling on or about university property and residence halls;
- 4.** Disorderly conduct, such as, but not limited to, acts that are against the public peace, order, or safety, and/or lewd, indecent, obscene conduct or expression on or off the campus;
- 5.** Unauthorized or illegal entry into a building, classroom, office, room, vehicle or residence hall, and/or unauthorized use or possession of university property;
- 6.** Violation of regulations and policies governing residence in university owned or controlled property (see the Residence Hall Policies);
- 7.** Dishonesty, such as academic cheating, plagiarism, or knowingly furnishing false information, including forgery, alteration, or misuse of university documents, or identification;
- 8.** Physical assault (including rape/sexual assault) or harassment (including sexual harassment/verbal abuse), threat of physical harm of any person or self, and/or conduct which threatens or endangers the health, safety, or welfare of any such person;
- 9.** Non-recognized student groups attempting to function on the campus or in the name of Arkansas State University;
- 10.** Failure to comply with directions, verbal or written, of university officials, law enforcement agents, or residence hall staff while performing of their duties. Refusing to respond to an official request related to an alleged violation of university policy or regulation or giving false testimony or fraudulent evidence in university disciplinary proceedings;
- 11.** Failure to fulfill obligations associated with an official disciplinary sanction;
- 12.** Possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature on university property or at university functions;
- 13.** Theft, attempted theft, possession, sale or barter of, or damage to property of the university or of a member of the university community or campus visitor;
- 14.** Failure to register a motor vehicle operated on the campus and abide by the stated rules of the university regulating the use of such vehicles;
- 15.** Engaging in overt physical acts that interfere with the normal or sponsored activities of the university on or off the campus, including, but not limited to, the blocking of ingress or egress to the university's physical facilities, tampering with public utilities, or prevention of freedom of movement or expression by other students, university officials, law enforcement agents, faculty members, employees and invited guests;
- 16.** Failure to abide by university regulations regarding residence hall visitation, inter-visitation, and security;
- 17.** The instigation of false fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment;

18. All forms of hazing such as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury to any person on or off the university campus

(NOTE: Arkansas Act 75 of 1983 states: No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other students in the commission of this offense);

19. Violation of policies, procedures or regulations included in official publications of the University such as, but not limited to, the undergraduate and graduate bulletins, the traffic brochures, posted notices, other departmental publications, and Residence Hall Calendar/Regulations;

20. Misuse, abuse, and unauthorized use of computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, or copying programs, records, or data belonging to the university or another user without permission;

21. Arrest for violation of local, state, or federal law, and/or conduct that adversely affects the student's suitability as a member of the university community.

22. Students are responsible for the conduct of their guests on or in university property and at functions sponsored by the university or any recognized university organization.

Specific Residence Hall Violations:

23. Knowingly, recklessly or negligently obstructing any fire exit in a residence hall or at a residence hall-sponsored activity;

24. Knowingly, recklessly or negligently interfering with the normal operation of an elevator in a residence hall;

25. Knowingly or recklessly using or possessing in a residence hall or at any residence hall-sponsored activity, any object or substance designed to inflict physical injury, including but not limited to: all firearms, pellet guns, knives with blades longer than five inches, clubs and switchblade knives;

26. Attempting suicide or repeatedly threatening to commit suicide;

27. Knowingly, recklessly, or negligently causing any object to be thrown or dropped from a residence hall;

28. Knowingly furnishing false information to the Residence Life Office or to any staff member acting for the Residence Life Office;

29. Knowingly or recklessly interfering with the normal operation of a residence hall including, but not limited to visitation rules and quiet hours rules;

30. Knowingly or recklessly playing any audio device in a manner which unreasonably interferes with the ability of another resident to use and enjoy his/her assigned room or common area;

31. Failing to pay housing fees;

32. Failing to remain as a full-time student of the university without permission from the Office of Residence Life.