



STUDENT HANDBOOK

RESIDENCE HALL POLICIES

2018-2019

STATEMENT ON RESPECT AND DIVERSITY

We, the Nazareth community, embrace both respect for the person and freedom of speech. The College promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when concepts, values, and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning.

It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to 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 College's tradition and mission, and its vision of the future.

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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 College. Some policies are based on law, while others are derived from general College 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 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. Remember, student occupancy of a Nazareth College residence 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. Failure to conform to the 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.

UNDERGRADUATE RESIDENCY REQUIREMENT

Nazareth College 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.

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 students admitted for the fall semester, and November 1 for students admitted for the spring semester).

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 noise level, residents are expected to immediately comply as a courtesy to fellow community members. 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 11:00 p.m. – 8:00 a.m.
- Friday and Saturday from 1:00am – 8:00am

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 the duration of final exams. Residents who violate the 24-hour quiet hours may be asked to leave the residence halls.

HOW TO RESPOND TO NOISE DISTURBANCES

1. Request that the noise level (music, conversation etc.) be lowered.
2. If that request is not honored, go to an RA, who will again request that the noise level be lowered.
3. 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 for Nazareth College students. A student may not permit guests to use the housing facilities for any period of time over the objection of his/her 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.

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.

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 involvement of law enforcement. Overnight visitors/guests must be accommodated in the room of the hosting student. Public spaces, including apartment living rooms or suite lounges, may not be used for visitor/guest accommodations.

Students are permitted to have visitors/guests in their rooms only if there are no objections from the roommate(s)/suite-mate(s) or apartment-mate(s). These visitors/guests must be between the ages of 18 and 25, (exceptions for younger siblings may be made for special events). Guests/visitors may visit from the hours of 8am - 8pm without the host having to fill out paperwork. Any visitor that is in the residence halls between the hours of 8 pm - 8 am must be registered through the Department of Residential Life.

Residential Life retains the right to deny any guest request. All overnight guest must observe the regulations as stated below. Students are expected to resolve any problems created by their visitors. 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.

Residents are reminded that each floor has community standards and it is the expectation of residential life 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 Guidelines for Residential Living.
- All guests and visitors must be registered with a residential life staff member. All visitors must carry and present their Nazareth ID upon request.
- All guests and visitors must be escorted and stay with their host at all times.
- 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 College room, suite, or apartment.
- Any guest/visitor may not spend more than six nights in a 30-day period as a guest/visitor in any Nazareth College room, suite, or apartment.
- Guest and visitors are reminded that restrooms at Nazareth are marked and designated for the appropriate gender. Said restroom may be on a different floor or wing. Students should not enter or use restrooms marked for persons of another gender. There are gender neutral bathrooms available for guest/visitor use.
- 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 ultimately the responsibility of the host.

VISITOR ACCESS PROCEDURE

The exterior doors to residence halls are locked 24 hours a day, 7 days a week, year round. When the residence halls are locked, visitors should contact the resident and arrange to meet them to gain entry. All visitors must have some form of picture identification and are to be escorted at all times. Additionally, overnight visitors must have the proper documentation through Residential Life.

Residents are responsible for the actions of their visitors at all times. The College reserves the right to prosecute for trespassing any non-escorted individual in the residence halls. Nazareth College seeks to prevent conduct that creates a disruption or interferes with the rights of others. To this end, all restrooms at Nazareth are marked for the appropriate gender. Students of one gender should not enter, use, or allow visitors under their responsibility to enter restrooms marked for persons of another gender.

ROOMS AT VACATION TIME

Room and board payment does not cover vacation periods when the halls are closed. All residences close at 6 p.m. on the last day of classes for the Thanksgiving and spring recesses. 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 of \$50 per day. Anyone returning before the official opening date is also subject to a fine of \$50 per day. Residents who do not fill out the proper late - stay request paperwork are subject to a \$50 fine as well. Residence halls re-open at noon on the Sunday before classes resume.

Students who are requesting approval to remain on campus for any period of time during one of the College Breaks (Thanksgiving, winter, or spring break) are required to fill out an application requesting authorization

to stay. A staff member in the Department of Residential Life will review this application, and students will be informed if they are approved or denied to remain on campus for any part of the break. Work of any sort does not constitute a legitimate reason to remain in on-campus housing, even if that work is for a faculty or staff member. The "Break Housing Request Form" can be found on the Residential Life website on a page dedicated specifically for that break period.

Students will be asked why they are requesting to stay and if their reason is approved, they will be charged a nightly fee based on the maximum conference rate at the time, which will be added to their term bill. This charge helps defray the cost of having students on campus during times not covered under their room contract. [Student Teachers, Student Interns, International Students, and Athletes (who are in season and required to stay by their coach for the purpose of practice or competition) will not be charged the fee, but the department requiring them to stay will be charged the nightly fee. These students will still have to fill out the "Break Housing Request Form".] See [Break Housing](#).

Please note, students are responsible for understanding the following:

- During the break you may not have guests (anyone not approved to remain on campus for the break), regardless if they are Nazareth students or not. Food service is not provided during breaks.
- You are expected to follow all College policies as outlined in the Undergraduate Student Handbook and Guidelines for Residential Living. If you violate any policy, including the guest policy for breaks, it will be documented and you will be asked to leave campus immediately without a refund.
- You will receive an email either confirming or denying your request to remain on campus for a portion of the break; therefore, it is your responsibility to check your Nazareth email account.
- You will be billed for each evening you are in your room after campus closes. The cost is based on the maximum conference rate at the time and is added to your term bill.
- During vacation periods, the Facilities Department may find it necessary to enter rooms to make repairs.
- During vacation periods, the Department of Campus Safety conducts fire safety inspections in all buildings.

As a reminder, at the end of each semester, students must vacate the residence halls 24 hours after their last final exam.

CLEANLINESS AND MAINTENANCE

Please see Residential Living Guidelines for specific information.

1. Residents are responsible for regularly cleaning their rooms, 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. Appliances, such as refrigerators, should be left cleaned and emptied.

Should extra cleaning be required because of poor housekeeping by 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.

2. Check-in/check-out procedures have been established for the students' benefit and to protect students' rights. Students should examine their room to assure that nothing has been overlooked, review the room condition form with the RA, and only sign it in the presence of the RA. 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.

3. 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.

4. Furniture assigned to the room must stay in that room. Occupants will be charged full replacement cost for furniture missing at 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.
5. Furniture abandoned (in hallways, etc.) will result in a \$25 fine. Disciplinary action may also be imposed.
6. 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.
7. Vacuum cleaners may be obtained from RAs. IDs must be presented to obtain a cleaner.
8. Students may not paint rooms.
9. Loft units are provided by the College in some residence hall rooms and may not be dismantled. Students dismantling their College-owned loft units are subject to a \$75 fine and appropriate disciplinary action. Student construction of lofts or non-college approved lofts is not allowed.

ROOM DECORATION

When decorating, remember that the residence halls have to remain in good condition for future residents. If you damage or alter your room, you will be billed the cost of repair and restoration.

Allowed: You may bring free-standing shelves and other furniture and furnishings that do not have to be tacked, nailed, screwed, or otherwise attached to walls or floors. However, consider the space available. You cannot remove or store any of the room furnishings provided by Nazareth College. Please decorate with flameproof fabric. If you plan to carpet your room, do not tack or glue to the existing floor covering.

Don't: Paint or wallpaper your room. Be careful when using contact paper. Sometimes it damages the furnishings and you will be billed full replacement cost. Don't use hardware, paneling, shelving, corkboard, or any items that must be attached to walls or doors. You may not install ceiling fans or air conditioners.

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.

ALCOHOL & OTHER DRUGS

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 union, residence hall lounges and hallways, or on College grounds without permission from College officials. Consumption of alcoholic beverages is allowed within the confines of the individual residence hall room, provided it is in compliance with College 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, bongs, 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.

ROOM CHANGE

Students are encouraged to discuss living arrangements with their RAs, especially if an aspect seems problematic. In some cases, it may be necessary to consult with the area director. We have two steps that

must be taken before a room change request can be completed. If these steps are not taken, we are going to ask you to go back and complete them.

1. Talk to your roommate. We know that this is not always ideal, but most of the roommate conflicts that we see are due to some form of miscommunication. We ask that you sit down and discuss any issues that you may feel have arisen with your roommate(s). They may not be aware that you feel the way that you do. It is important not to point blame! You are both adjusting to new living situations, and as such, there will be growing pains. Hear the other person out and try to come to a common decision.
2. Reach out to your RA. We understand, sometimes talking to your roommate won't work, or you don't know how to approach a situation. That's why the next step is to go to your Resident Assistant. They are highly trained in mediation and have gone through hours of training on the resources and options that we offer. Going to your RA does not mean that you cannot handle the situation, it simply means that you need some more support, and that is OK! The RAs are here to support and guide you through most issues that you may have! The RA will offer you a couple different options such as holding a mediation, or giving you pointers on how to approach a situation, or even how to have a difficult conversation.

If you have already gone through steps 1 and 2 and feel that there has been no change, reach out to your RA and ask if you can meet with the Area Director (AD) of your building, or email your AD. If you have already met with an RA, your AD will be aware of the situation, and will be able to meet with you to discuss the next steps in this process. PLEASE NOTE: if you have not done steps one or two, your AD will ask you to go back and complete those steps first

At Nazareth we look at room changes on a monthly basis, meaning that we meet once a month to review any room change request form that have been submitted and either approve or deny those room change requests. Please note that approval will be dependent on space and availability, but that we also look at your forms in the order that they are turned in. The dates that we look at room change requests are the following: The first Monday in February and the first Monday in April. Should we approve a room change, we will only allow you to move room on a Friday, unless otherwise specified.

Residential Life reserves the right to approve or deny any room changes. Just because a form was filled out does not guarantee that the change will occur. Note that once a room change is approved, the student may not move again. Should a student move rooms without going through the proper channels, they will be held responsible through the judicial system.

Once you have received your Room Change Confirmation Email, all personal property must be packed and moved out within 48 hours. The College 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. Your old room key must be returned to the Residential Life Office by noon on the Monday following your room change.

We have FREEZE OUT DATES when no room changes or room switches are allowed. These dates occur during times of high stress, and high activity, and the Freeze Out allows for students and those in the surrounding area to focus without the disruption of moving rooms. You will notice that one is before you even get onto campus! Due to the high volume and demand for housing, this freeze allows for us to place all of the students who requested housing. It also allows for students to get to know their roommate before deciding to leave their room. Sometimes first impressions aren't great, and this freeze allows you to really get to know your roommate before you decide to leave. These dates are the following for academic year:

- **Fall semester: June 1st - September 6th & November 22nd - December 4th**
- **Spring Semester: January 1st - February 4th & April 22nd - May 14th**

The College reserves the right to change room assignments when necessary.

HOUSING SELECTION - LOTTERY

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 lottery.

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 director of Residential Life is responsible for the overall operation of the residence halls. The director's duties include recruitment, selection, supervision, and training of the residential life staff.

Preparation of room contracts, room assignments, and occupancy records are further responsibilities of the director. The associate director of campus life is also the student conduct administrator. Each residence hall area is supervised by one of three Area Directors (ADs) or one of six Graduate Resident Director (GRDs). A student staff of 54 Resident Assistants (RAs) completes the residence hall operation. These students are chosen selectively and are trained to serve as resource persons, as well as to develop community and provide educational programs on floors. RAs are assigned to each floor of a residence hall. FYCAs are assigned throughout the first year residence halls.

CLOSING HOURS OF RESIDENCE HALLS

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 key card or contacting campus safety (585-389-2850).

LAUNDRY FACILITIES

Washers and dryers are provided free of charge in each residence hall for resident student use only.

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 in accordance with an established housing selection procedure. Freshmen and incoming transfers 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 College 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 College ID and room keys on the day of departure from the College. Persons who continue using College facilities beyond the specified date will be financially responsible for services received. Student accounts can provide students with information or refund, if any, of housing and food service charges.

END OF ACADEMIC YEAR

All personal property must be packed and moved out within 24 hours after a student's last final examination. The College 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. Students must be present during check-out and must sign the room condition form. If a student cannot be present during check-out, express checkout forms can be secured from the RA. Room keys and exterior keys (if applicable) are to be returned by each student at the time of check-out.

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. The RA on each floor, the building RA on night duty or the Area Director on duty can also aid in an emergency.

To properly prepare for emergency situations:

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. Obtain your personal security escort alarm from campus safety (available at no charge).
6. Signup for NazAlert in order to be informed of on-going emergency situations.
7. Attend safety training offered by Campus Safety.

MEDICAL EMERGENCY

In the case of a medical emergency:

1. Report to or contact health and counseling services (585-389-2500) during office hours.
2. If you cannot reach health and counseling services or it is after hours, call campus safety at 585-389-3333.
3. If, after proper consultation, outside medical assistance is required, EMT/ambulance service will be coordinated by campus safety.

FIRE EMERGENCY

If a fire alarm is activated in a residence hall, a complete building evacuation is required by law. This includes fire drills and actual emergencies. Failure to properly evacuate a building may result in disciplinary action. All residence hall fire alarms 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 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. College personnel will attempt to account for students, if possible, at these assigned areas.

RESIDENCE HALLS EMERGENCY Alternative Shelter Locations

<u>Original Building</u>	<u>Alternative Shelter</u>
Kearney Hall	Shults Center
Medaille Hall	Shults Center
Lourdes Hall	Shults Center
O'Connor Complex	Shults Center
Clock Tower Commons	Shults Center
French House (La Maison Francaise)	Guest House
Founders	Arts Center
Guest House	French House
Portka Hall	George Hall
Lyons Hall	Portka Hall
Breen Hall	Portka Hall
George Hall	Portka Hall

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 and advise them of your location and any special needs; otherwise, activate your security escort device.
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; otherwise, activate your security escort alarm. Campus safety or other emergency personnel will come to you. In order 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 go to the assembly area that has been designated as a meeting point.

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. Wall hangings are allowed if the following conditions are met:
 - Any wall hanging must be mounted such that the top is at least 18 inches from the ceiling.
 - 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.
 - Posters and other hanging decorations (non-fabric) are allowed but must not cover more than 25 percent of any wall.
 - Hallway decorations and postings are allowed on bulletin boards at the discretion of campus safety and residential life.
 - 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.
 - Fabric tapestries and other fabric hangings larger than 3 feet x 5 feet are completely prohibited. 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:
 - Items may be labeled as flame resistant (FR) by the manufacturer. The original packaging must be available for inspection.
 - Items may be treated with flame resistant fabric spray. The original spray bottle must be available for inspection.
4. The following items are prohibited in the residence halls at all times:
 - Space heaters, portable heaters, and personal air conditioners, except when college- owned and approved. If heating is a problem, contact residential life.
 - Candles, incense, and any items that produce an open flame.
 - Hot plates and items with exposed heating elements.
 - All live Christmas trees without permission from campus safety. Artificial trees of reasonable size are allowed in student's rooms at the discretion of campus safety and residential life.
 - Fog machines and similar devices.
 - Multi-headed lamps with more than three bulbs.
 - Halogen floor lamps (torchiere).
 - Lofts/loft-able beds, unless college-owned.
 - Bed risers (manufacturer risers, cinder blocks, etc.).
 - Hazardous chemicals and substances.
 - Hover boards and self-balancing scooters.
 - Water pipes (including but not limited to hookahs, glass pipes, bowls, bongos, etc.)
5. All extension cords and multi-plug adapters are prohibited.
 - 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.
 - Any item that draws a large amount of energy (such as a refrigerator) must be plugged directly into a wall outlet.
 - No electrical cords shall run under carpeting or across high traffic areas.
6. Effective August 1, 2017, smoking tobacco or vape products are prohibited on all College grounds; College-owned or leased properties; and College-owned, leased or rented vehicles, regardless of their location. This includes but is not limited to all College 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 College housing, (including residence halls and student group housing located on College property), and during lectures, conferences, meetings, and social and cultural events held at the College.

Definitions

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.

7. 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.
 - Personal microwaves are not allowed in any area including student rooms, common areas, kitchens, and kitchenettes unless provided by the College.
 - 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.
 - Personal grills are prohibited. Only grills that are installed by Nazareth College 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.
8. Incandescent and florescent lamps are permitted when UL/FM-approved and used according to manufacturer’s instructions.
 - 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 manufacturers rating of 60-watts)
 - Halogen floor lamps (torchiere) are prohibited in residence halls.
 - Multi-headed lights (more than three bulbs) are prohibited in residence halls.
 - For safety purposes, overhead lights must be left on at all times in common bathrooms and hallways.
9. All exit pathways must be kept clear of obstructions at all times.
 - Doorways, windows, and emergency evacuation paths must be kept free from objects and obstacles (including furniture) at all times.
 - Stairways and hallways must be maintained free of objects and obstacles at all times. No items are to be placed or stored in these areas.
 - No decorations or materials are permitted to cover a door or otherwise make it indistinguishable as a door. “Wrapped” doors are not permitted at any time.
 - No material shall hang outside of a window (full or any part).
 - 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.
10. 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 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

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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. In accordance with 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 College pending a disciplinary proceeding.

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 confiscated. 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 College 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.

COLLEGE LIABILITY

The College 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 College 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 reduction of **fall** and **spring** tuition charges are as follows:

Tuition:

<i>Time of Withdrawal</i>	<i>Amount of reduction</i>
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 first week. Same as tuition after that.

Board: Reduction based on a prorated basis.

Note: Students receiving Title IV funds will have their account 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 College and will usually be returned after appropriate investigation. The College may decide not to return the card should circumstances warrant such action. When a student withdraws from Nazareth, the NazCard must be returned to his/her AD, or the offices of residential life or campus safety.

EXTERNAL DOORS

Any student who opens or props a clearly 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

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

ATHLETICS

We have made every attempt to provide adequate recreational space for use of sports equipment. Because of noise and potential property damage, football, lacrosse, handball, flying discs (e.g. Frisbees), softball, and other such games must be played outside the residence halls.

No athletic events or sports activities may take place within residences (examples include but are not limited to skating, Frisbee, throwing balls, etc.). Students who do not follow this policy will be held accountable through the student conduct process.

BICYCLES

Students should use the bike racks available around campus in various locations. In recent years, many bike racks have been added

The fire code stipulates that all entrances, exits, corridors, and stairwells must be free and clear at all times, so you should not at any time park your bicycle there. Bicycles should not be chained to fences, doors, trees, lamp poles, or other objects.

GAMBLING

Gambling is forbidden in the residence halls. Any activity illegal under New York state gaming laws is prohibited. Casino Nights and other game events for which money is not exchanged are permitted in designated areas and with special permission of the Department of Residential Life and/or student activities. Failure to comply may result in disciplinary action.

PETS

No pets, except for fish, are allowed in any residence hall. 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.

POSTING MATERIAL

Notices, posters, or signs may only be hung in specific designated posting areas, that are specific based on the residence hall. Notices, posters, or signs may not be placed on poles, posts, signs, trees, walls, buildings, doors, windows, glass, transparent partitions, or painted surfaces not marked as posting areas. Notices,

posters, signs, etc., shall not be placed in manner or location that may obscure exit signs, fire alarm boxes, safety rails, fire extinguisher cases, hand rails, and similar devices installed as safety equipment in a building.

All posters that are hung in the residence halls are subject to removal at the discretion of Residential Life.

All posters must approved through Residential Life prior to being hung. Once approved, it is up to the individual getting the approval to hang up and remove the posters. Failure to do so will result in loss of posting privileges.

SOLICITATION

Nazareth does not allow solicitation for donations, subscriptions or items for sale for causes not directly sponsored by the College. 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 a 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. (All items left behind will be discarded or donated immediately)
4. Return the room key to the RA or AD.
5. Return the student ID to campus safety.
6. Vacate the campus by the date specified.

Students failing to abide by these procedures must be aware that the College 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 \$50 penalty is charged for a lock change and \$25 for each key lost or not returned. Damaged keys result in a \$5 fine. If written notice through 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. Termination of the residential life room contract before the end of the academic year will result in a \$350 cancellation fee.