

# Housing & Residence Life

# Handbook



2023-2024 Academic Year

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## WELCOME TO RESIDENCE LIFE AT BLUEFIELD STATE UNIVERSITY!

Welcome to on-campus living at Bluefield State University. The entire campus community and the Housing & Residence Life staff look forward to hosting you for the upcoming academic year. We hope you will find your stay with us enjoyable and come to consider our community your home away from home.

Living on campus provides many exciting opportunities and benefits. We encourage you to get involved in campus life, meet the staff, and get to know your student neighbors. During your stay, we hope you will participate in hall programs and plan some of your own student activities with friends. You might also consider a leadership role in a student organization, a fraternity or sorority, or get involved with an academic club or society. Through your involvement, you will develop relationships and important life skills that will complement your classroom experience and college education.

The Housing & Residence Life handbook is filled with important information you need to know while living on campus, including policies and procedures that govern residential living. Please take time to familiarize yourself with the contents of this handbook. If you have any questions or require assistance with your living situation, Residence Life staff members are here for you. Let us know what we can do to assist you.

Welcome again to Residence Life in Bluefield, West Virginia! Be safe, have fun, and work hard to make the most of your living and learning experience.

**GO BIG BLUE!**

Sincerely,

*Ron Shidemantle*

Ronald Shidemantle  
Dean of Students

## HOUSING & RESIDENCE LIFE MISSION STATEMENT

The Housing & Residence Life program will exist as an integral part of the educational program and academic support services of Bluefield State University. The mission of the office includes:

1. Providing reasonably priced living environments that are clean, attractive, well maintained, comfortable, sustainable, and which include contemporary safety features.
2. Ensuring the orderly and effective administration of the program through effective and sound management.
3. Providing an environment that promotes learning and success. Programs and services will be provided with an emphasis on academic support and student success.

The Office of Housing & Residence Life supports the educational mission of the University by providing a living and learning environment that is conducive to academic achievement and personal growth. The program will engage in regular assessment of its services for continuous improvement of the residential community and the residence hall facilities.

## COMMUNITY STANDARDS IN THE RESIDENCE HALLS

Living in a residence hall at Bluefield State University means living in a community of students and scholars. This community is a dynamic place, composed of various people with different values, cultures, life styles, and attitudes. When a student signs his/her Housing Agreement, he/she agrees to abide by the terms and conditions in the agreement, as well as to the community standards established in the residence areas. Housing & Residence Life staff will work with students at the beginning of the semester and throughout the year to develop and maintain a sense of community within each floor, suite and building. The Resident Bill of Rights articulates some basic components of good relations between roommates, suitemates and hall mates. It is recommended for roommates to sit down at the beginning of the year and discuss how each would like to deal with issues such as personal property, cleaning responsibilities, study time, visits by friends, etc. These practices will assist in developing a community in which we can best learn from one another in an atmosphere of positive encouragement and mutual respect.

## RESIDENT STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

RIGHT:	It is your right to socialize in your room and to live in a supportive and stimulating community
RESPONSIBILITY:	It is your responsibility to consider the needs of other residents and balance them with your own
RIGHT:	It is your right to live in a safe, secure, healthy, and clean environment
RESPONSIBILITY:	It is your responsibility to promote campus and individual safety and to care for the physical living environment
RIGHT:	It is your right to sleep and study without disturbance
RESPONSIBILITY:	It is your responsibility not to disrupt other students and to politely let other residents know when they are disturbing you
RIGHT:	It is your right to enjoy access to a variety of programs, services and facilities
RESPONSIBILITY:	It is your responsibility to demonstrate a commitment to the community by getting involved
RIGHT:	It is your right to enjoy an educational, open, respectful, and responsible community
RESPONSIBILITY:	It is your responsibility to demonstrate dignity and respectful approach to all individuals
RIGHT:	It is your right to expect that a roommate will respect one's personal belongings and personal privacy
RESPONSIBILITY:	It is your responsibility to communicate effectively with your roommate
RIGHT:	It is your right to be free from intimidation, as well as physical and emotional harm
RESPONSIBILITY:	It is your responsibility to treat others with RESPECT

## **HOUSING TEAM**

### **Dean of Students**

The Dean of Students is responsible for all aspects of the Housing & Residence Life program at Bluefield State University. The Dean provides direction for staff training and student programming activities. Additional responsibilities also include housing and occupancy management, housing appeals, the room selection process, budget oversight and program development. The Dean of Students Office is located in 312 Conley Hall.

### **Director of Housing & Residence Life**

The residence halls are supervised by a full time Director of Housing & Residence Life. The Director's Office is located on the first floor of the Medical Education Center Residence Hall. The Director is a full-time professional staff member who reside on campus. Their primary responsibilities include supervising Resident Assistants (RAs), planning and participating in residence hall programs, and the day to day management of the residence halls. The Director has full-time office hours during the work day to respond to the needs of the residence hall students. The Director works with the student staff members and residents to establish and maintain a healthy and safe community in the residence halls and are available in case of emergency.

### **Resident Assistants (RAs)**

Resident Assistants (RAs) are student staff members who live in the residence halls. As a member of the Office of Housing and Residence Life staff, RAs are assigned to support students on each floor of the buildings. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues.

### **Security Officer Staff**

The Front Desk Security Officers are the staff members on duty at the entrance desk of the Medical Education Center Residence Hall. Security Officers assists in maintaining a safe and comfortable residence hall environment twenty-four hours a day when the residence halls are open. Security Officers are responsible for checking in each resident and their guest(s) according to established procedures. The staff has the authority to search personal belongings of any individual entering the residence hall(s). The Security Officers may be asked to assist the Housing & Residence Life staff and Police Department in responding to emergency situations.

### **Housekeeping Staff**

The Housekeeping staff is responsible for cleaning the hallways, lounges and other public areas in the Residence Halls. Housekeeping is not responsible for cleaning individual student

residence hall rooms. As a member of the residence life community, everyone is responsible for keeping our community clean and in good condition.

### HOUSING & RESIDENCE LIFE CONTACT NUMBERS

Office of the Dean of Students	304.327.4401
Director of Housing & Residence Life	304.327.4088
Front Desk Security Staff	304.320.7355
Resident Assistant on Duty	304.308.4074 or 304.320.4290

### HOUSING INFORMATION

The Medical Education Center Residence Hall consists of approximately 216 beds located throughout two floors. The Honors Cottages consist of approximately 16 beds in four separate buildings for Honors College Students. Heritage Village will be available sometime in the future and will house over 100 student residents.

There are three types of rooms – double rooms, single rooms, and triple rooms. The rooms are furnished as follows:

- Writing desk, desk chair, chest of drawers, wardrobe
- Bathroom sink, mirror, shower
- Bed Frame with Twin Extra Long Mattress (38" x 80")

**Each room may have a different type of furniture, and several rooms vary in size and dimension.** Each floor within the Residence Halls has a lounge, study room, trash room, and laundry room.

#### **Cable Television & Internet Service**

No basic cable service is provided in the Medical Education Center Residence Hall, but enhanced internet service for the streaming of smart televisions and other devices is available to the community and is provided free of charge in each residence hall room. Problems with internet service should be reported directly to Institutional Computer Services (ICS) at 304.327.4090.

#### **Lounges & Study Rooms**

Each residence hall wing has a lounge area located on each floor of the Medical Education Center intended for quiet conversation and relaxation. Each lounge includes furniture and is for the use of the residents and accompanied guests in that building. In addition, each wing has a Study Room exclusively for academic purposes. Removal of common room furniture is



prohibited and will result in student conduct action. Sleeping in the lounges is prohibited. Programs and events planned in the common rooms must be approved and registered with the Office of Housing & Residence Life. These events will be given priority over other daily activities.

### **Institutional Computer Services**

The Office of Institutional Computer Services provides wired and wireless internet access in each residence hall room as well as emergency telephones located in the Foyer of the Medical Center.

Students are provided a network username and password for access to Bluefield State University's on-line resources, such as MyBSU (which acts as the gateway to email, Moodle for your online courses, and the library databases.) In addition, that same network username and password will allow students to log on the computers in the computer classrooms and on the computers in the William B Robertson Library. Wireless access locations are available in the common lounges and in most areas across campus. External wireless routers are not permitted.

For questions or problems logging into or using University applications, or using wireless access at the University, students can contact the BSU Helpdesk at 304.327.4090, or via email at [helpdesk@bluefieldstate.edu](mailto:helpdesk@bluefieldstate.edu).

### **BSU Helpdesk Hours**

Monday -Thursday	8:00 am – 7:00 pm
Friday	8:00 am – 5:00 pm

### **Laundry**

Washers and dryers are located on the third and fourth floor of the Medical Education Center Residence Hall and in all Cottages. Please report any problems with the washers and dryers to the Director of Housing & Residence Life immediately. The University is not responsible for lost, stolen or damaged items left unattended in the laundry room. Non-resident usage of the washers and dryers is prohibited.

### **Trash & Recycling**

Students are required to place all trash in the residence hall trash rooms throughout the residence halls. Housekeeping staff will remove trash according to the building cleaning schedule. Recycling bins are available in close proximity to the residence halls for the collection of paper, plastic, glass and metals. Details are provided and posted on each container.

## **Vending**

Vending machines are conveniently located on the first floor of the Medical Education Center Residence Hall. A selection of snack items and cold drinks are available 24 hours a day in these machines. If a machine is broken or fails to dispense a product, please complete a service or refund request with the Director of Housing & Residence Life during regular business hours. Be as specific as possible about which machine is not working and about the nature of the problem.

## **Meal Option**

Bluefield State University residence hall students are required to purchase a meal plan to live in the residence halls. Residents can refer to the University web page for updates and information regarding meal options.

## **Parking**

All Bluefield State University Campus Traffic and Parking Regulations are in effect and applicable for on-campus residents and visitors. Violators may be ticketed/towed at the owner's/operator's expense if cars are parked illegally or out of compliance with university rules. Non-university community members visiting campus may park in designated visitor parking spaces and lots. **Parking in the MEC drive-through emergency fire lane area is prohibited.**

## **Pest Control**

Please notify the Director of Housing & Residence Life if there is any problem with insects or rodents in a residence hall room or community space. All non-perishable food in residence hall rooms should be stored in airtight containers and be well wrapped. No food is to be placed on window sills. Food must be properly stored or discarded during vacations. If pest control is contacted for an issue that a student is responsible for, all costs may be passed on to that student or all students within the residence hall room.

## **Recreation**

There are numerous outdoor activities and clubs on campus. The Bluefield and southern West Virginia region provides ample opportunity for activity year-round. On campus, residents have access to the recreational center, the swimming pool, and many planned student activities.

An intramurals program is offered year-round. Residents who are interested in participating in the intramurals program should contact the Office of Student Activities at 304.327.4323 for more information.

## SAFETY AND SECURITY

The University and Residence Halls have security features including blue light emergency telephone stations, state-of-the-art smoke/heat alarm systems, a camera monitoring system, and 24-hour surveillance around campus. Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Housing & Residence Life staff member or to the Office of Public Safety.

### **Crime Prevention Tips**

Criminals who see an opportunity for gain will take risks. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs. Crime reduction on campus requires the continued active support of the Bluefield State University community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

#### ***Personal Safety...What You Can Do!***

The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

#### ***At Home, Your Apartment, or Residence Hall Room:***

- Keep doors and windows locked when at home to keep out unwanted visitors.
- Lock all doors and windows whenever exiting. Even the best locks won't work if you do not use them.
- Don't automatically open the door when someone knocks. Use the peephole in the front door to see who is there.
- When strangers ask to use personal telephones, offer to make the necessary call but don't let the person into the room.
- Do not loan room keys or your ID to anyone.

#### ***When Walking:***

- Know the locations of blue-light courtesy call boxes along daily routes.
- Plan routes in advance. Stay away from alleys, fields, and dark areas. Avoid shortcuts.
- Walk on lighted walkways on campus. Use the Public Safety Safe Walk escort service.
- Do not walk alone. Walk with a friend, especially at night.
- Use Bluefield City buses. Wait for the bus with a friend.
- If being followed, change directions and head for a public place.
- Have keys ready to enter a car, room, or apartment immediately.

- Do not accept rides from strangers. Don't hitchhike.

## **HALL OPENINGS/CLOSINGS**

The Residence Hall move-in dates and designated move-in and move-out times for residents will be stated on the University website each semester. Alternate arrangements following the identified check in times will need to be coordinated with the Office of Housing & Residence Life. Residents must vacate the halls 24 hours after their last final exam during the fall and spring semesters. Residents will be charged \$25 per half hour after the building closes if they fail to vacate-not to exceed \$200. Any exceptions to this policy must be approved by the Dean of Students or his/her designee, a minimum of one week in advance.

Residents must vacate the halls during all university vacation periods.

When leaving for the vacation periods, residents are responsible for the following:

- All windows and doors must be closed and locked.
- All window blinds must be drawn.
- Clean the room; empty wastebaskets, remove all perishable food items from refrigerators and rooms and take all trash to designated location.
- There is a \$25 fee for each bag of trash that has to be removed from the room.
- All electronic appliances must be unplugged. Personal mini-refrigerators only need to be unplugged during winter break.
- Take all personal items that will be needed during the break period. Residents will not have access to their room during the break period.
- Remove all valuable personal belongings. The University is not responsible for lost or stolen property

A Housing & Residence Life staff member will check each room and suite to ensure that the above guidelines have been followed. All prohibited items will be confiscated.

## **KEYS & IDS**

Residents will be issued a Residence Hall access card which will open the outer door to the Medical Education Center Residence Hall and then a key for their assigned room. It is the resident's responsibility to carry their key and Bluefield State University residence hall access card Student ID at all times and present the ID when requested by a university official and/or member of the Housing & Residence Life staff. Residents must report lost/stolen keys to a member of the Office of Housing & Residence Life staff immediately. A locksmith will change the locks on the room door within a reasonable timeframe of the resident reporting the key lost or stolen. A lock change fee of \$150.00 will be billed to the resident for immediate payment. There will be no refund once a lock change has been requested.

Lost mailbox keys will be replaced for a fee of \$25.00 and will be billed to the resident for immediate payment. Failure to return keys at the time of checkout will result in lock change fees. Residents may not allow anyone to borrow their housing issued keys or student ID card. Duplication and unauthorized use or possession of university or residence hall keys is prohibited. Violation of these policies will result in student code of conduct action.

Residents must use their student ID card to gain access to the residence halls. A lost/stolen/broken ID card may be replaced for a fee of \$10.00 through Photo ID located in William B. Robertson Library. If you have any issues with your student ID, please contact the Circulation Desk at the Library at 304.327.4054. To request a replacement card email [asklibrarian@bluefieldstate.edu](mailto:asklibrarian@bluefieldstate.edu).

## **LOCKOUTS**

Residents who are locked out should contact their Resident Assistant. If the Resident Assistant cannot be contacted, the resident should contact the Director of Housing & Residence Life. If the Director cannot be contacted, the resident should contact the Medical Education Center Safety Officers. A student ID must be presented at the time of the lockout. Housing & Residence Life staff members will only let residents into their assigned room. Staff members will not give residents access to other resident's rooms. Staff will not unlock doors for guests. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their keys. Residents who cannot produce their keys may be charged for a lock change. Lockout assistance will be completed at the earliest time feasible to the Housing & Residence Life staff or a Front Desk Security Officer. Leaving room doors unlocked is dangerous and also places roommates' belongings at risk.

## **MANDATORY HALL/FLOOR MEETINGS**

During the semester, certain floor and hall meetings will be designated as "mandatory" by the Housing & Residence Life staff. Residents must attend mandatory hall/floor meetings with their Resident Assistant and/or Director of Housing & Residence Life. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.

## **PUBLICITY & POSTING**

The Office of Housing & Residence Life must approve all promotional material posted or distributed in the residence halls. Only events that meet one or more of the following criteria will be allowed to be advertised in the residence halls:

- Sponsored by a recognized Bluefield State University club, organization, or department. “Sponsored” means to have a financial and/or production involvement with the event
- A function taking place on the Bluefield State University campus

Materials in violation of the above policy will be removed. Promotional materials for other area university events or non-university groups may be posted in the residence halls with permission from the Office of Housing & Residence Life.

### **General Posting Specifications**

- The standard size of 8.5” x 11” for flyers is encouraged
- 22” by 28” is the maximum size allowed for any flyers or posters
- Publicity/Posters will be secured on bulletin boards with tacks or approved tape only
- Publicity/Posters are not permitted on glass, painted areas, wood, or metal/concrete pillars or walls, except in designated areas, unless otherwise approved by the Office of Housing & Residence Life
- Discriminatory or derogatory material based on race, ethnic origin, gender, disability, age, religion, or sexual orientation will not be accepted or tolerated
- Posting cannot imply the consumption of alcohol or contain sexually explicit material
- It is the responsibility of the requesting person or group to make the appropriate number of copies needed for posting or distribution
- Nothing should be slid under room/suite doors or posted in the front doors of any building or on individual room doors
- Graphics should be clear, concise and appropriate, in accordance with the previously stated items
- Nothing can be placed in mailboxes unless each item is addressed to a specific building and mailbox number

### **RESIDENCE HALL CHECK-IN/CHECK-OUT PROCEDURES**

Upon occupancy of a room/suite, residents will be required to review a room condition report that has been completed by a Housing & Residence Life staff member. This report should be reviewed thoroughly and accurately with great detail and previous damage items included. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24-hour grace period has expired, the resident will be responsible for the condition of the room.

Upon check-out of the room, a preliminary check-out will be conducted by a Housing & Residence Life staff member. The preliminary check-out does not serve as the final damage assessment to the room. After the halls are closed, a thorough inspection will be conducted where the current condition of the room will be compared to the original room inspection report filled out when the resident moved into the room. If items are lost, missing, damaged, or not left in good condition, charges will be incurred and they will be deducted from the

housing/security deposit. Damages that incur a cost greater than the housing/security deposit amount will be billed to the resident's account.

To avoid unnecessary charges during check out, be sure to follow all of the guidelines provided by the Housing & Residence Life staff. Residents who improperly check out of the residence halls will forfeit the opportunity to appeal any damages or fees. Upon leaving, the room must be clean and free from all trash and personal items. Any items that are found after keys are turned in will be discarded and a fee will be charged against resident's security deposit.

Residents must turn their suite and mailbox keys in to a Housing & Residence Life staff member. Residents will be assessed a fee for keys that are lost or not returned at check-out. This includes vehicles that are left in university parking lots without prior permission.

A resident choosing to terminate the housing agreement is required to meet with the Dean of Students or the designee to be advised regarding the financial responsibility.

## **ROOM ENTRY**

The Office of Housing & Residence Life reserves the right to authorize personnel to enter into any area of a room in the absence of the resident. The authorized personnel include, but are not limited to: professional members of the Division of Student Affairs staff, Resident Assistants, Director of Housing & Residence Life, the Dean of Students, Public Safety, Security Officers, and repair/maintenance/cleaning personnel.

Housing & Residence staff will inspect rooms during semester breaks and other times designated by the Dean of Students. If it is believed that an immediate danger exists in a room, staff will contact Public Safety for assistance. Examples of these situations include, but are not limited to; fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury. The same procedure is prescribed if the danger involves assault or other acts constituting possible jeopardy to persons or property. Staff or residents may be asked to assist in a medical or emergency situation requiring room entry which threatens immediate harm to the safety of the individuals.

Staff may also enter into a resident's room to eliminate disruptive noise from electronic equipment which may violate an individual's right to sleep or study. This includes, but is not limited to, unattended stereos, televisions and alarm clocks.

State and federal laws govern entry of police officers and Public Safety officers into a resident's room for purposes of investigation. This includes, but is not necessarily limited to, officers in possession of a valid search/arrest warrant, hot pursuit, a safety emergency, or when a police officer/security officer has probable cause to believe a felony is being or has been committed by the individual therein.

## **SOLICITATION**

Solicitation and sales of any service or product door to door in a residence hall or by way of the university telephone or mail system is prohibited, unless specifically approved by the University. Solicitation and sales by registered student organizations of any service or product in the lobby of a residence hall must have the approval of the Office of Housing & Residence Life at least one week prior to the planned sale. Commercial sales will not be allowed from individual resident rooms or other areas within the residence halls. Residents may not use residence hall rooms or residence hall telephone numbers as a place of business or for the purposes of solicitation or for any purpose other than as a residence. Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence halls or resident mailboxes.

## **ELECTRICAL POWER STRIPS & EXTENSION CORDS**

When additional electrical outlets are needed, residents must use U.L. approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into another power strip. Power strips should never be placed on the ceiling, underneath carpet or stapled or pinched in any way. Running extension cords underneath mattresses is prohibited.

## **ON CAMPUS HOUSING AGREEMENT**

### **2023-2024 Academic Year**

#### **PREAMBLE:**

Living on-campus at Bluefield State University is a privilege and should be treated as such. Expectations of community living include, but are not limited to, sharing and negotiating the use of space with others, treating others with respect, communicating with roommates, suitemates, or housemates as well as floor-mates, compliance with campus rules and policies, and cooperating with Housing & Residence Life staff. Residents who violate community living expectations will be referred to the Office of Housing & Residence Life for further action. All residents must accept responsibility for creating an environment that promotes individual growth and builds community through the safe and respectful exchange of diverse thought, opinion, and feeling. Unfortunately, a few student residents may abuse the freedom inherent in such an environment. Residents who breach the trust that has been extended to them by the University community shall be held accountable for their actions. In cases where the Student Code of Conduct/Housing Agreement may not apply, Housing & Residence Life will still consider appropriate educational remedies.

Residence Halls at Bluefield State University are operated by Bluefield State University.

#### **GENERAL TERMS**

1. This agreement must be fully completed to be valid.
2. This agreement is for all terms as a residential student at Bluefield State University unless terminated by the University for breach of the terms and conditions stated herein.



3. This agreement may also be affected by sanctions imposed upon the resident for violation of regulations of Bluefield State University.
4. The delivery of this agreement by the University to the student constitutes an offer of housing accommodations, within the limits of available, on-campus, residential housing, and the signing of this agreement by the student and/or his or her parent or guardian constitutes an acceptance of this agreement. If on-campus residential housing is not available, the Office of Housing & Residence Life will make notifications of other arrangements, if applicable.

**PARTIES:**

This agreement is made by, and between, the University and the student (referred to as the resident). The University and the resident, in consideration of the terms and conditions stated in this document, do hereby agree to abide by this agreement.

**TERMS AND CONDITIONS OF RESIDENCE HALL LIVING:**

All full-time (12+ credit hours) first-year residents are required to live on campus, space permitting, except students who are 21 years of age or older at the time of enrollment, students who live within a 60-mile commuting radius from the main campus residing with their parent/guardian, students who are married, students who are veterans or currently in reserve status or the National Guard with one or more years of active service, students who have a dependent child of whom they have legal custody, or students with disabilities who cannot be accommodated within one of the campus residence halls. Part-time students taking fewer than 12 credit hours are not permitted to live on campus without approval from the Office of the Dean of Students. The University reserves the right to deny campus housing to any student for just cause as determined by the Office of Housing & Residence Life in consultation with the Dean of Students.

**PERSONAL PROPERTY:**

The University shall assume no responsibility for any and all claims arising from personal injury or for the loss, damage, or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around university owned or operated housing. The student is encouraged to carry appropriate insurance for protection against such losses.

**INDEMNIFICATION**

The resident shall indemnify and hold harmless the University, its agents and employees, for any claims arising from personal injury or for the loss damage or theft of personal property belonging to or in the custody of the resident for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around university owned or operated housing.

**ON-CAMPUS RESIDENCY REQUIREMENTS:**

This agreement constitutes acceptance of all housing regulations and standards of Bluefield State University. It is the obligation of the student to become familiar with and comply with these regulations as contained in the Bluefield State University Student Handbook. Particular note is made of the following:

**HOUSING PROCEDURES & REGULATIONS:**

- A. Housing charges are non-refundable once you begin attending classes.
- B. Residents are expected to review the Student Handbook in full and adhere to all University and Housing & Residence Life policies and guidelines. Residents must also respect the rights and property of other members of the University community, and to engage in behavior that is

- consistent with the mission of the institution. Theft, destruction of property, vandalism, creating a fire hazard, or creating a concern for the safety for others will not be tolerated.
- C. All residents must submit record of immunizations to the University. All immunizations must be current.
  - D. Rooms in residence halls are rented only for those periods of time when the University is in regular session. Summer school housing is only provided for times when summer school is in session. Residents may not stay in the residence halls during Thanksgiving, Winter, Spring Breaks or other breaks during which the Residence Halls close (as indicated by the official Academic Calendar and communicated via email); the time period between hall closing at the end of the spring term and the start of summer term; or the period between hall closing at the end of summer term and the start of fall term. Student's belongings must be removed from all residence hall rooms at the end of each spring term and at the end of each summer session, or upon the termination of this contract. At the end of each term, residents must vacate housing 24 hours after their last exam. When moving out of campus housing, residents must meet with a Residence Life Staff member to complete the Room Condition Form (RCF) and turn in their key and ID access card. Failure to do so will result in a fine of \$25.00 for improper checkout, waiver of right to question possible damage charges, and may result in key replacement charges.
  - E. A charge of \$25.00 per day may be assessed for those residents staying in the halls after the closing of the residence hall(s), or returning before opening of the residence hall(s) without prior written permission from the Office of Housing & Residence Life.
  - F. RIGHT OF ENTRY: Room inspections by designated personnel are made regularly and may be made at any time to ensure compliance with university policies, the Student Code of Conduct, and residence life and fire safety guidelines. Residents need not be present during room inspections. Authorized personnel may also search residence hall rooms when there is reasonable belief that a student is using the room for a purpose that is illegal or in violation of university policies. Unauthorized or illegal items found during an inspection or search will be confiscated by the University and the student adjudicated according to the student conduct process.
  - G. Individual rooms must be maintained in a safe, hygienic, and sanitary manner.
  - H. All residents are issued a room key and an ID access card. A fee will be charged for keys and ID access cards that are lost. All keys/ID access cards remain the property of the University and are not to be duplicated, loaned, or given away. Lost or stolen keys are to be reported immediately to the Office of Housing & Residence Life.
  - I. The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room, whether they are present or not. Also, a student who is a guest in another room is responsible for the items present and activities that occur in the room where they are present.
  - J. Students may not change rooms during the first three weeks of the fall or spring semester. The Office of Housing & Residence Life must approve all room changes in advance. Room changes are allowed only in the two-week period following the first three weeks of each semester. Unauthorized room changes are subject to a fine of \$50. Bluefield State University reserves the right to make changes in room assignments at any time during the year when necessary.
  - K. If there is only one occupant in a double room, the University may move individuals together at any time in order to make better use of the spaces available.
  - L. The housing agreement is terminated when an individual:
    - i. Officially withdraws from the University during the academic term;
    - ii. Does not enroll in the University for the subsequent academic term;
    - iii. Is granted an exemption by the Office of Housing & Residence Life;

- iv. Is removed from housing for good reason in the judgment of university officials;
  - v. Is suspended or expelled from the University;
  - vi. Fails to abide by the terms of this contract or the policies as listed in the Bluefield State University Student Handbook.
- M. Residents requiring or requesting specific accommodations, whether physical, mental, or emotional, must contact the Bluefield State University Academic Success Center (ASC) at 304.327.4095. ASC will provide all necessary forms and instructions for filing a request. ASC in conjunction with Housing & Residence Life will review all requests for accommodations.
- N. As a condition of on-campus residency, all residents are required to attend predetermined floor meetings. These meetings are designed to help set community standards, which enhance the university experience of all student residents.
- O. Under the *Higher Education Opportunity Act of 2008, Section 488* you have the opportunity to provide a confidential missing person's contact to be notified if you are determined to be missing as outlined by the University's Missing Student policy available in the *Student Handbook*. If you are under 18, and not emancipated, your parents or guardians will be notified as well. All residents are required to list at least one person as an emergency contact in case of emergencies.

**RESIDENCE HALL RATES:** You agree to pay the following sums to the University as follows:

Triple Occupancy	\$4,000.00 annually or \$2,000.00 per Fall and Spring Semester
Double Occupancy	\$5,400.00 annually or \$2,700.00 per Fall and Spring Semester
Single Occupancy	\$8,000.00 annually or \$4,000.00 per Fall and Spring Semester (as available)

Meal Plan (all you can eat) \$5,408.00 annually or \$2,704.00 per Fall and Spring Semester

**SECURITY DEPOSIT**

A \$200.00 housing/security deposit is required at the time of application. This ensures your reservation of a residence hall space on campus. The housing/security deposit will be refunded if a space is not available for you at the commencement of the academic year. Upon possession of a space, the housing/security deposit will be applied towards your total amount owed for the assigned residence hall room.

Failure to turn in a room key or mailbox key will result in a \$25.00 fee per key, in addition to a lock change fee of \$80.00 when deemed necessary for security purposes. Damage costs will result in a bill for the balance, and a "Hold" will be placed by the University on your account until such damage costs are paid in full. You are responsible for ensuring the accuracy of the Room Condition Form (RCF) on both check-in and check-out and will be held accountable for all damages reflected on the RCF.

**DAMAGES (INDIVIDUAL & COMMUNITY):**

Residents must complete and submit a Room Condition Form (RCF) detailing any damages upon moving into their room.

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residence hall. Residents may be charged for repair or replacement costs caused by the removal of, or destruction of, property in their residence hall room/suite. Residents are responsible for the actions of their guest(s) and, therefore, could be held responsible for any damages incurred.

The student or students responsible for intentional damage resulting from abuse of facilities, negligence, reckless behavior, or means other than those attributed to normal deterioration, will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residence hall room/suite will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account at the end of the academic year or when the student leaves the residence hall room/suite. Community damage charges are not subject to appeal.

(Accidental) – A student may not be assessed a fine for damage if (1) he or she notifies a staff member immediately and (2) he or she accepts responsibility for the cost of the repair.

(Student Room) – Occupants of a room will be held responsible for damage to their room. When two or more residents occupy the same room and individual responsibility for damages to the room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room and/or suite.

**ANIMALS:**

You agree not to bring or feed any cats, dogs, or other animals in or about the assigned residence hall location. In the event you permit an animal to enter the assigned residence hall, you shall be solely responsible for, and you shall reimburse the University an additional license fee for, the cost of any cleaning, repair or replacement of any part of the assigned residence hall location, as deemed necessary by the University at its sole discretion. Animals used for those with physical impairments or others as approved by the Bluefield State University may be allowed with confirmation of need.

**COMMUNICATION:**

Housing & Residence Life utilizes BLUEFIELDSTATE.EDU email system as its primary source for communicating relevant and important information to its residents. Before checking into your residence hall room, it is your responsibility set up these accounts and check them on a regular basis. Residents will be held accountable for all information communicated by email. Please note: failure to properly set up email accounts, and check them on a regular basis, does not absolve the resident complying with the directives and information that is communicated by this means.

**REQUIREMENT TO VACATE CAMPUS HALLS:**

In the event of a fire alarm, all residents must vacate the facility in a timely and orderly fashion. Residents may not re-enter the residence halls or other campus facility until cleared by emergency personnel and/or Housing & Residence Life staff. Failure to evacuate may result in fines, discipline pursuant to the Student Code of Conduct, or both.

If the University orders the campus to close because of a serious weather event (i.e., tornado, hurricane, flood, snow storm, other natural disaster or other emergency), residents must vacate their rooms until further notice. There will be no abatement for housing or meal plan fees. Residents are encouraged to sign up for Bluefield State University Alerts, and to frequently check their university email for updates.

**ABANDONED PROPERTY POLICY:**

Any personal property that remains in a bedroom or residence hall upon termination of the on-campus housing agreement shall be deemed abandoned and may be disposed of by the University in its sole discretion. The University may, but is not required to, notify the resident and/or the resident's parent or guardian that property has been found in room. Neither the University nor its agents, employees or other

personnel, assumes responsibility for any such property at any time, regardless of any course of action taken.

**THIS CORPORATION IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER:**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call 866.632.9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202.690.7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

I understand and agree to honor the Terms and Conditions of Residence Hall Living as stated within this agreement and any additional policies and procedures as listed in the Bluefield State University Student Handbook. I understand that living on campus is a privilege that is retained only by maintaining appropriate behavioral and academic standards. Failure to arrive by the scheduled time on the check-in date or to give prior notification of late arrival can result in the immediate termination of this agreement.

**ACKNOWLEDGEMENT OF STUDENT:**

THIS IS A LEGALLY BINDING AGREEMENT. IT IS UNDERSTOOD AND AGREED THAT YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS CAMPUS HOUSING AGREEMENT, ALL REQUIREMENTS AND RULES OF THE UNIVERSITY AND ALSO THAT YOU ARE RESPONSIBLE FOR ADHERENCE TO ALL OTHER POLICIES SPECIFIED IN THE BLUEFIELD STATE UNIVERSITY RESIDENCE LIFE MANUAL AND BLUEFIELD STATE UNIVERSITY STUDENT HANDBOOK. YOUR SIGNATURE ACKNOWLEDGES YOUR AGREEMENT AND INDICATES THAT YOU HAVE REVIEWED THE ON-LINE STUDENT HANDBOOK AND ON-LINE RESIDENCE LIFE MANUAL. IT IS ALSO UNDERSTOOD THAT INFORMATION REGARDING POLICY VIOLATIONS CAN BE SHARED WITH YOUR PARENT AND/OR GUARDIAN. YOU ACKNOWLEDGE AND AGREE THAT YOUR FAILURE TO COMPLY WITH THE TERMS OF THIS CAMPUS HOUSING AGREEMENT MAY SUBJECT YOU TO DISCIPLINARY ACTION ACCORDING TO THE RULES AND REGULATIONS OF THE UNIVERSITY, AS WELL AS REMEDIES OF THE UNIVERSITY REFERENCED HEREIN. BLUEFIELD STATE UNIVERSITY MAY REMOVE YOU FROM THE ASSIGNED RESIDENCE HALL SPACE IF, IN THE JUDGMENT OF THE UNIVERSITY YOU HAVE ENGAGED IN OR THREATENED ACTS OF MISCONDUCT SUCH THAT YOUR CONTINUED PRESENCE IN ON CAMPUS RESIDENCY MAY ENDANGER PUBLIC ORDER, PROPERTY, THREATEN THE PERSONAL SAFETY OR SECURITY OF OTHERS (WHETHER BY ACTS OF PHYSICAL OR VERBAL HARASSMENT OR VIOLENCE OR OTHER MEANS) OR BE SUFFICIENTLY DISRUPTIVE AS TO ADVERSELY AFFECT THE ABILITY OF OTHERS TO PURSUE THEIR EDUCATIONAL GOALS.

**RESIDENCE HALL POLICIES AND CONDUCT CODES**

Note: The following are residence hall policies and residential conduct codes which apply to all residence hall students, their guests, and visitors. In addition to the residence hall policies, all residents must follow the Bluefield State University Student Code of Conduct, as outlined in this handbook.

The residential conduct codes are provided so all students who occupy campus housing will live in an environment that helps them achieve their educational goals.

## **RCC 1: Active Hall Sports**

Participating in recreational activities in areas not designated for that purpose is prohibited. This includes, but is not limited to the play of sports with balls, e.g., baseball, basketball, football, hockey, soccer, Frisbee, nerf guns, the riding of a skateboard, bicycle, roller skates, rollerblades, etc., and the throwing of water in the living area is prohibited. Storage of sporting equipment (i.e. bicycles, hockey equipment, etc.) is not permitted in public areas (i.e. lounges, hallways, bathrooms, stairways, etc.). Sports items or equipment may be confiscated until student conduct review.

## **RCC 2: Alcohol and Illicit Drugs**

Bluefield State University prohibits the possession, use, distribution, and/or manufacture of alcohol and illicit drugs in any residence hall or at a university regulated activity, regardless of age. Students under the age of 21 may not be in the presence of alcohol, regardless of whether they are consuming alcohol or not. No alcohol beverage containers or drinking game devices or paraphernalia are allowed in the residence halls or on the University premises, regardless of age.

Possession of alcohol containers in the residence halls is prohibited. Plastic, glass, or metal vessels, which contained alcohol, or empty, and used for decorative or display purposes in a student's room are not permitted. Students may not display alcohol and/or drug signs, posters, or other related memorabilia in college housing.

Individuals involved with the illegal possession, use, sale, transfer or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the residence halls without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to residence hall and college student conduct action.

### **ALCOHOL/SUBSTANCE INCIDENT SANCTION MODEL**

#### **First Violation\***

- Residence Hall Probation - Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- Fine: \$50 alcohol; \$100 substance and/or paraphernalia
- Possible referral to the Office of Housing & Residence Life
- Possible referral to the Campus Judicial Officer (for serious violations)
- Possible Residence Hall Suspension or Removal
- Possible Suspension from the University

## Second Violation\*

- Heightened Residence Hall Probation - Duration based on severity of the incident and resident's judicial history
- Parental notification
- Educational sanction/referral
- Fine: \$100 alcohol; \$200 substances and/or paraphernalia
- Referral to the Office of Housing & Residence Life
- Possible referral to Campus Judicial Officer (for serious violations)
- Possible Residence Hall Suspension or Removal
- Possible Suspension from the University

\*These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, a student resident may also be suspended or removed from the residence halls and/or referred to the Campus Judicial Officer for additional sanctions outlined in the University's Code of Conduct Regulations.

### **RCC 3: Appliances**

A television (no larger than 32"), miniature refrigerator (no larger than 2.6 cubic ft), and microwave (1100 watts or less), are permitted in a residence hall room. TV wall mounts are not permitted. Housing & Residence Life staff must approve other appliances for the residence hall room. All appliances must be in good working order, used responsibly and attended to at all times. Prohibited appliances include, but are not limited to, toasters, toaster ovens, crockpots, electric fry pans, hot air popcorn poppers, hot plates, waffle irons, rice cookers, sandwich and quesadilla makers, oil fryers or auxiliary heaters, gas or charcoal grills, George Foreman and similar grills, broilers and any device with exposed coils/heating elements.

Halogen Lamps, portable heaters, and air conditioners are prohibited.

### **RCC 4: Bicycles & Skates**

Bicycles may only be parked in designated bicycle parking areas: a bike cannot be stored in a resident's room.

Skateboards, inline skates, roller skates, scooters and other items with wheels are permitted only on sidewalks and parking lots. These items may not be worn or used inside the residence halls. Hoverboards are prohibited from the grounds and facilities of the University.

## **RCC 5: Building Access & Room Access**

Residence Hall access is limited to student residents and their registered and invited guests. Entering or exiting buildings in any way other than through an authorized doorway is prohibited.

Propping or attempting to open an exterior building door, or tampering with door locking mechanisms so as to allow access to a building is prohibited.

Loaning or giving away a residence hall key to another person, or using a key to admit an unescorted or unregistered non-resident is prohibited. At any time, entering another student's residence hall room without the invitation of the student room resident is prohibited.

## **RCC 6: Health & Safety Inspections and Room Cleanliness**

Residence Hall students must keep rooms and bathrooms clean and presentable, including when preparing for university breaks. Residents must regularly dispose of trash in appropriate receptacles and at designated locations.

The university expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents within a room to maintain a clean and healthy living environment. To ensure that this standard is met, the Housing and Residence Life staff will conduct:

- Regular "walk-throughs" to make sure the rooms are kept in a safe and sanitary condition;
- Regular health and safety inspections of the entire room, including individual student rooms and bathrooms;
- West Virginia State fire safety inspections of the entire residence hall, including individual rooms and bathrooms.

If a problem is noted in the room, residents will be given a verbal/written request to rectify the situation by a specific date. At that time, the room will be re-inspected. Failure to correct a documented problem may result in student conduct action.

Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in student conduct action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

Any fines that are imposed by the West Virginia State fire inspector will be billed directly to the resident (s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount will be split equally among the members of the suite.



Residents must keep their room in a condition that is ready to accept a roommate when a vacancy exists within that room. This includes keeping a bed, closet, drawer space, and desk clear from belongings.

## **RCC 7: Fire Safety**

### **Fire Safety Rules**

The residence halls are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building as a result of negligence, misuse or abuse can range from \$100-\$1000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Housing & Residence Life staff. Residents will be subject to a fine.

- For the protection of residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of West Virginia State law. At no time should anything be hung from a sprinkler head.
- Stairwell doors leading to hallways should be kept closed.
- Hallways must be kept clear at all times. Furniture and personal belongings such as trunks, boxes, and drying racks may not be placed in the hallways.
- Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)
- Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the residence hall room to the door.
- Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 18 inches below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchier lamps. No hot plates, toaster ovens, George Forman and similar grills, electric fry pans or auxiliary heaters are to be used. Lightbulbs for any lamps should not exceed the recommended wattage.
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in the designated bike storage areas.

- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building.
- Only university approved wiring is allowed in residence hall rooms with the following exceptions: Students may not possess multiple-outlet connections unless they are a “temporary” power strip with a built-in circuit breaker that is clearly marked, carry an Underwriter’s Laboratory (U.L.) approval, have a maximum load of 15 amps, and are plugged directly into a wall electrical outlet. Possessing an extension cord or configuring cords to function as extension cords is prohibited. Electrical cords cannot be placed under items other than a rubberized cord protector. All electrical items must be directly plugged into a wall outlet or “temporary” power strip (with built-in circuit breaker) marked with UL approval and carry no more than 15 amps. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed.
- Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be run through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self- starting charcoal are prohibited from being in the residence halls.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence halls.
- Do not leave food unattended in the microwave.
- All residence hall students must check and/or verify that the room smoke detector is fully functioning and report malfunctioning detectors to the Housing & Residence Life staff.

### **Room Decorations**

Residents may not damage any surfaces of furniture when decorating their room. The room and furnishings may not be painted or permanently altered in any way. It is important to remember when hanging items on the wall, to use substances that will not damage the wall. Wall coverings, such as, but not limited to paper, posters, pictures, tapestries, wreaths, etc., are permitted. Nails, tacks, and other sharp objects to hang items are not permitted. All wall decorations must be hung at least 12” lower than the ceiling. Items which are highly flammable may not be placed on student room doors or other areas restricted by state fire code. Television wall mounts are not permitted. If the room or furnishings are damaged in any way, the resident will be billed and may be subject to student conduct action.

Additionally, residents may not cover their walls or hang from their ceiling’s items such as tapestries, sheets, canopies and fishnets. Window curtains are prohibited. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors.

### **Candles & Incense**

Candles, incense, oil lamps, or any items that produce an open flame are prohibited in all university student housing.

### **Paths of Egress/Entrance**

Students in no way can obstruct the safe and efficient egress or entrance in rooms in any way, including the corridor and windows.

### **Fire Evacuation Procedures**

The fire alarm system in the residence halls is monitored 24 hours per day.

- When the alarm sounds, all occupants must vacate the building quickly and safely
- Students will meet in the designated parking lot.
- The Fire Department, Public Safety, as well as Housing & Residence Life staff members will ensure that the building has been properly evacuated.
- Any resident found in the building during an alarm will be subject to student conduct sanctions and fines.
- The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should a resident return to the building unless instructed to do so by the Fire Department, Public Safety or a Housing & Residence Life staff member.

### **Fire Safety Sanctions**

#### **Building Fire Alarm Activation:**

- First time violation: \$200 fine and residence hall probation issued to the room or responsible resident(s)
- Second time violation: \$500 fine, referral to the Office of Housing & Residence Life and possible suspension or removal from the residence halls
- Third time violation: \$1000 fine, referral to the Office of the Dean of Students and suspension or removal from the residence halls

#### **Failure to Evacuate:**

- First time violation: \$200 fine, residence hall probation and an educational project
- Second time violation: \$300 fine, referral to the Office of Housing & Residence Life and possible suspension or removal from the residence halls
- Third time violation: \$500 fine, referral to the Office of the Dean of Students and suspension or removal from the residence halls

#### **Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Apparatus:**

- First time violation: Minimum \$500 fine, referral to the Office of Housing & Residence Life and possible suspension or removal from the residence halls
- Second time violation: Minimum \$500 fine, referral to the Office of the Dean of Students and suspension or removal from the residence halls

### **Cooking**

Only microwave cooking is allowed in residence hall rooms. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence while cooking. The use of any other cooking appliances are prohibited in the residence hall rooms.

### **Smoking in the Residence Halls**

Smoking is prohibited within the residence halls. Regardless of alarm activation, if it is determined that smoking has occurred inside a residence hall room or common area, residents may be subject to the following sanctions:

#### First Violation\*

- Residence Hall Probation - Duration based on severity of the incident and resident's student conduct history
- Fine: \$75.00
- Educational sanction/referral
- Possible referral to the Campus Conduct Officer

#### Second Violation\*

- Heightened Residence Hall Probation - Duration based on severity of the incident and resident's judicial history
- Educational sanction/referral
- Fine: \$125.00
- Referral to the Campus Conduct Officer

*\* These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, students may also be suspended or removed from the residence halls and/or referred to the Dean of Students Office for additional sanctions outlined in the University Student Code of Conduct Regulations.*

The university does provide for designated smoking areas outside of the residence hall community. Students are encouraged to use these designated areas following all applicable laws.

## Fire Safety Tips

- Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door to see if there is smoke.
- Put a damp towel over your mouth and nose to keep from breathing smoke.
- Crawl or stoop low on the floor to avoid smoke inhalation.
- If you are trapped and there is a phone nearby, call Public Safety.
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
- Do not use the elevators.
- Call Public Safety to report the fire from a safe location.

## RCC 8: Room Furnishings

Each resident room is fully furnished. University mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The Housing and Residence Life staff will take inventory during check-in and all items recorded on the inventory form must remain in the room at all times. Residents may be limited in the amount of personal furniture in each room/suite. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra-long twin mattress pad for their bed. Room furniture may not be dismantled at any time for any reason. Students may not remove University property from its designated location, which includes residence hall room furniture and furnishings from lounges or other spaces. Residents may have non-university furniture in their rooms, provided residential staff has approved the furniture and it does not create a fire or other safety hazard. Residents may not make repairs, modifications, or alterations to any University property or furniture.

Students are not permitted to have waterbeds or beds larger than twin-size in the residence halls.

## RCC 9: Visitation & Guest Policy

### VISITATION POLICY

A resident's right to privacy and comfort takes precedence over the community member's privilege to have visitors. It is important for roommates to discuss visitation and to arrive at an agreement acceptable to all roommates in the residence hall room. A non-resident is defined as any person who is not a designated resident of a residence hall room. Non-residents must possess a valid photo ID (driver's license, work/college ID) and be signed in at the front desk during visitation hours. Non-residents must be in the presence of the host resident at all times. The visitation policy will be strictly enforced. Residents will be subject to student conduct

sanctions and/or a fine if the guest visitation period is exceeded. The storage of guest/visitor property within the units is prohibited. Non-residents may not use a resident's keys or access card. Non-residents are prohibited from visiting the residence halls for an extended period of time.

Any non-resident can be asked to vacate the residence halls at the discretion of the Director of Housing & Residence Life, Public Safety or the Dean of Students at any time. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the residence halls as well as all areas immediately surrounding the residence halls. Failure to abide by this issuance may result in the arrest of the individual and conduct action upon the host.

Non-residents must comply with all university policies and residence hall rules/regulations. Residents that host non-residents are responsible for the non-resident's behavior. If a non-resident creates a disruption and affects a roommate, other residents, or the community, they may be asked to leave the halls and the resident may be held accountable for their actions. In cases where a non-resident damages property or violates hall/university policy, the resident host may be subject to student conduct code sanctions and/or restitution. This includes items found during searches.

- All non-residents must contact their host to be signed in.
- Residents will be limited to signing in two (2) non-residents.
- There is an 8-person occupancy limit on residence hall rooms.
- All non-residents, including parents and family members, will be required to sign in at the front desk. Any exceptions will be made by the Director of Housing & Residence Life.
- Hosts will be required to bring their Bluefield State University IDs to the front desk when signing in non-residents.
- All non-residents will be required to present a valid photo ID at the front desk. The ID must be a university ID, driver's license or other appropriate form of identification.
- All non-residents must be registered at the front desk during desk hours.
- Any visitor, overnight guest or resident entering the residence hall(s) is subject to search by authorized personnel.
- Children under the age of 17 visiting the halls must be accompanied by a parent or guardian and may only visit between the hours of 10:00 a.m. – 8:00 p.m. Any child may be asked to leave the halls at the discretion of the Director of Housing & Residence Life, the Dean of Students or Public Safety at any time. Any exception to this policy may be made by one of the aforementioned parties.

The front Security desk in the Medical Center is staffed 24 hours a day when students are residing in the building. Times are subject to change based on staff coverage.

Resident students are permitted to have visitors during the following times:

Sunday – Thursday: 10:00 AM to 10:00 PM  
Friday & Saturday: 10:00 AM to Midnight

### **OVERNIGHT GUEST POLICY**

Overnight guests are permitted, with the consent of the roommate, only on Friday and Saturday nights. If a guest is asked to leave by the roommate who is not the host student, the guest must comply. Overnight guests are defined as any individual (student resident or non-resident) who is not the assigned and designated resident of a residence hall room at Bluefield State University. All overnight guests must be registered with the Office of Housing & Residence Life by 5:00 PM on Fridays. Forms may be obtained in the Office of Housing & Residence Life and must be signed by all room occupants. All overnight guests must be at least 18 years of age.

All guests of Bluefield State University students must be escorted by their hosts at all times. It is the responsibility of the host student to ensure that their guests abide by all Residence Life and University policies. The host student assumes full responsibility for their guest's actions. Any violation of policy may result in the guest being asked to leave the campus immediately, the guest being barred from future visits to campus, and the host being processed through the University Student Conduct Process.

Residents signing in a non-resident as an overnight guest must do so at the time of registration at the front desk.

- Overnight non-residents are permitted, but may not reside in any suite for more than three days in any given two-week period.
- Overnight non-residents who fail to sign out of the residence halls at the sign-in desk prior to the end of desk operations will be considered an overnight non-resident.
- Residents may not host guests who have been restricted from any residence hall or university property.
- Under no circumstances will guests be issued keys or mattresses.
- All registered overnight guests will be issued a registration confirmation/guest pass. Guests must keep this pass with them at all times and it must be shown upon request to any College personnel.

### **RCC 10: Full Time Status**

Residents must be enrolled full-time each semester to reside in the residence halls. "Full-time" is defined as twelve (12) credit hours or more that includes hours adjusted during the drop-add period. If a resident falls below the credit hour requirement, they may be removed from the residence halls.

It is strongly recommended that residents enroll for a minimum 15 credit hour load. This would provide a safeguard so that a resident does not fall below full-time status (12 credit hours), if a schedule is adjusted.

There are a number of ways a resident can drop below full time:

- Drop/Add
- Withdraw
- Faculty member can withdraw a student

A resident should not fall below twelve (12) credits without prior approval of the Dean of Students or his/her designee. Residents are encouraged to respond to all notices regarding registration status. Failure to respond will result in denied or limited access to the residence halls or removal from the residence halls.

### **RCC 11: On-Campus Housing Rule**

All first time, first semester students under the age of 21 are required to live on campus the first year, for two consecutive semesters (excluding summers). Exemptions to this policy may be granted if the student:

1. Lives with relatives (immediate family members such as grandparent or sibling) or legal guardians who are age 21 or over and are permanent residents within commuting distance of the University (1-hour drive time or 60 miles).
2. Is currently married.
3. Has served at least one-year active duty in military forces.
4. Is participating in a university-sponsored activity that required the students to live outside of the commuting radius.
5. Has receive permission from the Dean of Students or appropriate designee.

### **RCC 12: Quiet Hours & Courtesy Hours**

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates or other residents. All of the residence halls are part of an academic environment, and residents and guests must be considerate of noise, 24 hours a day, seven days a week. Excessive noise and disorderly behavior will not be tolerated. Noise, including but not limited to voices, amplified music, televisions, musical instruments, computers, alarm clocks, and radios, must be maintained at a level that does not disturb other residents. Residents may not amplify sound from windows to the outside. Residents are expected to comply with staff to lower noise levels.

Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.



In addition to courtesy hours, specific quiet hours are as follows:

- Sunday – Thursday: 9:00 pm to 9:00 am
- Friday – Saturday: 12:00 am(midnight) to 9:00 AM

During Quiet Hours, noise that can be heard outside of a room or building is prohibited. During Quiet Hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the residence halls including, the areas immediately surrounding all residence halls.

Quiet Hours at other times, such as final examination week, will be 24-hours a day and will be posted by the Housing & Residence Life staff.

### **RCC 13: Roofs, Balconies, Ledges, Windows and Restricted Areas**

Students are not permitted on any roof, balcony, ledge, or other restricted area. Students may not climb on or over balconies to enter a room or building. Students may not throw, drop or otherwise dispose of anything from elevated locations. Students may not open residence hall room windows without university permission.

### **RCC 14: Room Assignment & Change Policy and Procedures**

Residents may not live in or occupy any residence hall room other than their assigned location. Residents may not change rooms without the prior approval of the Office of Housing & Residence Life. Residents requesting room changes may contact the Office of Housing & Residence Life for more information. Room changes are not allowed during the first two weeks of each semester. Room changes are also not permitted during the last two weeks of the spring semester.

A specific date will be established each semester for approved room changes to begin. A student wishing to change rooms must complete a Room Change Request Form, which is available from the Office of Housing & Residence Life. The Director of Housing & Residence Life involved in the change must sign this form before the student will be permitted to move. Any student changing rooms without the written approval of the Director of Housing & Residence Life may be subject to university disciplinary action and disapproval of any subsequent requests to change rooms.

- Bluefield State University reserves the right to consolidate those students who are in a room or suite that is currently housing less than the capacity of said room or suite.
- Bluefield State University reserves the right to make administrative room changes which are believed to be in the best interests of those involved and the University.

When problems with roommates occur, students are encouraged to make an effort to resolve their conflicts. Before a room change can be made, the following procedure must be followed:

- Both roommates must meet together with their Resident Assistant to discuss their concerns.
- The residents will create a contract with their Resident Assistant, designed to resolve specific needs/concerns of both roommates.
- The roommates must make every effort to abide by this contract for a minimum of one week.
- If roommate differences are still irreconcilable at the end of the one-week contract period, both roommates must meet with the Director of Housing & Residence Life to discuss an alternative resolution.
- It is the resident's responsibility to present a room change alternative. All residents involved in the prospective room change must have prior knowledge of the impending change and agree to the proposed change.
- Upon approval, rooms must be inspected by the Office of Housing & Residence Life prior to the move. Residents who are changing rooms are responsible for making arrangements to be properly checked out of his/her room, including room inspection by the Office of Housing & Residence Life. NO ROOM CHANGE MAY BE INSTITUTED WITHOUT FOLLOWING PROPER PROCEDURES OR WITHOUT THE DIRECTOR OF HOUSING & RESIDENCE LIFE'S APPROVAL.

#### **RCC 15: Room Responsibility**

It is necessary to emphasize the responsibility that each student must assume for his/her room. Each student can be held responsible for any activity or any violation that occurs in his/her room whether or not he/she is present. Students are responsible for their visitors and guests' behaviors that are in violation of the Student Code of Conduct.

#### **RCC 16: Room Capacities**

Students occupying a room may not have more than eight (8) total people present per room (3 guests or visitors per roommate).

#### **RCC 17: Screens & Windows**

Screens may not be removed from windows in any residence hall. Students may not open or close windows and also are prohibited from entering or exiting rooms through windows. Students may not hang items out windows or throw, drop, or otherwise dispose of anything out of a window.

### **RCC 18: Smoking, Chew Tobacco, and Related Products**

There is to be absolutely NO smoking in the residence halls and all designed non-smoking areas on campus. Tobacco products include cigarettes, cigars, aromatic cigarettes, snuff, dip, chewing tobacco, and any type of lighted or heated tobacco product. All smoking related products that are not tobacco, such as hookahs, vaporizers, and electronic smoking devices or instruments are not permitted. When smoking outside please be sure to comply with the Office of Housing & Residence Life policy which requires all individuals to stand beyond the designated line in front of each residence hall and dispose of cigarette butts in the appropriate receptacles. Please refer to the RCC 17: Fire Safety section of the handbook for additional information.

### **RCC 19: Weapons**

Possession or storage of any weapons, devices, substances that include but not limited to firearms, knives (blade longer than 3"), fireworks or explosive devices, pellet gun, slingshot, mace, taser, chemicals, and other lethal devices which may injure, maim, cause damage to, or create fear within the campus of Bluefield State University or at any college activities or functions is prohibited.

### **RCC 20: Minors or Children**

Minors (17 or younger) with parental permission are permitted to visit the residence halls. Minors are not permitted to stay as overnight guests in the residence hall rooms or community.

### **RCC 21: Property Damage & Vandalism**

Residential students are responsible for any loss/damage to personal property or University property. Anyone causing damages, whether intentionally or by accident must report the incident to the Office of Housing & Residence Life. Damages occurring during the academic year will be invoiced to the resident for labor, repair, and/or replacement costs of property. Vandalism to common area property will be assessed and divided equally among all resident students living in the suite, floor or building. All damage deemed vandalism by the Housing & Residence Life staff will incur a base charge per incident based on building occupancy.

Residential students are responsible for any damage to their room. Any damage to common areas that cannot be attributed to individual resident(s) will be considered the joint responsibility of the residents of the hall or suite. The repair/replacement costs will be charged to the residents by dividing the total cost equally by the number of residents in the hall or suite involved.

## **RCC 22: Pets**

No pets or animals are allowed in the residence halls/rooms, except for service animals and aquarium fish contained in a tank with a capacity no greater than five gallons. No room may have more than one tank of fish.

## **RCC 23: Emotional Support Animals**

Bluefield State University has developed the following Emotional Support Animal policy:

1. With respect to a request for emotional support animal, BSU will determine, on a case-by-case basis, and in accordance with applicable laws and regulations, whether such animal is a reasonable accommodation on campus. In doing so, BSU must balance the needs of the individual with the effect of the animal's presence on other campus community members.
2. Animals must be housebroken, litterbox trained, or otherwise able to meet their elimination needs without damage to university property or disruption of the community. Animals must stay quietly in carriers or crates when the resident is not in the room, to avoid disruption to the living community. Animals must be housebroken (outdoor), litterbox trained, or otherwise meet their elimination needs in a sanitary and hygienic manner that does not damage the facility or disrupt the community.
3. Bluefield State University may require documentation from a licensed physician or mental health provider who is currently treating or has a history of treating the student for the diagnosis that is the basis for requesting an emotional support animal, showing that the emotional support animal is required for the student to be successful in completing degree requirements. The physician or mental health must detail how the animal will assist the student. The documentation may not be from a physician or mental health provider whose sole interaction with the student was to obtain the recommendation. The student must have had multiple interactions/appointments with the provider issuing the recommendation. The documentation must be from a physician or mental health provider with personal knowledge of the student's disability and need for the emotional support animal.
4. The student must provide documentation from a veterinarian showing that the animal is up to date on vaccinations and veterinary care.
5. Students with emotional support animals may be required to complete additional documentation to share with Housing & Residence Life Staff, Physical Plant, and the Office of Public Safety regarding proper treatment and interaction with the emotional support animal.

6. Emotional Support Animals will be permitted only in the student's dwelling (the specific MEC or Cottage room). Emotional support animals will not be permitted academic buildings, dining facilities, administrative buildings, in other residents' rooms, or in communal areas of the residence halls or cottages.
7. Emotional Support Animals must be transported by leash or in a secure carrier when outside of the "dwelling" to ensure the safety of others.
8. Emotional Support Animals must be kept in a cage, crate, or carrier when the student is not present in the room.

#### **RCC 24: Removal of Animals from Campus**

The University retains the right to order the immediate removal of any animal, including service or emotional support animals, from university premises to provide for the safety of others, to prevent the destruction of property, to end disturbances occasioned by the animal's actions, and for violations of policy. Any cost affiliated with removing an animal from campus will be the student's responsibility.

The University has the right to remove any animal that is in danger due to negligence or inappropriate actions of the student. This includes, but is not limited to, unhealthy living conditions, inhumane treatment, such as being left exposed to the elements in a vehicle or outside, left unattended for more than eight hours, left without basic needs being met (food, water, shelter, veterinary care, for example), or other acts of neglect or cruelty. The student will be financially responsible for any expense for removal of the animal from an unsafe circumstance.

If an animal presents an immediate threat to persons or property, immediately contact Public Safety at 304.327.4818.

#### **RCC 25: Harassment**

Any form of harassment is prohibited. Harassment is an act that causes or is likely to cause mental or physical harm and tends to demean, intimidate, stigmatize and frighten any person or group. The harassment rule encompasses but is not limited to a person's ethnic and racial background, gender, national origin, and sexual orientation. See the Student Handbook/Conduct Code regarding sexual harassment and Title IX policies.

#### **RCC 26: Prohibited Items**

The following are prohibited in or around all residence hall college property and violators are subject to immediate action and/or removal by university personnel. The University reserves the right to authorize personnel to confiscate any prohibited item or items deemed to be a

danger to the individual, other residents or university property at any time. When deemed appropriate, confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the University.

- Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors).
- Animals or pets of any kind including snakes and turtles (See RCC 22).
- Any type of smoking substance or inhalant, including tobacco products (cigarettes, cigars, chewing tobacco).
- Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals).
- Dartboards of any kind including magnetic, felt or plastic tipped darts.
- Electric blankets or air mattresses.
- Electrically amplified instruments, including DJ equipment and drum sets.
- Extension cords or multi-plug outlets, plug-in air fresheners (power strips and surge protectors are permitted).
- Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall.
- Federal, state, university, local or other signs.
- Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives, archery equipment, and look-a-like weapons including orbeez guns, nerf guns, and water guns.
- Halogen lamps, black lights, lava lamps or other high-intensity lamps including torcher lamps, spider lamps or any upward facing bowl lamps.
- Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, NuWave Oven Infrared Ovens and induction cooktops, oil fryers or auxiliary heaters and refrigerators exceeding 4.0 cubic feet.
- Indoor use of any athletic or recreation equipment, any hall sports/gaming, water/food fights, or horseplay, including bouncing or throwing any type of ball, skateboarding or utilization of any other recreational device with wheels.
- Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated "non-alcoholic").
- Live-cut Christmas trees and flammable decorations.
- Neon signs.
- Strings of lights (including holiday and rope lights).
- Waterbeds, air mattresses, hot tubs, Jacuzzis and non-college lofts and cinder blocks.
- Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars etc.).
- Wireless routers from external providers.

- Personal mattresses, without medical documentation.
- Cinder blocks.
- Fog machines.
- Gas power tools.
- Non-UL-approved appliances.
- Tattoo equipment.

### **RCC 27: Exterior Door Locking**

All exterior residence hall doors are locked 24 hours a day. Propping of exterior doors and/or tampering with locks are considered a serious security violation. Residents involved in such activities may be removed from University Housing. Exterior doors are monitored by surveillance cameras for the safety of community members.

### **RCC 28: Lounge Policy**

Lounges and study rooms are provided for the use of the hall residents and their escorted guests. Residents are responsible for keeping all areas neat and presentable. It is a violation of university policy to remove furniture or other provided equipment from building common areas. Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, the Office of Housing & Residence Life reserves the option to do a residence hall room search. Students who are found in possession of public area furniture will be subject to university disciplinary action. Any lounge furniture not accounted for will be assessed as a group billing.

### **RCC 29: Removal of Dining Services Property**

Students may not remove silverware, dinnerware, or other items from University Dining Services, except as allowed by Dining Services staff. Dining Service items found in Residence Hall Rooms will be immediately confiscated. Student removal of any dining services item(s) may result in disciplinary action.

### **RCC 30: Compliance with University Officials and Staff**

All students and their guests are expected to comply with all directives from University and Housing & Residence Life staff. All students and their guests are expected to show a valid picture ID when asked by a university official. Failure to identify yourself to a University staff member upon request is a violation of the Bluefield State University Student Code of Conduct.

### **RCC 31: Residential Violations**

Violating the Residential Conduct Code (RCC) significantly interferes with the University's (1) primary educational responsibility of ensuring the opportunity of all members of the University community to attain their educational objectives or (2) subsidiary responsibilities of protecting

the health and safety of persons in the University community, maintain and protecting property, keeping records, providing living accommodations, and other services and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

Upon satisfactory proof that a student and/or organization has violated a University policy, rule, or regulation, the student or organization may be subject to disciplinary action. Any residential violations are considered in the context of the student's responsibility as a member of the residential community, and violating any of the residential codes of conduct indicates inappropriate conduct or activity. Alleged violations of the residential conduct codes will be adjudicated as outlines in the Bluefield State University Student Code of Conduct. See the current Student Handbook for the procedural process, sanctions, and appeal process.

## **RESIDENCE HALL STUDENT CONDUCT REGULATIONS**

### **Student Conduct Process and Procedures**

The residence hall student conduct process is designed to enforce university policy and residence hall regulations while maintaining educational principles. Community living requires standards of conduct, cooperation, negotiation, and respect for all community members, including students and staff. The student conduct process functions cooperatively with the Dean of Students, the Campus Judicial Officer, Housing & Residence Life Staff, Public Safety, and local police and emergency response agencies. A resident may be referred to the Campus Conduct Officer for an alleged policy violation. Residents should refer to the Bluefield State University Student Code of Conduct (see below) for more information. Students living in the residence halls sign a housing agreement that stipulates individual resident student responsibilities. The rules and regulations apply to all residents and their guests/visitors as part of this agreement.

NOTE: Students will be notified via the Bluefield State University email system of all scheduled student conduct matters (hearings, decisions, appeals and etc.). It is the responsibility of each student to check their email in a timely manner when involved in a student conduct incident. If a student is unable to access their email or has a problem viewing any correspondence, it is their responsibility to seek the assistance of a student conduct officer or residence hall staff member.

### **STUDENT CONDUCT OFFICERS**

**Director of Housing & Residence Life.** The Director of Housing & Residence Life is a designated conduct officer for the residence halls and will adjudicate all but the most serious of residence hall incidents. The Director is empowered to determine responsibility and assign sanctions based on policy and protocol as determined by the Dean of Students.

**Office of the Dean of Students.** The Dean of Students is a designated conduct officer and hears appeals of the Director of Housing & Residence Life's decisions and adjudicates incidents in



which high level sanctions (i.e., removal from the residence halls) may be imposed. The Dean of Students (or designee) adjudicates the most serious of residence hall incidents, where college conduct regulations are also violated. The Office of the Dean of Students may impose sanctions for the residence halls and the university simultaneously.

## **DIRECTOR OF HOUSING & RESIDENCE LIFE**

When the Director receives notice of a possible violation of a university policy or residence hall regulation (notice meeting), the Director will review the report and schedule to meet the referred student(s) for a student conduct hearing to discuss the incident.

At this meeting, the referred student(s) will be provided a description of the incident and the alleged violation(s). The student(s) will be given an opportunity to hear the allegations and give their description of what happened. During this meeting, the student is expected to be honest and encouraged to ask questions. The Director may dismiss allegations based on insufficient evidence.

If a resident fails to attend the student conduct hearing with the Director, the hearing may take place in the absence of the student. The resident is responsible for completing all assigned sanctions. The resident maintains the right to appeal the decision to the Office of the Dean of Students.

The Director may choose from any of the following options:

- Refer the incident to the Office of the Dean of Students (or designee) for adjudication of the incident.
- Find the student “responsible” for violation of one or more allegations.
- Find the student “not responsible” for violation of one or more allegations. Dismiss one or more allegations based on insufficient evidence.

Once a resident has been found responsible for violating policy, the Student Conduct Officer may assign sanctions of:

- **Reprimand.** An oral statement to the resident that he/she has violated residence hall or University policy. This warning should include the nature of the violation and the consequences of further offense.
- **Censure.** A written statement that repetition of wrongful conduct would be followed by more severe student conduct action. Such written statement shall become a part of the University’s student conduct file and the resident’s educational record.
- **Restitution.** In all student conduct violations involving theft and/or damage to residence hall property, restitution may be required. The form and/or amount of this restitution are to be determined by the student conduct officer hearing the case.

- **Fine.** The amount of the fine is to be determined by the student conduct officer hearing the case in accordance with the fire safety, smoking, alcohol and substance, vandalism policy and other policies deemed necessary.
- **Community Service.** Community Service is a student conduct sanction which requires a student to perform unpaid work of benefit to the University community. Community Service provides an opportunity for the student to contribute positively to their community. The tasks support and supplement services existing on campus.
- **Educational Sanctions.** This can be a requirement to include a writing assignment(s) or attending a class, counseling session(s), or workshop.
- **Educational Project.** An educational project designed to assist the student in better understanding the overall impact of their conduct decision may be imposed. Such assigned projects may include, but are not limited to, research papers, the creation of educational materials, or the planning and/or presentation of educational programs related to the policy infraction. Assigned projects may not include physical labor unless they are directly related to the violation(s) and are not designed to cause humiliation or degradation to the student.
- **Privilege Revocation.** Any privilege offered to the student by virtue of being a resident in housing may be suspended or revoked, such as hosting guests/visitors or borrowing hall equipment.
- **Notification of Parents.** In some situations, parents or guardians may be contacted.
- **Behavioral Contract.** Signed behavioral contract, written agreement, or document that sets specific standards to be met or actions required to continue as a resident in the Residence Halls as a result of a violation of any University regulation or residence hall policy.
- **Room Change.** Reassignment to a new room, floor, or hall.
- **Referral.** A student may be referred to the Office of Housing & Residence Life, the Office of the Dean of Students, the Counseling Center, or to any college service deemed necessary for the assistance of the student.
- **Residence Hall Warning.** A written statement placed in the student's file, indicating that further violations of any University regulation or residence hall policy could result in more severe disciplinary action.
- **Residence Hall Probation.** An official action informing the student that the violation of any University regulation or residence hall policy during the probationary period may result in residence hall suspension or residence hall removal. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the University's student conduct file and the resident's educational record.
- **Residence Hall Suspension or Expulsion.** An official action informing the student that the violation of any University regulation or residence hall policy during the heightened probationary period will result in residence hall suspension or residence hall removal. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the University's student conduct file and the student's educational record.

- **Residence Hall Relocation.** An official action moving a student from one room to another within the residence halls.

Students relocated to another room may be restricted from entering a specified room, suite, floor, or building. Such written statements shall become a part of the University's student conduct file and the student's educational record.

#### **APPEAL PROCESS OF THE DIRECTOR OF HOUSING & RESIDENCE LIFE DECISION**

Residents may appeal the Director's student conduct decision to the Office of the Dean of Students. Appeals procedures are handled according to the Bluefield State University Student Code of Conduct.

#### **OFFICE OF HOUSING AND RESIDENCE LIFE**

A resident may be referred to meet with the Dean of Students for more serious matters and/or student conduct action according to the Bluefield State University Student Code of Conduct.