

XIV. RESIDENTIAL LIFE ISSUES

PHILOSOPHY: RESIDENCE LIFE PROGRAM

The expressed purpose of the institution's residence life program is to foster self-development, good citizenship, and democratic principles.

These goals are accomplished through the acquisition of decision-making skills on the part of the student and through the emulation and promotion of values inclusive of respect for fellow students, honesty, and the involvement of students in the residence hall governing structure.

It is also recognized that residence life assumes an important role in the retention of students. Therefore, it is important that those involved in the establishment and implementation of the student life policies are mindful of the impact of the resident student. Here the student voice becomes an essential element in the policy development process in the residence hall.

Given that the residence halls at Stevens are smaller and more intimate than those found on larger campuses, students are granted a greater amount of individual attention, which is advantageous to their total educational experience. This occurs through extensive student interaction with one another as well as with staff members.

The program also seeks to create an environment of understanding and appreciation for the values of students from diverse backgrounds. It is through the development of this kind of sensitivity that students grow personally, which impacts directly on other program purposes of citizenship and emulation of democratic principles as set forth in the College's mission and purpose.

PHILOSOPHY: RESIDENCE LIFE STAFF

It is the purpose of the residence life staff to create a living environment which is conducive to resident unity, group cohesiveness, and the promotion of an atmosphere of trust, caring, and mutual respect within the confines of the residence halls.

These concepts are accomplished through student meetings within each resident hall with respective Advisors, as well as via Residence Hall Council meetings on a monthly or as-needed basis (Residence Hall Council being the governing body within each hall). Student activities within each resident hall further contribute to this goal.

Residence Hall meetings also serve to reinforce the importance of living within a community comprised of students of varied backgrounds and values, emphasizing the necessity for granting appropriate consideration to the rights of others.

An equally important aim of the residence life staff is to impress upon students that rules and regulations have as their purpose, the protection of the student. If the student is dissatisfied with current regulations, there is a mechanism in place to effect change, beginning with the Residence Hall Council.

Another essential aspect of the residence life philosophy is the role of staff members in working with the student in his/her developmental process. As the residence halls are relatively small, the advisor has substantial contact with students which allows for a large degree of interchange between the two. This in turn increases the opportunity for the advisor to have a greater impact on students. At the same time, staff members are careful not to intervene when the situation does not warrant their involvement.

An attitude of caring about the well-being of students is also an important element of the residence life staff. This concern is demonstrated in the advisors being accessible to the student, assisting the student in his/ her adjustment process from home to college, and by allowing for personal change through the independent decision-making process.

8 WAYS TO STAY SECURE IN THE HALLS

1. Unpack as soon as possible: It is not a good idea to leave property in your vehicle for extended periods, especially overnight. Even if you arrive late at night, it is best to unload immediately. Ask a friend to help you move in.
2. Get acquainted with your neighbors: on your floor and your building as quickly as possible. Every resident has a role to play in security. Part of that role is to know who belongs and who doesn't.
3. Always lock your door, whether you are home or, "just down the hall for a minute", or out of the building, always keep your door locked. Ask your roommates to do the same. If your roommate is taking a nap when you leave, lock the door.
4. Secure your personal property: especially expensive and easily transportable items. Lock them up. Use cables to secure electronic components. Engrave items with unique identifiers.

5. Do not allow entry into your building to those whom you do not know: Don't let them "tailgate" when you use your access card.
6. Do not prop doors! Propping doors open is the most abused security issue found on campuses. To prop a residence hall door open is to invite anyone, thief or other felon, into your room or the building. Don't do this to your neighbors and don't let them do it to you.
7. Keep wallets, purses, checkbooks, and jewelry out of sight: and keep locked up if possible. Do not leave large sums of money on hand and routinely check your checkbook to see if any checks are missing.
8. Do not loan your keys to anyone: and do not attach your keys to your College ID. Lending your keys to others is a violation of policy.
7. Doors/Windows: Nothing, including trash, should be thrown from the windows. Screens are not to be unscrewed or removed from windows. Windows are not to be used as a means of exit or entrance to a room. Students are not permitted to sit in windows at any time. For the safety of all residents, locked exterior doors may not be propped or otherwise disabled.
8. Sunday through Thursday, students are prohibited after 11:59 PM from being in a residence hall except the one in which they reside without permission from the Residence Hall Advisor or the Director of Residence Life.
9. All room furnishings are to remain in the room at all times and all lounge furniture is to remain in the lounge.

RESIDENCE HALL REGULATIONS

Residence life is considered an integral part of the student's overall educational program and individual development. The entire residence life program and the necessary regulations have been established with due consideration for the student's educational and social needs, safety, and health standards as well as overall educational objectives of the College.

Below you will find regulations as they relate to residence life. (It should be noted that the items listed are not all-inclusive of residence hall regulations.)

1. Smoking of any kind or the burning of any substance is prohibited in any area of the residence halls.
2. Narcotics of any kind are prohibited. *See drug and alcohol policy for details.*
3. The use, possession, or transportation of alcoholic beverages is prohibited. *See drug and alcohol policy for details.*
4. Any student or guest of a student who fails to comply with the request of or to show respect to the residential life staff, public safety staff, or any member of the College community acting in the performance of his or her duties and authority will be subject to disciplinary action.
5. Hoods, ski masks, Halloween masks, or any other material or item that covers the face cannot be worn inside the residence halls. This is to ensure that all individuals can be easily identified by staff members and reduce the likelihood of an intruder being able to get into the halls. Student must have working College ID to enter dorms.
6. The student is responsible for damage caused by the hanging of pictures on the walls. NO items should be hung on the doors.
10. Student rooms are part of a larger community and steps are taken to protect the safety of all students in the community. Fire Safety violations will be taken seriously as they are a safety issue for the individual's room as well as the surrounding rooms and persons inhabiting those rooms. Fire safety violations include, but are not limited to, the following:
 - a. Tampering with fire extinguishers, fire alarms, smoke detectors, sprinkler systems, or any type of fire safety equipment, including hanging items from fire safety equipment, covering them with any object, and taking the batteries out of any fire safety equipment.
 - b. Students should not have open flames, burn incense or candles, or conduct themselves in such a manner as to increase the risk of flames in the residence halls.
 - c. Students who fail to leave the building during a fire alarm will be subject to severe sanctions.
 - d. The use of the following equipment is not permitted in the residence hall: heating and immersion coils (including space heaters, toaster, etc.); electrical cooking devices (e.g. hot plates, skillets, etc.); and irons, etc. Students should check with their Residence Hall Advisor if in doubt about the use of a given electrical appliance.
11. Students who reside in a particular room are responsible for the behavior of any guests in the room.
12. No animals, fish, insects, or other pets are permitted.
13. Bicycles may be stored in the basement (in a designated area).
14. Excessive weights are prohibited in the room.

15. The following study and quiet hours have been established for residence halls: Sunday through Thursday, 10 p.m. to 8 a.m., Friday and Saturday, midnight to 8 a.m. At times other than study and quiet hours, courtesy hours are in effect. During courtesy hours, students are expected to respond positively to requests from other residents, the Residence Life staff, or Security for increased quiet. Students returning to the residence hall after quiet hours have begun are expected to show consideration for other residents of the hall.
16. An atmosphere conducive to normal living and study must be maintained 24 hours a day in the residence halls, and surrounding areas. As always, respect for the rights and freedoms of other residents should be the basic guideline for behavior. Violations of Public Disturbance are included, but not limited to the following:
 - a. Radios, stereos, and TV sets must be played discreetly at all times. Stereo speakers are not to be played out windows.
 - b. Musical instruments are not to be practiced in the residence halls, including lounges. Acoustic instruments or electronic keyboards may be practiced with roommate permission, only within the resident's room.
 - c. Hall sports are prohibited. This includes using baseballs, basketballs, and other sports equipment in the residence halls.
 - d. Snowball, food, and water throwing/ fights (ex. balloon, bucket, gun), shaving cream battles, etc. shall be considered public disturbances and shall be deemed as such.
 - e. During posted quiet hours, noise should not be heard outside any room or between rooms. Any noise that can be heard clearly outside one's room or excessive noise heard in the common areas, including the parking lot and areas surrounding the residence halls, is prohibited. Once a room is documented for quiet hours, everyone in the room that isn't an occupant of that room will be asked to leave to prevent further violations.
 - f. During finals week, the residence halls will observe 24 hour quiet hours. Any individual creating noise which can be heard in the hallways, between rooms, or common areas will be subject to disciplinary action.
17. To protect against potential hygiene problems, students are expected to regularly wash clothing and bedding and not store food for long periods of time nor hang food items from your window.
18. Report any damages to the residence hall advisor immediately.
19. Only furniture assigned or approved by the College will be permitted in the room
20. Visitation between and among men and women is permitted as designated within the Visitation Policies.
21. The student assigned to a room is responsible for damages that occur in the room, unless the individual who caused the damage is apprehended.
22. The College cannot be held accountable for theft from the student, his room, or vehicle. Responsibility for loss rests with the student. Loss or suspected thefts should be reported immediately to the Director for Residence Life, Residence Hall Advisor, Director for Student Services, or Security.

NOTE: Security guards are scheduled to work hours which are aimed at reducing thefts and vandalism as well as to provide a safe campus environment.
23. It is expected that room decorations will reflect the good taste and decency of the Stevens' name. Anything deemed offensive or inappropriate will need to be removed.
24. Small refrigerators are permitted in the room (no larger than 4.0 cubic feet).
25. Though student workers normally are hired to clean the common areas of the halls, if there is no worker to complete the detail, students will be assigned systematically to do so.

ROOM ASSIGNMENTS

Thaddeus Stevens Grant students will be given priority in securing living space on campus. Every effort will then be made to assist those non-grant students who desire to reside in a residence hall.

The College reserves the right to make residence hall assignments, room and temporary room assignments, consolidations, and reassignments where necessary, or when it is believed to be in the best interest of a particular student and/or residence hall. When assigned to a particular residence hall, a student will normally reside in that hall for his/her tenure at Stevens except in cases noted above.

ROOM CARE

Your residence hall advisor will inspect each room with the students who reside in that room at the beginning and end of the year. Each student will be charged for any damages or missing property. Examples of some charges that a student may incur are:
 Room Cleaning: \$75.00*
 Ceiling Tile Repair: Time + Materials

** All costs are subject to change without notice, depending on the actual price of repairing or replacing damaged property.*

Any additional damage in the residence hall for which the identity of the person responsible is not known will result in the students who live on a particular floor or the entire residence hall population sharing the cost of repair.

It is understood that you may want to personalize your room to a certain degree. Any decorations that will be used in your room are to be displayed according to residence hall rules and reflect the good taste and decency of the Stevens' community.

Residence hall room furniture belonging to Thaddeus Stevens College of Technology may not be disassembled, stacked or altered in any way. Adding to or changing the preset configuration of furniture items within a residence hall room may only be done upon authorization from the residence hall advisor or the Director for Residence Life.

You are required to maintain your room on a daily and weekly basis. Your room will be inspected by the residence hall advisor or the Director for Residence Life to make sure that this obligation is completed and to ensure that standards of health and safety are met. The College retains the right to enter a room for maintenance purposes and also on matters relating to the comfort and safety of your fellow students (e.g. to turn off an alarm, to turn down a stereo, to preclude drug and/or alcohol usage, etc.)

ROOM KEY

Each resident student will be issued a key to his/her room. In rooms equipped with an electronic card reader, the key must be returned to the Residence Hall Advisor upon the activation of the resident student's ID Swipe Card. At that point, the ID Swipe Card will be used to gain access to the dorm room. If you temporarily misplace your key or ID swipe card and are locked out of your room, contact Security or your residence hall advisor. Security is available 24 hours a day. **Note:** Security will provide admittance to your dorm room in the case of a misplaced key. However, if this privilege is abused, information will be forwarded to the Director of Residence Life for review.

If your room is not equipped with an electronic card reader, you are required to have a key at all times. If you lose your key, for safety purposes, the lock core will be changed and new keys will be issued. The student will be charged accordingly for the new lock core, keys and

associated labor.

COMMUNITY MEETINGS

In keeping with our Residence Life mission, the Residence Life Staff will hold regular community meetings with each floor. These meetings are designed to provide residents with a forum to share ideas and discuss issues and concerns, as well as for the Residence Hall Advisor or Director of Residence Life to communicate important information. For an effective community to emerge, it is imperative that all residents not just attend but participate in these regular meetings. Additionally, Residence Life Staff may periodically find it necessary to call a mandatory meeting for a room, floor, or building to address various concerns or share important information. Notification will be given to the residents at least 48 hours in advance whenever possible, and will be in the form of either a written notice to the student's inbox, email or flyers posted in the residence hall. Non-attendance at any mandatory meeting can result in a fine of \$25, community service, or other appropriate sanction. If a student is unable to attend a mandatory meeting, he/she should notify their Residence Hall Advisor at least 24 hours in advance.

WIRELESS IN THE RESIDENCE HALLS

Setting up personal wireless routers/access points in a dorm room or residence hall is strictly prohibited. All of the residence halls have wired networking available in each room and some of the residence halls also have WIFI. It is important that students use our networking capability as it is faster and much more secure.

VISITATION POLICY

Individuals under the age of 18 are not permitted in the residence halls except:

1. When accompanied by an adult (18 years or older) as a student moves into or checks out of a particular residence hall, such as at the beginning or end of a semester.
2. When accompanied by an adult (18 years or older) during a special event on campus, such as Homecoming, Open House, etc.

Hosting Responsibilities:

Resident students are responsible for the actions of any non-student who is visiting them. If a non-student violates a policy or damages something on campus, the student host will be held responsible for the violation. It is their responsibility to make their guest aware of Stevens's policies and rules. Resident students must escort non-student guests at all times. Non-students are not

permitted to wander around the residence halls unescorted.

Overnight Visits:

1. No overnight visitation is permitted Sunday – Thursday nights for students or non-students.
2. Overnight visitation is permitted on Friday and Saturday nights for students and non-students.
3. In order to have an overnight guest, the student must complete the Weekend Overnight Guest Visitation Form available at Residence Hall Advisor Office, Director of Residence Life Office, or Security Office. This form must be submitted by noon on Friday. No overnight guest will be permitted without this completed form and consent from their roommate.
4. Only one overnight visitor is permitted per student.

Daytime/Evening Visits:

1. Students are permitted to visit residents' rooms from 9:00 a.m. – 11:59 p.m. daily.
2. Non-students are permitted to visit residents' rooms from 12:00 p.m. – 11:59 p.m. daily. The non-student must obtain a visitor's pass from either the Residence Hall Advisor or Security that must be carried at all times.

Bathroom Guidelines:

Any visitor is permitted to use the bathroom of the opposite gender under the following conditions:

The bathroom is empty and the host remains at the bathroom door until their guest is finished.

VISITATION RULES AND REGULATIONS:

1. Visitors are not allowed access to the MAC.
2. Violations of the visitation policy as it pertains to individuals under the age of 18 will receive discipline action as follows:
 - a. First Offense: Three days suspension from the residence halls, 30 days loss of visitation privileges, and 30 days probationary status.
 - b. Second Offense: Five days suspension from the residence halls, no visitation privileges, and probationary status for the remainder of the semester.
3. Violations of the visitation policy as it pertains to individuals 18 and over will receive discipline in accordance with the Stevens College Code of Conduct. Along with this disciplinary action, the following additional disciplinary action will take place:
 - a. First Offense: Loss of visitation privileges for a period of one week (seven consecutive days), discounting holidays or other college-related

breaks.

- b. Second Offense: Loss of visitation privileges for a period of 30 consecutive days, discounting holidays or other college related breaks. The individual will also be placed on probation for a 30-day period.
 - c. Third offense: Three days suspension from the Residence Halls; loss of visitation privileges for the remainder of the semester and placed on probation for that period of time.
4. Violators of this Visitation Policy for Students shall receive the following discipline in accordance with the Stevens Code of Conduct:
 - a. First Offense: Loss of visitation privileges for a period of one week (seven consecutive days), discounting holidays or other college-related breaks.
 - b. Second Offense: Loss of visitation privileges for a period of 30 consecutive days, discounting holidays or other college-related breaks. The individual will also be placed on probation for a 30-day period.
 - c. Third Offense: Loss of visitation privileges for the remainder of the semester and placed on probation for that period of time.
 5. When the loss of visitation privileges occurs due to a violation, the following stipulations are to be followed:
 - a. During the loss of visitation privileges the student(s) involved may not have any non-student visitors coming to see them within any of the residence halls.
 - b. During the loss of visitation privileges where two Stevens students of the opposite sex are involved, the students involved may not visit a residence hall or residence hall room of a student of the opposite sex nor have a student of the opposite sex visit their residence hall or residence hall room. **Note:** They are also not permitted in any dorm room where a student of the opposite sex may be visiting.
 - c. During the loss of visitation privileges where the same sex is involved, the student(s) involved may not visit each other within any of the residence halls.
 6. If a student has concerns over visitation, he/ she may address the concerns to the appropriate Residence Hall Advisor or the Director for Residence Life.

Note: Stevens does not assume responsibility for personal harm nor theft or damages to personal property.

MISSING RESIDENTIAL STUDENT NOTIFICATION POLICY

In compliance with the Higher Education Authorization Act and consistent with Thaddeus Stevens College of Technology's commitment to student safety, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident students who is believed missing.

A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware where they may be.

This policy establishes notification procedures in the event that a residential student is defined as missing. Specific requirements are outlined as follows: At the beginning of each academic year, Thaddeus Stevens College of Technology will inform students residing in on-campus housing that Thaddeus Stevens College of Technology will notify either a parent or an individual selected by the student within 24-hours after the time the student is determined to be missing. Residential students are responsible for ensuring that the contact information is current and accurate. The information will include the following:

Students have the option of identifying an individual to be contacted by the college no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Office of Student Services. The Office of Student Affairs will maintain the registry of the student's confidential contacts. If the student is under 18 years of age, and not an emancipated individual, Thaddeus Stevens College of Technology is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing. Thaddeus Stevens College of Technology will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing. If Security or the law enforcement personnel has been notified and makes a determination that a student who is subject to a missing person report has been missing for more than 24 hours and has not returned to campus, Thaddeus Stevens College of Technology will initiate the emergency contact procedures in accordance with the student's designation.

Thaddeus Stevens College of Technology will follow the following notification procedure for a missing student who resides in on-campus housing: Once the college receives a missing student report via security, Office of Student Services or other source, the following offices will be notified: Thaddeus Stevens College of Technology Security, President's Office, Vice President for Finance and Administration, Director of Student Services, Director of Residence Life.

Any official missing person report relating to this student will be referred immediately to security. If Thaddeus Stevens College of Technology Security, after investigating the official report, determines the student has been missing for more than 24 hours, the college will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply. Upon notification from any source that a student may be missing, Thaddeus Stevens College of Technology may use any of the following resources to assist in locating the student. These resources may be used in any order any combination.

Through the Director of Residence Life, the Resident Hall Advisor or Security may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates. Security may search on campus public locations to find the student (library, cafeteria, etc.) Security may issue an ID picture to assist in identifying the missing student. Security, Director of Student Affairs, Director of Residence Life, may try to contact known friends, family, or faculty members for last sighting or additional contact information. Security may access card access logs to determine last use of the card and track the card for future uses. Security may access vehicle registration information for vehicle location and distribution to authorities. OIT may be asked to look up email logs for last login and use of Thaddeus Stevens College of Technology email system.

If there is any indication of foul play, the PA State Police will immediately be contacted for assistance. If circumstances warrant, this policy and procedure may be implemented in less than 24 hours.

Student notification of this policy: Thaddeus Stevens College of Technology Website, Student Orientation, Included in the annual Campus Security Report, sent to students by university e-mail, Resident Hall meetings.

MAJOR SPRING CLEAN-UP IN THE RESIDENCE HALL

This major clean-up occurs between February and April 15th of each year and is required of all resident students.

Room clean-up includes but is not necessarily limited to the following:

- Cleaning of windows
- Cleaning of walls
- Cleaning of desks, closets, dresser drawers (inside and out).
- Cleaning of overhead lights.
- Other cleaning will be determined by the residence hall advisors in your respective hall.

Failure to fulfill this obligation will result in an assessment of \$75.00 cleaning fee and possibly result in disciplinary action.

PERSONAL BELONGINGS

Thaddeus Stevens College of Technology takes no responsibility for students' personal belongings. Residents should protect themselves by carrying fire, theft and liability insurance as the College insurance does not include your personal property or personal liability at any time.

Students who withdraw from the residence halls, for any reason whatsoever, are solely responsible for the removal of their personal belongings from the residence halls as expeditiously as possible. It is important to remember that the College assumes no responsibility for these items nor will it attempt to send these items to the owner.

The College will make a reasonable effort to contact the student regarding any item(s) left in the residence halls. This will take place by telephone, certified mail, or both. If it is impossible to contact a student, due to a change of address with no forwarding address, a phone number that has been disconnected or any other reason, the items will be bagged or boxed and stored for 30 days.

If the student fails to claim these items during that time period, they will be declared abandoned and will be disposed of or possibly donated to a local charitable organization.

SEARCH AND SEIZURE

Students, as citizens, are protected against any unreasonable search and seizure. However, this does not prohibit College authorities from conducting searches of residence hall rooms, shop lockers, or vehicles if the authority has reasonable or just cause to believe that a

student is using the room, locker, or vehicle for a purpose that is either illegal or would otherwise seriously interfere with the educational atmosphere or is in violation of the College Code of Conduct. If comprehensive room searches occur, two of the following individuals will be present; the Residence Hall Advisor, Director of Residence Life, Director of Students Services, or Security. The student of the room that is being searched should be present if he/ she is available. Such all-encompassing searches are most likely to occur during the week, when both the majority of students and the Residence Hall Advisors are present. They are completed with great discretion in cases where there is reasonable evidence that a person is engaged in illegal activities or behaviors that are contrary to the College Code of Conduct or in emergency situations.

Note: All students, prior to residing in the residence halls, must read and sign a Search and Seizure Form indicating that they have read and understand the Search and Seizure Policy as stated in the handbook and as enforced by the College.

Examples of reasonable or just cause for a residence hall room search consist of the following:

1. Smoke, whether caused by a fire, a cigarette, incense, candle, or the burning of some form of illegal substance.
2. The strong smell of alcohol coming from a residence hall room, vehicle or locker.
3. Considerable evidence gathered from a variety of sources regarding possible illegal activity or activity contrary to the College Code of Conduct being conducted within a residence hall room or vehicle.
4. Considerable evidence indicating the presence of a weapon(s) within a residence hall room, locker, or vehicle.
5. Considerable evidence indicating an activity in the Residence Hall, in a classroom, in a vehicle, or in a locker that may threaten the health, safety and welfare of fellow students. (Possible presence of explosives, etc.)

This listing indicates only some of the reasons that would produce reasonable or just cause for a room search. **Please note that this listing is NOT all inclusive.**

It is not the intent of the College to conduct unreasonable and unwarranted room searches. The sole intent of the College is to ensure a safe and secure environment for students to reside, study, and continue the pursuit of their educational goals

LAUNDRY FACILITIES

All residence halls have washers and dryers for student use. These are coin-operated machines. Students are encouraged to stay with their laundry, as the College is not responsible for any losses or damage. Students are expected to use courtesy and remove laundry as soon as the machine cycle is completed. The laundry area is locked at 11:00 PM each day.

Note: It is not permissible to use the laundry facility at the MAC for personal use. Doing so will result in appropriate disciplinary action.

VACATIONS

During the vacations around Thanksgiving, winter and spring breaks, the dining hall and residence halls will not be in operation. Students who have problems securing housing during these vacations should contact the Director of Student Services, Director for Residence Life, or a counselor. The dining hall will serve meals up to and including the noon meal on the day the vacation begins and will not serve again until the evening meal prior to classes resuming on the following day. The residence halls will close at 6:00 PM or 30 minutes after your last class on the day of the vacation period. They will normally reopen at 12:00 PM upon the return from vacation.