



# RESIDENCE HALL POLICIES

2024-2025

## STATEMENT ON RESPECT AND DIVERSITY

**Preamble:** Nazareth University embraces a society that is both diverse and inclusive, and values both respect for the person and freedom of speech. Respect for the dignity of all people is an essential part of the University's tradition, mission, and vision for the future as we advance a socially just and equitable community. The University promotes civility and denounces acts of hatred, violence, and/or intolerance.

**Statement:** We define diversity as a continuum of individual, group, and social differences, both visible and invisible. This definition compels us to confront inherent privilege, power, and marginalization to achieve equity and social justice. Diversity at Nazareth is concerned with, but not limited to: race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, religious and spiritual belief, ability, national origin, veteran status, age, and those individuals with cultural characteristics that have been historically underrepresented and underserved.

Nazareth University is dedicated to inclusion, the active pursuit of conscious and sustained practices and processes that value and respect differences. This commitment to diversity and inclusion informs our curriculum, teaching, learning, scholarship, creative activities, co-curricular activities, residential life, community involvement, and support of these endeavors by the Nazareth Community.

This commitment includes:

- engaging in a continual process of education, critical self-reflection and dialogue regarding privilege, power, and marginalization,
- promoting greater access and inclusion through systemic and structural change, and
- ensuring that all students, faculty, and staff reach their fullest potential individually and collectively.

This endeavor is essential in meeting the goal of preparing our students and ourselves for meaningful lives in a diverse and global society.

**Educational Priority:** Our educational priority is to help our residents become Changemakers. Aligned with the University's vision to create a cohesive student experience in which *all* students are guaranteed integrative learning opportunities\* Residential Life is committed to the education of the whole student, recognizing that

learning takes place both inside and outside of the classroom. We embrace our role as a partner in enhancing student academic success by providing opportunities for all students to actively engage in programs that promote learning specifically through student discovery, personal well-being, civic engagement, and intercultural competence.

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# **RESIDENTIAL LIFE**

## **RESIDENCE HALL POLICIES**

Residence hall policies are established to protect the rights, needs, and interests of students and the University. Some policies are based on law, while others are derived from general University guidelines or the residential life room contract. They represent regulations that are necessary in a group-living situation. Students who reside on campus accept the additional responsibilities associated with living in the community and signify this through their contractual agreement. The following pages provide a statement of residence hall policy.

Any questions regarding the interpretation of this policy should be referred to the Department of Residential Life. Student occupancy of a Nazareth University residence hall is a privilege, not a right. Students, therefore, agree to conform to standards of decent and considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and communal living. All residents must be registered full-time students. They are responsible for knowing and observing the regulations, and for abiding by the terms of the residential life room contract.

## **RESIDENCE HALL STAFF**

The Department of Residential Life administers all regulations concerned with on-campus housing. Inquiries relating to residence, including application for campus housing or withdrawal from housing, should be directed to the department.

The Department is comprised of the following staff members:

1. Associate Dean of Students for Campus Life
2. Associate Director of Housing and Operations
3. Assistant Director for Residential Education
4. Each residence hall area is supervised by one of two Area Directors (ADs) or one of four Graduate Resident Directors (GRDs).
5. A student staff of 50 Residential Student Leaders Assistants (RAs and CAs)

## **UNDERGRADUATE RESIDENCY REQUIREMENT**

### **POLICY**

Nazareth University is committed to our student's intellectual and personal growth. Research literature indicates that students who live on campus are more likely to achieve higher academic success, stay in school, graduate in four years, be more involved in campus life, and make friends more readily.

To build a strong foundation, maximize the integration of in-class and out-of-class learning, and enhance the potential for success in college, a two-year residency requirement is in place for full-time\* undergraduate students.

Full-time undergraduate students are required to live on campus for their first and second year of college, unrelated to credit-based class status. Entering first-year students must live on campus for their first two years. Transfer students who have not yet completed their first two years of college must comply with the residency requirement for the remainder of their first two years of college.

Nazareth University provides on-campus housing to every full-time, matriculated undergraduate student who requests it, providing they meet their financial obligation to the University and remain in compliance with University and residential policies. In making assignments, Residential Life will not honor any requests for assignments or room changes that discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition, or any other protected status. Respect for the dignity of all peoples is an essential part of the University's tradition and mission, and its vision of the future.

Although a residential campus experience is beneficial under almost all circumstances, students are exempt if they are:

- Living with a parent or guardian within a 30-mile radius of campus
- Married, in a civil union, and/or have dependent children
- Transfer students who have attended another college for at least 2 years
- Age 21 or older by December 31 of their freshman year
- Part-time\*\*

\* A full-time student is enrolled in 12 or more credits

\*\* A part-time student is enrolled in fewer than 12 credits

Students who qualify to live off campus during their first two years, or would like to request an exemption for reasons other than those noted above, are required to complete an exemption form and return it to the Department of Residential Life (form is due June 1 for the fall semester, and November 1 for the spring semester). Students who are commuting from home do not need to complete an exemption form.

## **SECTION A: RESPONSIBILITIES INVOLVING COMMUNITY MEMBERS**

The policies in this section define the basic responsibilities of those residing in the Nazareth residential community.

### **COURTESY HOURS**

While some noise in the residence halls is a reality, residents must try to control its level and occurrence. To facilitate study, courtesy hours are observed 24 hours a day throughout the residence halls. When asked by another resident or staff member to reduce the noise level, residents are expected to immediately comply as a courtesy to fellow community members.

### **QUIET HOURS**

A quiet hours violation occurs when noise from a room/apartment/suite is audible outside the door and may result in disciplinary action. Quiet hours will be observed during the following times:

- Sunday through Thursday from 11 p.m. – 8 a.m.
- Friday and Saturday from 1 a.m. – 8 a.m.

Twenty-four-hour quiet hours begin at 11:00 p.m. on the last day of classes before each semester's final examination period. Twenty-four-hour quiet hours are observed throughout final exams. Residents who violate the 24-hour quiet hours may result in disciplinary action.

## **HOW TO RESPOND TO NOISE DISTURBANCES**

Living in a residence hall, it is likely that at some point there will be noise that you may find bothersome. While the Residential Life staff is happy to help navigate these conversations, we encourage you to advocate for yourself and your needs. Here are some steps to help resolve the issue.

1. Approach the room where the noise is coming from.
2. Introduce yourself, if you haven't already, and let them know why you are there.
3. Request that the noise level (music, conversation etc.) be lowered and thank them for doing so.

If that request is not honored, you can find an RA, who will again request that the noise level be lowered. If the situation continues, it may be necessary to refer the problem to the building's area director (AD) or Campus Safety.

## **GUEST & VISITATION POLICY**

All residential facilities have an open visitation policy. A student may not permit guests to use the housing facilities for any period over the objection of their roommate(s). If it becomes a source of complaint by other residents or staff, or when its use becomes, through duration or frequency, a de facto subcontracting of space to an unauthorized person, that student's privileges to host a guest/visitor may be revoked.

A "guest" is defined as a non-Nazareth student visiting a current Nazareth resident student. A "visitor" is defined as a currently enrolled Nazareth student who is not currently assigned as a resident of that particular room. Visitors and guests must have proper photo identification and be prepared to produce it upon request. Failure to do so may result in the removal of guests from campus. Overnight visitors/guests must be accommodated in the room of the hosting student. Public spaces may not be used for visitor/guest accommodations.

In no instance shall a guest or visitor become a long-term resident of a Nazareth-owned facility, as it would interfere with the rights of roommates and others in the living unit. This policy is sensitive to every resident's need for privacy in a community environment, the balancing of rights among resident students, and the need for safety and security. Roommates should always confer with each other about all visitors and guests, especially overnight guests, in advance of a visit and agree that a visitor or guest is not an imposition.

These visitors/guests must be between the ages of 18 and 25, (exceptions for younger siblings may be made for special events) and their visitation should be social and relatively short in duration (no more than six hours during a given day). This visitation should be infrequent and not daily. Students staying more than six hours are considered overnight guests and must observe the same regulations as stated below. The host student is responsible for the actions of their guest(s) while on campus. The rights of a student to privacy, quiet, study space, etc., are paramount and take precedence over the other resident(s) of the space

to have visitors/guests in the room. If the occupants cannot agree, the resident assistant and/or area director in residential life should be consulted.

If a student wishes to have minor siblings, family members, or guests visit them in their residence hall room, they must be accompanied by their parent or legal guardian at all times. If a minor intends to visit without their parent or legal guardian present, like for University sponsored events such as Siblings Weekend, the resident must register them using the [Minor Guest Registration Form](#). This form must be completed and signed by the minor's parent or legal guardian and returned to the Office of Residential Life before the visit. All guests, including minors, must be accompanied by their student host at all times while they are in the residence halls.

Please be aware that Nazareth students are not permitted to babysit minors in their campus residence or in any other campus building. This prohibition applies even if the student is not being paid for babysitting services.

For more detailed information and guidelines regarding the protection of minors on our campus, please review our [Protection of Minors policy](#).

Residents are reminded that each floor has community standards and residential life expects that visitors/guests observe those standards. Community objection to the actions of visitors/guests may require removal or ban from the residence hall. All residents are responsible for their visitors' or guests' actions at all times and should escort them in the residence halls at all times. All visitors/guests must agree to observe the following regulations:

- All guests and visitors must observe college policies and procedures as outlined in the Student Handbook and the Residential Life Handbook.
  - [Guest Pass](#): Residents must fill out the guest pass form for any overnight guests/visitors before their arrival.
  - [Minor Guest Registration](#): Any guests under the age of 18 are required to complete the minor guest registration. This form must be signed by the guest's parent or guardian and submitted to Residence Life prior to the guest's arrival.
  - Roommate Consent Form: Roommates
  - All visitors and guests must carry and present their valid ID upon request by staff.
- Residents may not have more than two overnight guests/visitors at any given time.
  - The presence of guests/visitors may not compromise fire safety regulation capacity for the room, suite, or apartment.
- Any guest/visitor may not spend more than three consecutive nights as a guest/visitor in any Nazareth University room, suite, or apartment.
  - Any guest/visitor may not spend more than six nights in 30 days as a guest/visitor in any Nazareth University room, suite, or apartment.
  - If guests/visitors violate any of the aforementioned regulations or any college policies they may be removed from campus and subject to sanctions.

- A guest's misconduct, including any violations of college policies and/or any damage to college property, is the responsibility of the host.

The University reserves the right to prosecute for trespassing any non-escorted individual in the residence halls. Nazareth University seeks to prevent conduct that creates a disruption or interferes with the rights of others.

## **RESIDENCE HALL ACCESS**

For the protection of residents, all doors are locked 24 hours a day, 7 days a week, year-round. Entrance to each residence hall is gained by using a Naz ID Card or contacting campus safety (585-389-2850). Resident students have access to the building 24 hours a day, 7 days a week. Residents of other halls have access between the hours of 7:00 a.m.-7:00 p.m. Propping residence hall door is strictly prohibited.

## **ROOMS AT VACATION TIME**

Room and board payment does not cover vacation periods when the residence halls are closed. All residences close at 10:00 am the day before Thanksgiving and spring recess. At the end of the fall and spring semesters, closing times are posted in accordance with examination schedules. Residents must vacate the halls by the announced deadlines or be subject to a fine. Anyone returning before the official opening date is also subject to a fine of \$50 per day. Residence halls re-open at noon on the Sunday before classes resume.

Students may request break housing but it is granted on a limited basis. Applications for break housing will be made available shortly before the break is to take place. Students will be notified if their application to stay has been accepted about 1 week before break.

## **CLEANLINESS AND MAINTENANCE**

1. Residents are responsible for regularly cleaning their rooms/suites/apartments, removing waste materials, and maintaining reasonable sanitation and safety standards. At checkout time and at semester break, residents are responsible for removing waste and debris and leaving their rooms/suites/apartments in a clean, habitable condition. University appliances, such as refrigerators, should be left cleaned and emptied.
2. Should extra cleaning be required because of poor housekeeping by the residents, the cost of this cleaning will be billed to the residents of the unit involved. Similarly, if extra labor is required to remove personal belongings such as chairs, couches, or refrigerators, the cost for such removal will be billed to the residents of the unit and an appropriate fine will be charged. Students are responsible for any damages incurred in their rooms and should protect their rights by locking doors and by proper use of the check-in and check-out procedures.
3. Check-in/check-out procedures have been established for the student's benefit and to protect students' rights. Students should examine their room to ensure that nothing has been overlooked. Students will have the ability to note any damages or areas of concern with Residential Life upon



check-in. Check-out procedures must be followed whenever a student vacates a room. If damages have occurred and are not listed on the check-in form, the student will be liable for those damages.

4. If there is damage to the floor or the facility, a combined fee may be charged to all residents when the person(s) responsible cannot be ascertained.
5. Furniture assigned to the room must stay in that room. Occupants will be charged the full replacement cost for furniture missing at the time of check-out. If a legitimate need to change furniture arises, students must contact and obtain approval from the Department of Residential Life. No one may remove box springs and mattresses from bed frames.
6. Furniture abandoned (in hallways, etc.) will result in a \$25 fine. Disciplinary action may also be imposed.
7. If any campus furniture is removed from a common area and appropriated for individual use, a student will be fined \$100 and disciplinary action may be imposed.
8. Students may not paint rooms.
9. Student must not nail or screw into the wall. Students should use caution when removing adhesive strips (e.g. Command Strips) and should peel slowly to avoid wall damage.
10. Students may have their beds raised. This is done in collaboration with Campus Facilities. Sign-ups will be available over the course of move-in weekend and the actual bedraising will take place during the first week of classes.

## **ABSENCE FROM CAMPUS**

It is suggested that any resident student who will be absent from campus for more than 24 hours provide the floor RA with appropriate details so that contact can be made in case of an emergency.

## **DRUGS AND ALCOHOL**

All Nazareth resident students are subject to the laws of New York State regulating the use, sale, possession, distribution (including giving away) and manufacture of alcoholic beverages, narcotics, and drugs.

Non-prescription drugs and narcotics are not allowed on campus. Students in violation of these regulations should be aware that appropriate action will be taken when students are found in violation of the law.

Consumption of alcoholic beverages is not permitted in public areas such as classrooms, student unions, residence hall lounges, common spaces, and hallways, or on University grounds without permission from University officials. Consumption of alcoholic beverages is allowed within the confines of the individual residence hall room, provided it is in compliance with University policy and New York state law. In New York, it is illegal for any person to provide alcohol to an individual under 21 years of age. Regardless of age, drinking games are prohibited. Alcohol or drug paraphernalia, (including but not limited to funnels, beer pong tables, bongos, bars, etc.) found in possession of students or their guests will be confiscated. Confiscated items may be returned at the end of the academic year. Violators may be subject to disciplinary action.

The State of New York recently passed legislation legalizing the recreational use of marijuana. Although this is state law, it is important to understand that there are federal restrictions when it comes to college campuses and that this state legislation does not change the fact that marijuana and other drugs are still not permitted on the Nazareth University campus.

We are committed to our community's well-being, a component of which is maintaining a drug-free environment. As a University we are bound by federal requirements under the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. Students who are found in possession or using marijuana will still be subject to charges under the [student code of conduct](#).

## **HOUSING SELECTION**

Housing selection is held each spring so returning residents can select a roommate and room for the fall semester. Instructions regarding the online housing selection are distributed prior to the event and explain eligibility requirements and procedures. Students should contact Student Accounts to clear any balance due prior to housing selection.

## **LAUNDRY FACILITIES**

Washers and dryers are provided free of charge in each residence hall for resident student use only. Allowing non-residential students access to machines will result in disciplinary action.

## **LOUNGES**

Lounges located in designated areas of the residence halls may be used by resident students for study, meetings, or socializing. Furniture may not be removed from the lounges. If there are damages to furnishings or the facility, a common fee will be charged to all residents when the person(s) responsible cannot be identified. Lounges may not be reserved for student organization use.

## **ROOM ASSIGNMENTS**

Returning students are assigned rooms in the spring following the established housing selection procedure. First-year students and incoming transfer students are assigned rooms by the Department of Residential Life and notified of their assignments during the summer.

Students in the residence halls who, during a semester, voluntarily or involuntarily withdraw from the University or go on inactive status shall be liable for payment of rent for that semester according to the Office of Student Accounts' refund policy. Such students are required to vacate the room within 72 hours of the date of withdrawal.

Students must return their room keys to the designated drop-off locations on the day of departure from the University. During business hours (8:30 am-4:30 pm Monday-Friday), keys should be returned to the Residential Life Office. Outside of those hours, keys can be returned to the key boxes located outside of

Residential Life and Campus Safety. Failure to do so will result in a lost key fee of \$150. Persons who continue using University facilities beyond the specified date will be financially responsible for services received. Student accounts can provide students with information or a refund, if any, of housing and food service charges.

Room assignments and changes are prerogatives of the University and are processed by written authorization from the Director of Residence Life and Community Standards or designee.

All students residing in a corridor or suite-style residence hall must contract for a University meal plan (board) for the academic year.

The University reserves all rights with respect to the assignment and reassignment of room accommodations. Changes may result in higher charges. Please consult the Room and Board costs. This includes the right to change the intended occupancy of an on-campus housing facility at any time to ensure the maximum utilization of the facility; to relocate residents within the on-campus housing system at its discretion for programmatic, financial, or disciplinary reasons; and/or reassign residents when the intended building or room occupancy is 50% or less.

Residents may not change rooms without prior authorization from a Residence Life professional staff member.

Residents may be administratively removed from residence if they demonstrate an inability to abide by University policies necessary for effectively functioning in a group living environment. 6. Room rates do vary and associated costs can be found on the Student Accounts website.

<https://www2.naz.edu/student-accounts/current-student-costs/room-and-board-costs>

## **ROOM CHANGE**

Students are encouraged to first discuss living arrangements with their RA, especially in the case of roommate issues. Students should first address any issues with their roommate in person. If the initial conversation is not productive the students will meet with their RA to revise their roommate agreement. In some cases, it may be necessary to consult with the Area Director.

If intervention fails and a room change is approved, an Area Director will assist the student in completing the forms. All room change requests are subject to approval by Residence Life staff. No room changes will be made during the first four weeks of the semester. The University reserves the right to change room assignments when necessary. In the event a room change is needed, the student who first brought the issue to the attention of residential life will be the one required to make the room change.

In situations where there is concern about safety, Residence Life will move the person who brings the concern to our attention into a temporary room until more information can be gathered and a resolution is reached.

Students are permitted to request only one room change per semester. Students must complete the room

change request form on [the housing portal](#) to process their room change.

## **END OF ACADEMIC YEAR**

All personal property must be packed and moved out within 24 hours after a student's last final examination. The University is not responsible for damage or loss of items left behind. Each room is inspected by a resident assistant, who will note any damage to the room during a pre-departure meeting with the residents. When students are ready to leave, they do not need to participate in a subsequent check-out meeting, they are eligible to participate in Express Checkout and simply return their key and leave. As mentioned elsewhere in this document, failure to return their fee will result in a lost key fine of \$150.

## **SECTION B: RESPONSIBILITIES INVOLVING SECURITY AND SAFETY**

Maintaining a safe and secure environment must be everyone's concern. The following policies address the safety and security of our community.

### **EMERGENCY SITUATIONS**

In the event of an emergency, immediately contact campus safety at 585-389-3333. Any Residential Life staff member can also aid in an emergency.

To properly prepare for emergencies:

1. If you see anything out of the ordinary or suspicious, immediately report it to campus safety or residential life staff.
2. Program the emergency phone number of campus safety (585-389-3333) into your cell phone.
3. Be familiar with multiple exit paths from the building. In an emergency, the main exit path may be blocked or off-limits.
4. Be familiar with the location and operation of emergency equipment such as fire extinguishers and fire pull stations.
5. Download the Safe@Naz personal security app onto your phone.
6. Attend safety training offered by Campus Safety.

### **MEDICAL EMERGENCY**

In the case of a medical emergency:

1. If you cannot reach health and counseling services or it is after hours, call campus safety at 585-389-3333
2. If, after proper consultation, outside medical assistance is required, EMT/ambulance service will be coordinated by campus safety.

## **FIRE/EVACUATION EMERGENCY**

If a fire alarm is activated in a residence hall, a complete building evacuation is required by law. This includes all fire drills and actual emergencies. Failure to properly evacuate a building may result in disciplinary action and possible fine. All residence hall fire alarm systems are continuously monitored by campus safety. In the event of an alarm, campus safety officers will immediately be sent to investigate and the local fire department will be alerted.

In the case of a fire alarm, immediately follow these steps:

1. Alert your roommate(s) or suitemate(s) to the emergency situation.
2. Without opening the door of your room or suite, feel the surface of the door.
3. If the door is hot, DO NOT OPEN IT. Use an alternative exit if available or call campus safety and advise them of your location and the conditions you found. You will be given further instructions.
4. If the door is cool, open it slowly. If there is little or no smoke, leave the building by the nearest exit. Do not use the elevators, use the stairs. After evacuation, students should proceed to designated areas. Do not leave the area. University personnel will attempt to account for students, if possible, at these assigned areas.

If you are unable to leave a room because of fire, heat, or smoke, remain calm and follow these procedures:

1. Keep your room or suite door closed but unlocked.
2. Place wet towels at the bottom of the door to prevent smoke from entering the room.
3. If you live on the first floor, remember that windows are a potential exit during an emergency situation.
4. If possible, contact campus safety via phone or through the Safe@Naz app and advise them of your location and any special needs.
5. Go to the window and signal to the fire department that someone is in the room (possibly with a towel or bed sheet).
6. Stay low to the ground.

During a fire emergency, the elevators will be unavailable for use. If you can't exit the building due to physical limitations, stay in your room and immediately contact campus safety to advise them of your situation via phone or the Safe@Naz app. Campus safety or other emergency personnel will come to you. To prepare for an emergency, discuss your specific needs with campus safety in advance.

Fire drills are required by New York State law for all buildings on campus. Academic buildings will have drills conducted three times per year. Residential buildings must have drills conducted at least four times per year with one of them being held after sunset. Fire safety inspections will be conducted at least once per year in all residence halls. Items that violate campus policy will be removed and may be discarded.

All alarms are real. Alarms can be sounded by someone activating a pull station, by something as simple as popcorn burning near a smoke detector, or by an actual fire. If an alarm sounds, evacuate your building immediately and remain outside until directed to return by Campus Safety. If desired due to inclement weather, temperature, or time of day, students may be directed to alternative shelter locations while the cause of the fire alarm is being investigated.

## **RESIDENCE HALLS EMERGENCY Alternative Shelter Locations**

In the event of inclement weather, residents will be directed to an alternate location by either their RA staff and/or Campus Safety.

### **SHELTER IN PLACE EMERGENCY**

Emergencies may arise where the hazard is located outside of a building or in common areas. During these emergencies, the safest location is inside a secure room inside a building. This requires a shelter-in-place response. Examples of situations that require shelter in place are violence, active shooter, severe weather, and hazardous materials release. All efforts will be made to announce a Shelter in Place emergency via the NazAlert system to the entire campus. When a shelter-in-place emergency is announced, remain calm and immediately assess your surroundings. Action steps must be quick:

- Stop what you are doing right away (i.e., classes, work, and business operations).
- Stop where you are and look for the best, accessible space for sheltering. Do not risk exposure by moving to another building whether by foot or by vehicle.
- Select interior room(s) with the fewest windows or vents. If the emergency involves severe weather, choose a location on the lowest floor possible. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, copy rooms, individual bedrooms and conference rooms without exterior windows work well.
- Avoid selecting a room with mechanical equipment like ventilation blowers or pipes. It is ideal to have a hard-wired telephone in the room(s) you select.
- Close and lock all windows, exterior doors, and any other openings to the outside, where possible. If advised there is a danger of an explosion, close the window shades, blinds, or curtains.
- Have the phone available if you need to report a life-threatening condition. Be mindful that cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room(s). Shut and lock the door(s). Be alert for NazAlert updates until you are told all is safe or you are told to evacuate. These updates may call for the evacuation of specific areas.

## **SAFETY AND FIRE REGULATIONS**

In order to provide a safe living and learning environment for all students, staff, faculty, and guests, the following regulations have been established for all residence halls. Any item found in violation of these regulations will be removed and the student will be subject to disciplinary action and/or fines. Please refer any questions regarding safety to your floor RA, residential life, or campus safety.

1. Personal electronics of appropriate size, in good condition, and used according to the manufacturer's instructions are permitted. All appliances except refrigerators must be

- unplugged during vacation periods.
2. Coffee makers are allowed but only when equipped with an automatic shutoff and an internal heating element.
  3. Light strings are allowed with the following limitations:
    - a. The light strings are in good repair
    - b. The light strings are mounted at least 18 inches from the ceiling
    - c. The light strings are not wrapped around pipes or fire detection equipment
    - d. The light strings are plugged directly into a wall outlet (no extension cords used)
    - e. No other items are plugged into the lightstrings
  4. Wall hangings are allowed if the following conditions are met:
    - a. Any wall hanging must be mounted such that the top is at least 18 inches from the ceiling.
    - b. No item shall be mounted to the ceiling or hung from the ceiling, exposed pipes, fire detection equipment, or sprinkler heads in any area at any time.
    - c. Posters and other hanging decorations (non-fabric) are allowed but must not cover more than 25 percent of any wall.
    - d. Hallway decorations and postings are allowed on bulletin boards at the discretion of campus safety and residential life.
    - e. Hallway and stairwell fire doors and stairwell walls must be kept free of postings (papers, fliers, etc.). Postings on these safety items will be removed.
    - f. Fabric tapestries and other fabric hangings larger than 3 feet x 5 feet are prohibited except curtains which must fit the window they are installed in.. Smaller tapestries, fabric hangings, and standard curtains are prohibited on any walls or windows unless they have been treated to be flame-resistant. The following documentation is required:
      - i. Items may be labeled as flame-resistant (FR) by the manufacturer. The original packaging must be available for inspection.
      - ii. Items (smaller than 3 feet x 5 feet) and curtains that fit the window may be treated with flame-resistant fabric spray through Residential Life within the current academic year. The resulting certification tag must be connected via safety pin to the fabric item at all times. Fabric items must be retreated to be flame-resistant annually.
  5. The following items are prohibited in the residence halls at all times:
    - a. Space heaters, portable heaters, and personal air conditioners, except when college-owned and approved. If heating is a problem, contact Residential Life.
    - b. Candles, incense, and any items that produce an open flame.
    - c. Hot plates and items with exposed heating elements.
    - d. All live Christmas trees without permission from campus safety. Artificial trees of

- reasonable size are allowed in students' rooms at the discretion of campus safety and residential life.
- e. Fog machines and similar devices.
  - f. Multi-headed lamps with more than three bulbs.
  - g. Halogen floor lamps (torchiere).
  - h. Lofts/loft-able beds, unless college-owned.
  - i. Bed risers (manufacturer risers, cinder blocks, etc.).
  - j. Hazardous chemicals and substances.
  - k. Hoverboards and self-balancing scooters.
  - l. Water pipes (including but not limited to hookahs, glass pipes, bowls, bong, etc.)
6. All extension cords and multi-plug adapters are prohibited.
- a. Fuse-protected power strips are allowed as an alternative to extension cords. Each power strip must be plugged directly into a wall outlet and cannot be "daisy chained" from one power strip to another.
  - b. Any item that draws a large amount of energy (such as a refrigerator) must be plugged directly into a wall outlet.
  - c. No electrical cords shall run under carpeting or across high-traffic areas.
7. Smoking tobacco or vape products is prohibited on all University grounds; University-owned or leased properties; and University-owned, leased, or rented vehicles, regardless of their location. This includes but is not limited to all University sidewalks, parking lots, paths, landscaped areas, fields, stadiums, and recreational areas. Smoking is prohibited in all enclosed areas, including but not limited to offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, private residential space within University housing, (including residence halls and student group housing located on University property), and during lectures, conferences, meetings, and social and cultural events held at the University.

### **Definitions**

- a. For the purposes of this policy, "tobacco or vape" is defined to include any lighted or unlighted cigarette (e.g., clove, bidis, kreteks, etc.), e-cigarettes, cigars, cigarillos, pipes, vaping and vapor devices, hookah products and any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (e.g., orbs, sticks, strips, pellet, etc.). "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated tobacco or vape product intended for inhalation, whether natural or synthetic, in any manner or any form.



8. Cooking is permitted only in approved kitchen areas in residence halls. All cooking (stovetop, oven, microwave, etc.) must be attended at all times. Unattended cooking will be turned off or removed.
  - a. Personal microwaves are not allowed in any area including student rooms, common areas, kitchens, and kitchenettes unless provided by the University.
  - b. Toaster ovens, toasters, electric skillets, and George Foreman-style grills are only allowed in the kitchens of the apartment buildings (Portka, Lyons, and Breen). These items are not allowed in any bedrooms, hallways, or anywhere in non-apartment buildings.
  - c. Personal grills are prohibited. Only grills that are installed by Nazareth University or operated by dining services are permitted. No flammable materials (such as starter fluid) may be stored in the residence halls unless inside an approved flame-resistant container.
9. Incandescent and fluorescent lamps are permitted when UL/FM-approved and used according to the manufacturer's instructions.
  - a. All lamps must be equipped with a bulb that is at or below the manufacturer's recommendations (e.g.: a 60-watt or smaller bulb must be used with a light with a maximum manufacturer rating of 60 watts)
  - b. Halogen floor lamps (torchiere) are prohibited in residence halls.
  - c. Multi-headed lights (more than three bulbs) are prohibited in residence halls.
  - d. For safety purposes, overhead lights must be left on at all times in common bathrooms and hallways.
10. All exit pathways must be kept clear of obstructions at all times.
  - A. Doorways, windows, and emergency evacuation paths must be kept free from objects and obstacles (including furniture) at all times.
  - B. Stairways and hallways must be maintained free of objects and obstacles at all times.
  - C. No items are to be placed or stored in these areas.
  - D. No decorations or materials are permitted to cover a door or otherwise make it indistinguishable from a door. "Wrapped" doors are not permitted at any time. An individual room door may have a maximum of 50% of the door covered with decorations.
  - E. No material shall hang outside of a window (full or any part).
  - F. Bicycles are not permitted to be stored in stairwells or hallways. There is a bike storage room in the basement of Medaille Hall and external bike racks are located throughout campus.
11. Fireplaces in residence halls are not to be used.

## **FIRE PRECAUTION AND PREVENTION**

Tampering with, covering, taping, or hanging objects from smoke detectors is prohibited by New York State law and will result in a \$100 fine for the first offense and additional disciplinary action for any additional offenses. As a lifesaving sensitive device, the room's smoke detector is essential for everyone's safety and protection. Tampering with or expelling a fire extinguisher in a non-emergency situation is also prohibited by NYS law. Either of these situations is considered criminal mischief, which could lead to disciplinary action or an arrest.

Pulling a fire alarm box or intentionally setting off a smoke detector without cause is prohibited and is a crime under New York State penal law as falsely reporting an incident. Responsible parties will also be responsible for the payment of any town fine incurred due to such action. This could lead to a fine or imprisonment and could cause injury to those attempting to evacuate the building.

A bomb threat is a crime under the same law. Persons found guilty of falsely reporting a fire or bomb will be arrested and/or immediately suspended from school (if a student).

Tampering with smoke detectors, fire extinguishers, or alarm boxes, burning incense or candles, or failing to evacuate the building during an alarm may result in serious disciplinary action. If you have any questions or concerns about fire safety, please speak to your RA or contact campus safety at 585-389-2850.

## **FIREARMS**

No firearms, ammunition, or dangerous weapons are permitted on campus for any reason. Under New York State Penal Law Article 265 Section 265.01, it is a crime in New York State to possess a rifle, shotgun, air gun (including BB guns), spring gun, or other firearm when in the buildings or on the grounds of any school, college, or university, even if you have a valid New York State firearm permit. It is also a crime to possess nunchaku (or karate sticks), daggers, switchblades, locking butterfly knives, stun guns, and any other instruments that are deemed unlawful by New York State Penal Law Article 10. Students found in possession of a firearm or a dangerous weapon may receive summary suspension or expulsion from the University pending a disciplinary proceeding.

## **Parking**

All students, faculty, and staff are required to register their vehicle(s) with Campus Safety and display a valid parking permit at all times parked on campus. Students must register/renew at the start of each semester, and faculty and staff must register/renew annually. Parking policies are in effect at all times. Park only in designated spaces and lots in accordance with your permit. Parking in or blocking fire lanes, roadways, grass, walkways, sidewalks, and loading docks is strictly prohibited. Vehicles not registered with Campus Safety, not parked in an appropriate space or lot, or not displaying a valid parking permit, will be ticketed and are subject to booting, towing, and loss of parking privileges. Please go to the [Parking and Transportation](#) webpage for more information.

## **PROPERTY DAMAGE AND VANDALISM**

Any damage done on or to college property will warrant disciplinary action. In all cases it is to be expected that replacement or restoration charges will be paid by the person who caused the damage, appropriate

disciplinary action may be taken, and a fine will be assessed.

## **POLICY ON ROOM ENTRY**

The residential life staff or campus safety officers will enter a student's room unannounced under exigent circumstances and when it is reasonably determined that an emergency exists or when, for reasons of health, safety, or fire prevention, entry is necessary. Routine room inspections are conducted for reasons of fire prevention and safety and are often conducted during break periods. Any prohibited items will be removed. A room may be entered without prior notice for these reasons:

1. Recovery of college-owned property
2. Emergency medical or life needs including a wellness/welfare check
3. Discovery of an unauthorized person
4. Determination/evaluation of damage and repairs
5. Fire and other safety measures
6. Health and Safety inspections

Nazareth University cooperates with law enforcement in a manner consistent with its legal duties and the interests of the community. We reserve the right to enter student rooms if we have reason to believe that there is unlawful behavior occurring or violations of the Code of Student Conduct taking place.

## **FOR YOUR OWN PROTECTION AND SECURITY**

In the interests of all residents, the following security and safety measures should be followed by all students:

1. Doors and windows must be locked when the room is unoccupied or when residents are sleeping.
2. Screens must be left in windows.
3. Articles of value should never be left in sight.
4. If suspicious people or vehicles or unusual activity are noticed, report them immediately to campus safety (585-389-3333). Do not attempt to approach or confront. Try to get a description or a license plate number if it is safe to do so.

## **University LIABILITY**

The University is not responsible for loss or damage from any cause to personal property or residents.

## **FINANCIAL RESPONSIBILITY**

All students are responsible for any college debts they have incurred, including library fees, parking fines, tuition charges, related fees, etc. If a college debt must be referred to outside sources for collection, the student will be responsible for paying any additional collection costs including, but not limited to, reasonable attorney fees and disbursements.

Nazareth University reserves the right to withhold grades, transcripts, diplomas, or re-registration in any instances where financial obligations are not fulfilled. Students who have a balance due must return their bill by the due date to avoid de-registration. There is a \$105 re-enrollment fee.

Student Accounts Policy on the Reduction of Charges (fall and spring semesters only):

Undergraduate students must notify the Center for Student Success or the Registrar (graduate students notify the Registrar's office) in person, in writing, or by telephone of their intention to withdraw from an individual course, all classes for the semester, or the program. Reduction of tuition charges will be determined by this date of notification. Continued class attendance or academic contact after this date will cause this later date to be considered as the official withdrawal date. Dates for determining the reduction of **fall** and **spring** tuition charges are as follows:

Tuition:

<b>Time of Withdrawal week</b>	<b>Amount of reduction</b>
Within first week of classes	100% reduction
Within second week	90% reduction
Within third week	80% reduction
Within fourth week	50% reduction
Within fifth and sixth weeks	25% reduction
After sixth week	No reduction

Room: Reduction based on a prorated basis during the first week. Same as tuition after that. Board: Reduction based on a prorated basis.

Note: Students receiving Title IV funds will have their accounts reviewed to comply with federal prorate refund guidelines. Contact student accounts for more information.

There is no reduction in tuition, room and board, or fees in the case of late entrance, absence, suspension, expulsion, or dismissal. Refunds will be processed by the original method of payment.

## **FINES**

To ensure a student's continued on-campus residency, all fines and expenses must be resolved and/or paid by the date stipulated or, if indicated, by the end of the semester in which they were charged.

## **LOCK-OUT PROCEDURES**

- The Department of Residential Life will be contacted to handle lockouts between 8:30 a.m. and 4:30 p.m., Monday through Friday.
  - After 8:00 p.m., the RA on duty handles lockouts every night until 12:30 a.m., Sunday through Thursday, and 2:00 a.m. on Friday and Saturday.
  - IDs must be presented to gain re-entry.
- At all other times, students should call the campus safety department at 585-389-2850.
- Residential life, located in Kearney Hall, can be reached during normal business hours at 585-389-2480.

## **STUDENT IDENTIFICATION**

Resident students must carry valid Nazareth identification at all times. Students involved in policy violations are required to provide their IDs to the residential life staff member or to a campus safety officer upon request. The ID card is the property of Nazareth University and will usually be returned after appropriate investigation. The University may decide not to return the card should circumstances warrant such action. When a student withdraws from Nazareth, the NazCard will be deactivated.

## **EXTERNAL DOOR**

Any student who opens or props a marked external emergency exit, security door or entrance, or who props open an external door that is intended to be locked, may be subject to disciplinary action.

## **ROOFS ACCESS**

For reasons of personal safety, residents are strictly prohibited from building roofs and will be subject to disciplinary action.

## **IN HALL ATHLETICS**

No athletic events or sports activities may take place within residences (examples include but are not limited to skating, Frisbee, throwing balls, etc.).

## **PETS**

No pets, except for fish, are allowed in any residence hall without the approval of Residential Life. Unapproved pets are not permitted to temporarily visit the residence halls. Approved Emotional Support Animals (ESAs) must stay in the students' rooms. Appropriate disciplinary action will be taken for violation of this rule. Fish may be maintained in student rooms in containers with a maximum volume of no more than 25 gallons.

Students must request approval for their ESA by filling out the Emotional Support Animal Request Form on the [Special Housing Accommodation](#) page. ESA requests are reviewed by Residential Life and Student Accessibility services and are subject to approval on a case-by-case basis.

## **SOLICITATION**

Nazareth does not allow solicitation for donations, subscriptions, or items for sale for causes not directly sponsored by the University. No solicitation by students or by outside companies is allowed in the residence halls. Violations of this policy should be reported to Campus Safety at 585-389-2850 and to the Area Director of the building in which it occurs.

## **TERMINATION OF RESIDENCY**

When a student decides to terminate on-campus residency, the following procedures must be followed:

1. Complete cancellation of housing form (available in the Department of Residential Life).
2. In the presence of an RA, have the room inspected and sign the room condition form.
3. Remove all belongings from the premises. Residential Life will not store belongings and will be discarded after 30 days.
4. Return the room key to the residential life office or lock box by campus safety..
5. Vacate the campus within 48 hours or by the date specified and approved by the office of Residential Life or a designee.

Students failing to abide by these procedures must be aware that the University is not responsible for articles left behind, and that a fine of \$25 may be imposed for failing to comply with the above regulations. In addition to appropriate room damage charges, a \$150 penalty is charged for a lock change. If written notice of the cancellation of housing form is not given to the Office of Residential Life before termination of residency, students can expect to be charged for room and board until notice is received. Terminating the residential life room contract before the end of the academic year will result in a \$350 cancellation fee.