



MOUNT ST. JOSEPH
UNIVERSITY

The following pages have been extracted
from the 2018-2019 Mount St. Joseph
University Student Handbook.

To view the entire Student Handbook, please visit www.msj.edu/student-handbook.

2. RESIDENCE HALL POLICIES

a. Residence Hall Community Standards for Residents and Guests.

Living in a residential community usually means some adjustments of individual habits and attitudes. Adjustments are usually achieved through trial and error, with some common sense, and rarely occur over night. The University policies and guidelines along with the residence hall policies and procedures promote a safe, educational community whose goal is a comfortable living environment. As a member of this community, you should expect to:

- study without interference or unreasonable noise/distractions;
- sleep without disturbance from noise and other distractions;
- have your personal belongings respected by others;
- live in a clean environment;
- access your room and residence hall facilities;
- have personal privacy within the limits of your living space;
- host registered guests that adhere to all policies and procedures;
- discuss grievances with a staff member;
- be free from the threat of intimidation, physical and/or emotional harm.

As a member of this community, you have the responsibility to:

- verbally express your views in a constructive manner, if you feel your rights have been violated;
- treat other residents and University staff, including residence hall staff, with respect and consideration;
- read and understand all policies and procedures necessary for the hall and University communities to function;
- attend all floor meetings;
- respond to all reasonable requests of other residents;
- respond to and cooperate with residence hall staff members;
- take responsibility for personal and community security;
- take responsibility for securing and protecting your personal property and the property of the University;
- recognize that public area furnishings are used by the whole community and that the abuse of those areas violates the rights of all community members.

b. Policies Pertaining to All Students and Guests

Alcohol. The decision to drink is a personal one. MSJ residence hall policies foster an atmosphere conducive to individual choice and responsible consumption of alcohol. *However, if you misuse or abuse alcohol, you are held responsible for your behavior.* In addition to complying with all applicable laws (see Ohio Revised Code Chapter 4301 (2008)):

- Persons under the age of 21 may not purchase, possess, or consume alcoholic beverages on campus or at a University sponsored event off-campus.
- Persons of legal drinking age may not supply alcohol to individuals under the age of 21.
- The misrepresentation of age or falsification of identification cards or use of another person's identification is prohibited.
- The opening or consumption of alcoholic beverages in a motor vehicle is prohibited.

Possession and consumption of legal beverages in your room is permitted when in accordance with Residence Life policy and consistent with Ohio Revised Code, provided, however, that:

- When one roommate is not of legal drinking age, the roommate of legal drinking age shall not furnish alcohol to the underage roommate. When one roommate is of legal drinking age, the roommate of legal age may store and consume alcohol in said room.
- Individuals under the age of 21 may not be in the presence of alcohol when consumed by a person of legal drinking age in a student room unless they are the resident of that room and the resident's roommate is of legal drinking age.
- No alcohol is permitted at group events in residence hall facilities. Alcohol is not permitted in elevators, stairwells, lounges, lobbies, public hallways, Seton Center public area, or on campus grounds unless designated.
- Quantities of alcohol exceeding the following personal use limits are not allowed in any resident's room. The limits are 1.5 liters of wine or 750ml of spirits, or 12 12oz standard size cans/bottles of beer or malt beverages per legal aged resident assigned to the specific room. Spiked punch, "Jello" shots and grain alcohol are not allowed. Drinking games and drinking paraphernalia are not permitted.
- Kegs and large containers used for the purpose of holding alcohol are prohibited.
- Alcohol-related conduct that infringes upon the enjoyment of others of a quiet, orderly living environment is not acceptable.
- Pyramids or displays of empty beverage containers, possession and/or display of drug and/or alcohol-related paraphernalia are prohibited.
- Students are required to provide a valid state driver's license or a state ID card as proof of your eligibility to consume and/or possess alcohol.

See Drug and Alcohol Policy and Guidelines (section IV.I.3) for more information.

Appliances. Both safety and the conservation of energy are important considerations in the residence hall. Limit the number of small appliances in your room and the frequency of their use.

- Appliances allowed in residence hall rooms are limited to clocks, radios, stereos, TV's, fans, hair dryers, computers, lamps, coffee makers with an automatic shut-off mechanism and irons for pressing clothes.
- Appliances with a heating element must have the element enclosed and the Underwriter's Laboratory approval (with the exception of clothing irons).
- Space heaters, sunlamps, halogen lamps, octopus plugs, and extension cords **are not** permitted in residence hall rooms because this constitutes a fire hazard. Extension outlet strips with circuit breakers are recommended electrical extension devices.
- Toasters, toaster ovens, microwave ovens, George Foreman grills (or similar versions) and, popcorn poppers **are not** permitted. A kitchenette, equipped with a microwave, is available on each floor.
- Residents are allowed to keep a refrigerator of 4.1 cubic feet or less. Both the refrigerator and the power cord must be approved by Underwriter's Laboratory. The refrigerator cannot be self-defrosting.

Authorized Entry. Students have the same rights to privacy as any other citizen and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Authorized University personnel have right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures.

Candles. Candles, incense, or other open-flame elements are prohibited in residence hall facilities.

Drugs. See Section IV.I.3 for more information.

Emergency Procedures. See Section IV.I.5 for more information.

Entrances. Propping open building entrances, fire doors, or other locked doors is prohibited. Propping open doors decreases safety in the residence hall, and decreases the effectiveness of fire doors in keeping smoke out of fire exits.

Fire Regulations.

Extension Cords. Home-style electrical extension cords and plug expanders (e.g., octopus plugs, cube taps, and other multi-plug adapters and splitters) are not allowed for use in the Seton Center. Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.).

Surge Protectors. Where an adequate number of receptacles are not readily available, Underwriter's Laboratory listed plug strips are permitted provided that they are no longer than six feet, are equipped with a fuse or circuit breaker, and are plugged into a permanently installed receptacle. These are the only type of extension cords or plug expanders that are allowed in the Seton Center. This is a very important fire safety rule - overloaded extension cords can cause fires! Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.)

Suspended Items. Fishnets, parachutes, flags, tapestries, or other types of cloth or roped items may not be suspended from room ceilings because this constitutes a fire hazard.

Smoke Detectors. Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, the resident(s) will be subject to disciplinary action.

Fire Doors. The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times. See Section IV.I.5 for more information about emergency procedures related to fire.

Firearms and Weapons. See Section IV.I.1 for more information.

Furniture. You are responsible for the proper care and condition of all furnished items in your room.

- Furniture may be arranged in any reasonable manner, however furniture bolted to the walls or floors must remain in place. Students cannot position furniture in a manner that may endanger the safety of self or others. All furniture must remain in the resident's room for the duration of the academic year and must be put back in its original location and configuration in the room at the end of the year.
- Furniture may not be transferred or exchanged between rooms or public areas. Storage of room furniture is not available on campus.

Lofts. Lofts are permitted in all residence hall rooms. The following details lofting standards for each residence hall section:

- The *Southeast* and *West* sections of the residence hall are equipped with modular furniture and stacking pins. The stacking pins must be used to loft beds in these rooms.
- The *Center* section beds can be lofted, and equipment is available to students interested in lofting their beds. Students can contact Maintenance to receive lofting equipment.

- The *East* section is not equipped with lofting materials. Students living in East may loft their beds using equipment of their own that is made from fire-proof materials. The lofting structure needs to be freestanding (not attached to built-in furnishings). Lofts must have built in bracing (horizontal and diagonal) for stability. The completed structure must not be taller than 5' 6".
- Carpet placed in rooms must have a "Class A" rating and may not have a foam backing. Students are not allowed to modify University property to accommodate carpets. Double-faced tape, glue, adhesive backing, tape, or nails are not permitted for carpet installation. Residents must remove carpet prior to check out.
- Students who are assigned to a double room, may occupy and furnish only one-half of the room.

Guest and Escort. Residents are responsible for the actions of their guest(s) including guest's adherence to the residence hall policies and procedures.

- A "guest" is anyone who does not have a housing assignment from the Office of Residence Life for the current academic term. This includes enrolled students who do not live in the Seton Center and family members. All guests must be signed in and out by the resident student the guest is visiting. Guest sign-in is at the Seton Center Front Desk and all guests must be signed in upon entering and leaving the building.
- Guests are required to leave a form of identification (university I.D., driver's license, etc.) at the Seton Center Front Desk when they are signed in. This I.D. will be returned when they are signed out.
- Guests **MUST** be escorted at **ALL** times while they are in the residence hall. If your guest is staying over and you have to attend a class, you must escort your guest to a public lounge or space, until you are able to escort them in the residence hall again.
- No guest may stay on campus, in the residence hall, more than five nights per semester. Overnight stays are considered to be check ins/check outs that extend into the hours between 2 AM and 9 AM. Exceptions may be requested through the Office of Residence Life.
- All Guests must be at least 18 years of age or an immediate family member. Any exceptions **MUST** be approved by the Office of Residence Life *before* the guest visits.
- All guests must be accompanied by the host at all times during their visit to the Residence Hall.
- Overnight guests of the opposite sex are prohibited, unless that guest is an immediate family member. Your roommate should approve any overnight guest.
- Overnight guests are permitted with the approval of your roommate.

Guests may not occupy any bed without that person's consent. The guest's visit shall not exceed three (3) consecutive nights and are allowed only with the consent of all those assigned to the room/suite.

- Campus housing is for extended use of currently enrolled students with valid Housing Contracts only. Resident students may not allow non-resident students to live in their rooms or sub-let their room. Persons found to be living illegally (without a valid Housing Contract) will be asked to leave and may be subject to disciplinary action and/or trespassing charges. Resident students who allow persons to live illegally in any residence hall room are subject to disciplinary action.
- Residents are responsible for informing guests of security procedures in the event of an emergency.
- Cohabitation, defined as overnight visits with a sexual partner, is incompatible with the Catholic character of the University and with rights of the roommate(s) and will be considered a violation of the Guest and Escort policy.

- Any individual who has been asked to leave the University for academic, disciplinary or financial reasons is not permitted to be a guest in the residence hall or to visit campus.
- Students are responsible for the contents of their assigned rooms, **ALL** behavior occurring in their rooms, and the behavior of any guests.
- Failure to comply with these guidelines may result in the guests being removed from

University property.

Hallway Sports. Activities such as, but not limited to, rollerblades, golf, hockey, bouncing balls firecrackers, Frisbees, balls, water hoses, and containers of water are prohibited from being thrown or discharged in hallways, lounges, bathrooms, or student rooms. These items are damaging to University property and fire equipment, and can cause serious injury to residents. Any programs and events that would include a sport of some kind must be approved first by the Office of Residence Life.

Lock-outs. Resident students are responsible for keeping their room keys with them at all times. However, if a student is locked out of the residence hall room, the resident must find a Resident Assistant to key them back into their room. If no one is available to perform a lock-out, a student might have to wait. All residents should carry their keys at all times and never leave doors unlocked. Students are permitted two “grace period” lockouts. After two lockouts, there will be a \$5 charge for each time any student is locked-out of their room and requesting to be keyed back into their room.

Noise. Maintaining an academic environment in the residence hall is vital. Please discuss, understand, and abide by the community standards of quietness. Please respect the needs of others 24-hours a day.

- You must be courteous to other residents in regards to noise levels 24-hours a day.
- The use of electronic equipment such as stereos, radios, amplifiers, and musical instruments in a manner that violates a standard of quiet conducive to study, sleep, or disturbs University offices or classes is prohibited. Such use may result in the equipment being confiscated, among other actions.
- Stereo equipment or speakers may not be placed facing out of an open window.
- Excessive noise or other behavior that disturbs others within the residence hall or staff in their offices is not permitted, including hallway sports or running in the hallway.

Noxious Odor. *See Section IV.I.1 for more information.*

Personal Property & Insurance. Please protect your valuables. You are responsible for the security of your personal property. The University does not assume responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall property.

- Students are encouraged to obtain insurance through a parent or legal guardian, homeowner’s insurance plan or another personal properties insurance provider, or to make other insurance arrangements to protect against damage or loss.
- Please lock your door when you are not present in your room and when you go to sleep. Be safe. You may be held accountable for the loss of University property if it is not properly secured.

Pets. Animals with the exception of authorized service and emotional support animals are not permitted in the residence hall. Fish, in containers no larger than 10 gallons, may be kept in the residence hall. The feeding of stray animals in or around the residence hall is strictly prohibited. The Office of Residence Life reserves the right to remove any unauthorized pets and/or other animals and take them to a nearby shelter.

Proper Attire. *See Section IV.I.1 for more information.*

Social Gathering in Residence Hall Rooms. Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as University policies. The number of people in a room at any time including residents of the room must be limited as follows:

<i>Room Occupancy</i>	<i>Maximum # Occupancy Allowed</i>
1 person room (single)	3 people
2/3 person room (including suites)	6 people
4 person room	8 people

University officials and Office of Residence Life staff reserve the right to disperse a gathering when residents and/or guests are in violation of any University policy, or are causing undue disturbance to the community.

University ID. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus.* For additional safety, residents may be asked to identify themselves, verify residency, and provide proof of age at any time.

- Report unauthorized people in the residence hall to residence life staff immediately or contact Campus Police.
- If you believe a crime is about to be committed, or has been committed, immediately call Campus Police and then report the incident to residence life staff. See Section II.F for more information.

Vandalism/Damage. Damaging University property is a serious offense. If you damage your room, hall facilities, hall equipment or hall decorations, you will pay the replacement cost of the item(s) and labor to repair the item(s). If you observe someone damaging the building, its furnishings, equipment, or decorations, and do not notify hall staff, you are considered to be an accomplice and you may share financial and judicial liability. When damage occurs to common areas the University will make every effort to identify the responsible person(s), otherwise, costs associated with damage to common areas (i.e.: lounges, hallways, bathrooms, etc.) will be charged to the residents of the floor and section of the residence hall in which the damage occurred unless the person(s) responsible for the damage is (are) identified.

Visitation. Visitation is defined as the time period when residents may have guests, signed in properly at the Seton Front Desk, in their residence hall room:

- Residents may have guests any day between the hours of 9:00 a.m. and 2:00 a.m. Overnight guests are considered to be check ins/check outs that extend into the hours of 2:00 a.m. and 9:00 a.m.
- All guests must be at least 18 years of age or an immediate family member. Any exception **MUST** be approved by the Office of Residence Life at least two business days in advance of the guest visit.
- Visitation hours may be extended for special events provided the event coordinator obtains permission through the Office of Residence Life prior to the event.
- Residents may visit other residents without an escort. All non-resident guests must be signed in with an ID at the Seton Lobby Front Desk and escorted by and remain with their host at all times while in the residence hall (*see Guest and Escort policy*).
- Lounge spaces on the floors, hallways and laundry facilities in the residence hall have 24-hour visitation for residents **ONLY**.
- The Commuter Lounge and Seton Lobby 24-hour locations are open for all students.
- Any guest may be asked to leave the area, or campus, at any time for any reason deemed necessary by University officials.