

# Community Standards for Resident Students

All students must abide by the Code of Student Conduct. Our resident students must also abide by the standards and rules listed below while living in the community.

## Resolving Allegations of Misconduct

The staff of the Office of Residence Life is committed to helping students through the process of resolving allegations of misconduct. The Residence Life staff is assisted by the Dean of Students. For specific information regarding any Mount St. Mary's or Residence Life rules, the process for resolving alleged misconduct, or any related concerns, please contact the Office of Residence Life at [residencelife@msmary.edu](mailto:residencelife@msmary.edu).

### What Does it Mean to Be Documented by a RA?

RAs are instructed to document all incidents on an "Incident Form." This is done so that a community's supervisor (Associate or Assistant Director for Residence Life) can be informed of the situation and take the appropriate next step. Because an Incident Form is written does not mean that a rule has been violated.

If you are documented, you should go to your community supervisor in Residence Life as soon as possible. He or she, once the information form has been reviewed, can tell you what action will be taken.

If you wish to document something anywhere on campus, you may obtain an Incident Form from Residence Life or from [www.msmary.edu/judicial](http://www.msmary.edu/judicial).

### How Are Alleged Violations of These Expectations Addressed?

Students will be held responsible for their alleged misconduct and the alleged misconduct of their guests. Some allegations are addressed through *The Code of Student Conduct*, while others may be handled as a violation of Residence Life policies, rules, and regulations (see Rule 15 in the Code of Student Conduct) in the Community Standards. Regardless of how an allegation is handled, you can expect the following:

- ✓ You will receive a letter explaining any alleged violations which have been brought to our attention,
- ✓ The letter will ask you to attend a meeting with University staff to address the incident, and
- ✓ The letter will inform you of your options at that meeting

## If It Is Alleged that You've Violated Residence Life Community Standards. . .

### Policy Notification Letters (PNL's)

The allegations brought forth against you may be resolved through a Policy Notification Letter (PNL) if it is a simple, first-time violation. We send PNL's because we assume that most students do not intend to violate these expectations and just need a reminder. Policy Notification Letters are essentially warnings – so once you've been warned, we expect the matter is ended and no repetition of the violation will occur.

### Residence Life Conferences

The allegations brought forth against you may be resolved through a Residence Life Conference if:

- 1) You've already gotten a PNL for the same rule violation before, or
- 2) Your community supervisor feels that he or she would rather meet with you in person to discuss a violation due to its severity or impact.

At a Residence Life Conference, you will have the opportunity to accept responsibility or not accept responsibility for what is alleged. If you accept responsibility, you and the community supervisor will discuss eventual consequences. If you do not accept responsibility, the matter will be decided upon by the community supervisor as to whether it is "more likely than not" that you are responsible. You can appeal the sanctions you receive as a result of a Residence Life Conference by following the process described below.

### Appealing

You may appeal the sanctions imposed by a community supervisor in a Residence Life Conference. Your appeal must be based upon one of the following:

- 1) The process described in this document was not followed properly.
- 2) New information, unavailable or unknown at the time which if proven accurate would substantially alter either the decision as to the responsibility of the charged student or the sanction imposed, or
- 3) A reasonable claim that the sanction imposed is disproportionate to the gravity of the misconduct.

You must submit a written appeal in writing to the Dean of Students, located in the Student Affairs Office in McGowan Hall within five business days of the date you receive the original decision. You will receive the final, conclusive, and binding appeal decision in writing.

## **If I Accept Responsibility or I am Found Responsible, What Can Happen?**

*For Code of Student Conduct Violations Only*

Violations of *The Code* result in sanctions that can affect your status as a student. In a meeting with a community supervisor, you may be given a disciplinary warning or you may be placed on disciplinary probation. In a meeting with an Assistant Director of Residence Life, Associate Director of Residence Life or the Dean of Students, you may face these penalties or you may receive residence hall separation. This means you are no longer allowed to live on campus, forfeit the value of your Housing Contract, and are restricted from the residential community. It may be recommended in very serious circumstances that you be suspended or expelled from Mount St. Mary's University. These sanctions are described fully in *The Code*.

You can also be required to complete one or more "conditions" of your sanction. Conditions fall into one of three categories: a) restitution to the community or one of its members, b) educational interventions, or c) privilege restrictions.

## **Alcohol**

Mount St. Mary's and the Office of Residence Life recognize the need to enforce federal, state, and local laws regarding alcohol use. This means treating students who are allowed to possess or consume alcohol as people who should make responsible decisions about its use. It also means that we will hold all Mount students accountable should it be found they broke the law, disturbed the residential community, or posed a danger to themselves or others.

*Code of Student Conduct regulations prohibit:*

- Unauthorized or illegal use of any alcoholic beverages;
- Aiding or abetting an underage person in the purchase of alcoholic beverages;
- Disorderly conduct due all or in part to being under the influence of alcohol;
- Providing alcohol to underage persons;
- Open containers
- Possession, use or distribution of alcohol by underage persons;
- Intoxication due to alcohol that disturbs the residential community, or poses a danger to themselves or others

For more information about Mount St. Mary's rules regarding alcohol, consult Rule 5 of the Code of Student Conduct. <http://www.msmary.edu/studentconduct>

*Residence Life Regulations Regarding Alcohol*

- Residents who are not yet 21 may not host in their room or apartment anyone, regardless of age or relationship, who is possessing, consuming, selling, or serving alcohol.
- Kegs and other multiquart containers are not permitted in or around any residential facility.
- Brewing and/or distilling alcohol is not permitted in or around any residential facility.
- Bars or bar-like structures (defined as a structure used to hold alcohol, mix drinks, and or serve drinks) are prohibited in the residence halls or apartments.
- Underage students are prohibited from displaying alcohol bottles (empty or filled).
- Paraphernalia related to excessive drinking is prohibited. This includes, but is not limited to beer bongs, funnels, and beer pong tables

Because the irresponsible use of alcohol is not consistent with academic excellence, and because of the impact often felt by the community due to its irresponsible use, students who accept responsibility or are found responsible for repeatedly violating rules regarding alcohol face the administrative or judicial termination of their Housing Contract and possible suspension or expulsion from Mount St. Mary's University.

### **Will my parents or guardians find out about my alcohol violation?**

It is Mount St. Mary's policy to notify the parents or guardians of students who are under the age of 21 of any violation of our alcohol policies. This notification is done via letter. You are encouraged to talk to your parents or guardians about this and all other concerns related to your conduct.

**If my friend drinks too much and I'm worried about their safety, what should I do?**

Be a good friend. Never let anything stand in your way of getting help for someone who you think is in need of medical attention – **their safety is more important than any disciplinary consequences they or you might receive.** Contact Public Safety immediately at x8111 to summon professional medical assistance who can evaluate his or her condition. Residence Life staff will be notified and will be present to assist you and anyone else who needs it.

**I don't drink alcohol, but I like to collect empty beer bottles and cans. Can I display them in my room?**

If you are over 21, Yes. Underage students cannot display alcohol containers, open or closed, whether for decorative or some other purpose, including but not limited to beer bottle collections, beer pyramids, liquor bottles, etc.

**If I am 21, but my roommate is not, can I drink alcohol in my room?**

Yes. You may also (in non LOFT areas) register for a party. The underage roommate(s) may not drink in the room or host a party, but they can be in the presence of legal aged consumption of alcohol.

## Appliances and Cooking

Cooking fires can be the most common fire emergencies in the apartments and residence halls. We have developed the following regulations to protect residents, their property, and the property of their neighbors and the University.

For more information about Mount St. Mary's rules regarding fire safety, consult Rule 4 of the Code of Student Conduct. <http://www.msmary.edu/studentconduct>

### *Residence Life Regulations Regarding Cooking and Appliances*

- The wiring in University residence halls was not designed to handle high wattage air conditioners; therefore, air conditioners are not allowed in residence halls unless students have authorization from the Office of Residence Life.
- Because they are designed for that purpose, cooking is only permitted in the kitchen areas of apartment communities and designated kitchens/kitchenettes in the residence halls.
- All rooms are provided with a microfridge (Pangborn, Sheridan, Terrace, Bradley Annex, Bicentennial) or a refrigerator (Apartments, Graduate House, Theme House). Only one additional 4.4 cubic foot refrigerator is allowed per bedroom. Additional microwaves are prohibited.
- Any appliance that by way of intense heat or open flame may pose a fire threat is prohibited.
- The following appliances and items are **not** permitted in any community: gas or charcoal barbecue grills (other than University owned) and briquettes, immersion heaters, heat or sun lamps, electric blankets and heaters, space heaters, and any appliance with an exposed heating element (rice cookers, griddles, "George Foreman" grills, and hot plates).

**Can I install an air conditioner in my room?**

The Apartments, Bicentennial and the Annex suites are the only residence areas with air conditioning. The wiring in the other residence halls was not designed to handle high wattage air conditioners. Therefore, air conditioners are not allowed in residence halls unless a special needs request has been properly submitted and then approved by Residence Life.

**Don't leave cooking food unattended.**

When cooking, make sure you are paying attention to what is in/on your microwave, stove or in your oven. Not only will you have a better meal, you can minimize the chances of causing a fire. Even a small fire can cost you several thousands of dollars of repairs, and could result in you having to live in temporary accommodations until repairs can be made.

**Keep your cooking area clean.**

A common cause of kitchen/microwave fires is a dirty oven or dirty drip pans under your burners. All these items can be cleaned with soap and water or oven-cleaner, water, and some elbow grease. This will also help lessen damage and cleaning charges you might be assessed during move-out.

**There isn't enough room in the microfridge for my water bottles; can I bring a second refrigerator?**

Yes. However, the wiring in University residence halls was not designed to handle multiple high wattage appliances, so only one additional 4.4 cubic foot refrigerator per bedroom is allowed. The use of additional appliances is a fire hazard and presents a threat to the residents of the entire building.

## Community Security

Your community is only as safe as you make it. Although we have established a variety of regulations to help keep your living community secure, your help and compliance is necessary to protect the security of others and their property.

For more information about Mount St. Mary's rules regarding community security, consult Rules 4 & 12 of the Code of Student Conduct. <http://www.msmary.edu/studentconduct>

### *Residence Life Regulations Regarding Building Security*

- Students are required to have their Mount ID card in their possession at all times while on campus.
- All persons must enter and exit residence halls through the main entrances.
- To maintain the security of your community, tampering with or minimizing the effectiveness of access control or security systems in any way is prohibited. Propping or forcing open exterior doors is also prohibited.

#### **Forcibly opening any locked hallway door is prohibited.**

Doors which require card swipe or any other means to authorize entry should be closed and never forced open. Forcing open any magnetic doors, such as those on the exterior of all buildings, is prohibited, and will result in students being charged with violating the Code of Student Conduct. Forcibly opening doors damages the door and requires costly repairs.

#### **Propping open any stairwell or hallway doors is prohibited.**

When stairwell and hallway doors are secured, they need to stay that way. Having these doors closed helps maintain security for your community and slows the spread of fire and smoke in the case of an emergency. It also prevents unwelcome guests from entering the building.

## Compliance

Our staff is trained to help you be successful at Mount St. Mary's and in the residential community. They are also trained in addressing emergency situations and concerns related to student conduct. From time to time you will receive directives from student staff, paraprofessionals, and full-time employees of our office based upon their best judgment, knowledge, training, and skills. All Mount students are expected to comply with the requests of University officials to the best of their ability.

For more information about Mount St. Mary's rules regarding compliance, consult Rule 19 of the Code of Student Conduct. <http://www.msmary.edu/studentconduct>

### *Residence Life Regulations Regarding Compliance*

- To help maintain the orderly and safe operation of our residential communities, all students and guests are expected to comply with all reasonable requests of University officials, including all levels of Residence Life staff carrying out their job responsibilities. This includes but is not limited to identifying oneself and producing a current and valid identification card, changing or limiting one's behavior when asked to do so, or attending a scheduled meeting or mediation when requested.
- Mount students are expected to abide by the rules and regulations of other institutions when visiting or participating in activities on those campuses. Violations of published regulations on other campuses or violations of local laws and statutes while on other campuses will fall under the jurisdiction of the Mount's discipline system. This provision is equally applicable to international campuses for students studying abroad.

#### **Who are University Officials?**

Any person working for the University or for any University office can be considered a University Official. This includes, but is not limited to, Desk Assistants, Graduate Assistants, Resident Assistants, full-time Residence Life Staff, and Public Safety.

#### **What should I do to make the best possible impression at a Disciplinary Conference?**

- Be Honest
- Go to the Residence Life website and educate yourself about the conduct review process

- Talk to your Resident Assistant
- Talk to your Community Supervisor (Assistant or Associate Director of Residence Life)
- Reschedule your appointment in advance if you have a conflict
- Treat all University Officials with respect
- Treat the process seriously

## Confiscation and Prohibited Items Policy

University officials and Residence Life Staff are permitted to confiscate items that violate University policy, state and/or federal law. Such items may include but are not limited to:

- Air Conditioners, electric heaters/space heaters, hotplates, toaster ovens, electric blankets, high intensity lamps such as halogen lamps are not permitted, candles or incense, alcohol bottles, alcohol paraphernalia (beer bong, beer pong tables), weapons (knives, guns, stun guns, paintball, pellet, BB), illegal drugs or drug paraphernalia. *These items will not be returned if confiscated.*

## Damage, Vandalism and Care for Facilities

You are expected to take care of your room or apartment and its furnishings. You are also expected to treat the property of the University and your neighbors respectfully, taking care not to damage anything. It is your responsibility to arrange your room as it was when you first arrived when you leave University Housing.

For more information about Mount St. Mary's rules regarding damage, consult Rule 7 of the Code of Student Conduct. <http://www.msmary.edu/judicial>

### *Residence Life Regulations Regarding Damage of and Care for Facilities*

- All furniture must remain in the room in which it was installed at the time you moved in. This includes lounge or other common area furniture so that it can be available to all and to minimize damage.  
For your safety and to minimize damage:
  - Furniture must remain in its upright position and may not be disassembled, modified, or uninstalled
  - Mattresses must remain on bed frames and may not be placed directly on the floor
  - Lofts (student constructed platforms for sleeping or other activities) and types of room partitions are not allowed because of the risk they pose to students in the case of collapse and the damage they cause to University facilities
  - No item of any sort may be temporarily or permanently mounted, hung, rigged, draped, or attached from or to a window
- You are not allowed to wallpaper or paint your walls.
- Nothing should obstruct the air flow of your heating or air conditioning system so that they can work effectively and efficiently.
- Electric tools and spray paint may not be used within any of the Residential Facilities or anywhere on campus grounds.

**You will be billed for all damage that exceeds normal wear and tear.** During the year, if it is found that you somehow damaged the University's (or someone else's) property, you will make restitution to the appropriate party. When you officially check out from your room, any billing for housekeeping or damage charges will be posted directly to your student account.

**What if something is wrong with my room when I move-in?** First, you want to inform your Resident Assistant and report it to the Physical Plant so that our staff may rectify the situation. You also want to note it on your Room Condition Report (RCR). The RCR is used at the end of the year to assess your responsibility for any damages found during check-out inspections.

**Each piece of lounge furniture moved from your room or apartment by Residence Life staff will result in a \$100 charge being placed on your student account.** You will also be held responsible for violating associated rules.

**If something is damaged or vandalized in my hall, who pays for the repair and cleaning?**  
If the responsible individual(s) are not identified, the entire floor/tower may be held financially responsible. The cost of the repair or cleaning will be divided equally among the residents.

## Entering Without Permission

Because Mount St. Mary's is home to 1,300 students and a place to visit for countless more guests and visitors, regulations have been established to help maintain a safe and comfortable environment for all. The Office of Residence Life expects residents to assist us in these endeavors by acting as responsible community members and abiding by these basic expectations.

For more information about Mount St. Mary's rules regarding unauthorized entry or presence in a University facility, consult Rule 12 of the Code of Student Conduct.

<http://www.msmary.edu/studentconduct>

Regardless of how familiar or friendly you are with your neighbors; you should not enter someone's room without their permission to do so, even if you have done so in the past. Gaining permission to enter someone's room means knocking on the door, asking whether you can enter, and hearing them give you permission. Your neighbors close their doors for a reason – quiet time to sleep and study, privacy, and so on – and you should not assume that you know it is OK to enter without finding out whether or not it truly is.

When you are asked to leave a room by its residents, you must do so, even if you feel you are in the middle of something important or staying would really be the better thing to do. Remember, it is their room and they can decide when someone is and is not welcome. If you feel that by leaving, the owner would not be safe, you should contact Public Safety.

You must not enter any work spaces, utility or mechanical rooms, or roofs or overhangs. These areas, and any others not explicitly designated as being for resident use, are for staff use. Charges related to the Code of Student Conduct may be filed if you enter areas you have not received permission to enter.

## Fire Safety

Fire poses one of the greatest threats to students living in the residence halls and apartments. Because of this, a variety of regulations have been developed to help protect your safety and the safety of other residents and our facilities.

For more information about Mount St. Mary's rules regarding fire safety, consult Rule 4 of the Code of Student Conduct. <http://www.msmary.edu/judicial>

### *Residence Life Regulations Regarding Fire Safety*

- Because of the possible danger associated with their use or possession, the following must be prohibited in all areas:
  - Fireworks, candles, incense, gasoline, lighter fluid, and compressed gasses
  - Devices with open flames, personal grills, exposed heating elements, and halogen bulbs
  - Real cut trees
- Because every sounding fire alarm should be treated as a real emergency, you must evacuate each time you hear the alarm, using only designated fire doors.
- To slow the spread of a fire, no item can hang down from the ceiling or be draped across a ceiling covering lights, smoke detectors or sprinklers.
- Overloaded electrical receptacles/cords (defined as more than three appliances connected to one outlet) are prohibited. Due to the fire danger created by pressure put on extension cords, they should not be run under carpets, rugs, or any heavy object.
- Two single strands of UL-approved holiday lights are permitted only indoors and only so long as they are in good repair, are not used around flammable items, are mounted flat and not hung from metal wires or sprinklers, and have no ornaments or other items hung from them.
- Personal furniture provided by a student for their residence hall room or apartment must not be ripped, have torn cushions or arms, and should have a label that indicates it is fire-safe. Beanbag chairs are not permitted.
- A speedy, accessible exit must always exist in case of emergencies:
  - obstructing hallways, breezeways, stairwell, or exit doors in any manner is prohibited,

### **When I hear the fire alarm go off for the whole building, what should I do?**

You should evacuate each time you hear the fire alarm. If you hear a smoke detector and you visibly see smoke or fire, activate the nearest pull station. You will have fire drills each semester to acquaint you with how to exit your building and where to assemble once you have exited.

### **Will I get documented for having a candle that has not yet been burned?**

While the argument can be made that candles can serve a decorative purpose, it has been our experience that the possession of candles used for decorative purposes invariably lead to future policy violations. The possession of candles in the room, regardless of the condition of the candle, are a risk to the community at large and will result in your being charged for violating this rule and the candle will be confiscated.

### **Do not bring halogen desk lamps to campus.**

No lamps with a halogen bulb are allowed. Due to the high temperature these bulbs create, having them in a residence hall room increases the risk of fires. Please use lamps with incandescent or compact florescent lighting.

## **Guests and Visitation**

### *Residence Life Regulations Regarding Guests and Visitation*

- A residents' privilege to have guests in their residence hall room may not interfere with a roommate's right to privacy, sleep, and quiet space. Overnight visits should occur on a limited and infrequent basis not to exceed three consecutive nights and only with the consent of the others sharing the room/apartment. Cohabitation, which is defined as overnight visits with a sexual partner, is incompatible both with the Catholic character of the University and with the rights of the roommates.

*Male students or guests should not be present anywhere on a female residence hall floor or suite/apartment bedroom after 12 a.m. on evenings before classes and after 2 a.m. on other nights; similarly, females should not be present anywhere on a male residence hall floor or suite/apartment bedroom after 12 a.m. on evenings before classes and after 2 a.m. on other nights.*

- For resident students entering a building with a staffed community desk (Sheridan, Pangborn, Bicentennial, and Terrace):
  - Residents entering their own building must show their current, valid MOUNT CARD ID
  - Residents entering a residence hall other than the one in which they live must leave their current, valid MOUNT CARD ID at the front desk (Pangborn, Sheridan, Terrace, and Bicentennial)
  - If a resident student does not have their MOUNT CARD ID, they must wait at the desk until the desk staff is able to verify their identity.
- All non-campus residents, regardless of age or relationship to their host, must:
  - Be accompanied by a resident host at all times while in the community
  - Leave valid photo identification at the front desk during operation hours (false identification will be confiscated and turned over to local authorities)
- Residents are allowed to host up to four (4) non-resident guests at one time.
- Residence Life reserves the right to deny entry or access to any non-resident for any reason.
- Guests are not permitted to stay overnight for more than three (3) days.
- Only guests of the same gender may stay overnight in the room of student.
- It is the responsibility of the host student to find alternative housing for a guest of the opposite gender.
- Resident Assistants must be informed if an overnight guest is expected.
- Guests must register their vehicle with Public Safety

### **Do I have to show my ID at Pangborn, Sheridan, Terrace, and Bicentennial desk every time?**

Yes. This expectation is in place to protect all community members from unwanted visitors. Every resident, guest or visitor is expected to provide community service desks identification upon entering Pangborn, Sheridan, Terrace, and Bicentennial. Even if you've shown your MOUNT CARD ID to the same desk staffer in the past and you are convinced they know you "belong" in the building, it is their responsibility to check each and every time.

### **If I live in the apartments do my guests have to be signed in?**

No. Guests of those residents living in the A, Horning and Keelty apartments do not have to sign their guests in. However, you **MUST** accompany your guests throughout the residential community for the entire duration of their stay, at all times.

### **Can my guests stay in my room or apartment while I'm in class?**

No. You need to be with your guests at all times while they are in the community.

*The University reserves the right to remove from campus a guest who has violated any University policy or procedure. "Removal" is defined as complete separation from University*

grounds, facilities, and services. Violators of a "removal" (*persona non grata*) order are viewed as trespassers and are subject to arrest.

## Health and Sanitation

Maintaining a healthy and clean community is everyone's responsibility. The following regulations have been developed for everyone's comfort and to maintain a pleasant and safe living environment for all.

### *Residence Life Regulations Regarding Health and Sanitation*

- **Smoking Regulations:** Smoking is prohibited in the residence halls. Students must smoke outside and must be 15ft away from any door and/or window of a residence hall.
- **Pet Regulations:** With the exception of service animals and fish in an aquarium 10 gallons or less, animals are not permitted in the residence facilities. A resident who requires the use of a service animal due to a documented disability must contact Residence Life and Learning Services in advance of his or her residency on campus.
- **Trash Regulations:** Residents are responsible for removing trash and recyclables on a regular basis, depositing the items fully inside the appropriate trash receptacle or recycling bin. Any trash removed from a room, bathroom, suite, apartment, or adjacent area at checkout will be billed to residents at the rate of \$25 per bag. Littering is prohibited.
- **Cleaning/Pest and Extermination Regulations:** It is the responsibility of each resident to clean and maintain his or her room or apartment. We regularly exterminate all residential facilities. If you develop a pest problem, please contact the Physical Plant at 5377 immediately. If we need to arrange a special visit by the exterminator due to your actions or negligence, charges will be billed to your student account. The University will not be liable for the presence of bugs, vermin, or insects. Food should be kept in tightly closed plastic or metal containers.

### **Health and Safety Inspections**

Residence Life staff will perform Health and Safety Inspections in resident rooms to ensure they continue to be a safe and functional environment. Except in the case of emergency, you will be given 24 hours notice before an inspection. During inspections, any violations of these rules or The Code of Student Conduct will be documented.

### **Can I be documented for a messy room?**

Residence Life staff recognize that students are young adults and can make decisions determining their living environment. However, should a student's room become a risk or nuisance to the community due to a lack of cleanliness, staff will intervene with the student to find a solution that benefits all involved.

### **Can I store my belongings during the summer?**

Storage space is not available in the residence halls. The University is not responsible for any personal property in student rooms. Items left in rooms will be considered abandoned and will be disposed of by Physical Plant Services and the student will be billed for not properly cleaning their room.

### **Help to beautify the campus!**

Dispose of your trash in the proper receptacles. For example, use the ash urns for cigarette butts and trash cans for a finished apple or deflated balloons. Every piece of trash counts!

## Host Responsibilities

Hosts must have prior approval from their roommates before inviting a guest to the room or apartment. Each resident has the right to use their room, suite, or apartment for the purpose of sleep or study and must be afforded a degree of privacy. By the same token, a host must have a reasonable opportunity to interact with their guests. Any resident who feels inconvenienced by the presence of a guest should address their concern to the host first, and then the Resident Assistant.

### *Residence Life Regulations Regarding Host Responsibility*

- Out of respect for the wishes and needs of your roommate and your relationship with him or her, you must secure the permission of your roommate(s) before hosting a guest.
- For everyone's safety and comfort, you must accompany your guest(s) at all times while they are in the Residence Halls or Apartments.
- By bringing a guest into the community the host is accepting responsibility for their presence, and will be held responsible for the conduct of their guests, even if they were unaware of their conduct.
- Hosts must not sign in guests or visitors for the purpose of allowing them a place to live or for an extended stay. If it is decided that a guest's presence is not for the purpose of visiting but for having a place to reside for any length of time (during University Break periods, while looking for other accommodations, etc.), you will be held judicially and financially responsible for their presence and your guest will be restricted from the residential community.

### **How can you expect me to be responsible for the conduct of my guests?**

When you have a guest, you are "vouching" for your guest and asking that he or she be allowed to enter a community that is home to hundreds of other people. The privilege of having guests is a matter of trust between you and your neighbors: they trust that you will only have guests who have the intention to do well and to uphold that trust you must be willing to be responsible for their actions and make sure they are, in fact, living within the expectations we have established together. You can only do this effectively by being with your guests at all times, and your failure to stop any inappropriate conduct because you were not present will be viewed as a violation of the basic trust you initially entered into.

### **My friend needs (or I need) a place to stay over for break. What should I do?**

You may not allow other residents or friends to use your room or apartment as a place to stay over a break period, or for any other purpose other than a visit. Friends and families off-campus, or hotels are all options your friends (or you) can explore as alternative options. For more information and help, please contact Residence Life as soon as possible.

## Illegal Drugs or Controlled Substances

The use of illegal drugs and controlled substances, or the misuse of prescription medication, is not consistent with the maintenance of a safe and secure academic community.

*Code of Student Conduct regulations prohibit misconduct involving illegal drugs or controlled substances, including but not limited to:*

- Possession, use, distribution, sale, manufacture, or processing of illegal or unprescribed narcotics, illegal drugs, hallucinogens, and controlled dangerous substances
- Possession, use, or sale of drug paraphernalia
- Possession, use, sale, or distribution of legal drugs which were not prescribed to the recipient or person in possession
- Misuse of prescribed drugs or over the counter drugs

For more information about Mount St. Mary's rules regarding illegal drugs or controlled substances, consult Rule 6 of the Code of Student Conduct. <http://www.msmary.edu/judicial>

*Students who accept responsibility or are found responsible for violating Rule 6 of the Code of Student Conduct face the administrative or judicial termination of the Housing Contract and possible suspension or expulsion from Mount St. Mary's University.*

### **Will my parents or guardians find out about my drug use?**

It is Mount St. Mary's policy to notify the parents or guardians of students who are in violation of our drug policies. This notification is done via letter. You are encouraged to talk to your parents or guardians about this and all other concerns related to your conduct.

**If I believe my roommate is involved in the possession, use, or sale of illegal drugs or controlled substances, what should I do?**

If you have a concern regarding your roommate's – or anyone's – conduct, the first step is letting them know. Making it clear that illegal drugs or controlled substances are not things you will tolerate is the first step. Because such a situation, if found to be true, would be a serious one, it is also important to remember that Public Safety and/or your RA must be made aware of it. By not acting on knowledge of illegal activities going on in your room or in your community, you can be held responsible for violating the Code of Student Conduct. Don't risk your academic career by putting yourself in the middle of a situation involving illegal use of drugs or a controlled substance.

**What are the expectations regarding paraphernalia? Can I have a water, or other form of pipe for smoking tobacco?**

Rule 6 of the Code of Student Conduct prohibits the possession of paraphernalia, and makes no distinction between whether it has or has not been used for its intended purpose. Therefore, you should never be in possession of hookahs, water pipes or bongs, pipes designed to smoke "tobacco alternatives", or one-hitters.

## **Keys, Identification Cards, and Access Control**

Your safety and the safety of your fellow students should be of the utmost importance to you. Residents are issued keys, and MOUNTcard IDs that are for your exclusive use. The Office of Residence Life expects residents to uphold a high standard of safety and care for their community.

*Residence Life Regulations Regarding Keys, Identification Cards, and Access Control*

- To protect the safety and security of our community, residents may not:
  - Borrow, lend, steal, or duplicate Mount keys, Mount identification cards for any purpose or
  - Assist others in entering the community without properly being signed in, or using improperly gained keys or identification or access control cards.
- In the event of an emergency, it is important that University and emergency personnel be able to enter your room. Therefore, you may not install additional locks, chains, or other devices that would preclude entry by others.
- Identification cards are provided to individuals as a mechanism of establishing that they have a legitimate purpose on campus or within a specific community. When asked to do so by a staff member, students must show their ID cards. Students are prohibited from providing false identification to staff.

**Can I lend someone my ID to eat at Patriot Hall or the Café?**

Mount St. Mary's prohibits the swapping, lending, or borrowing of campus identification cards for any purpose. This helps protect you against theft, and safeguards any money you have deposited on to your ID card. If you lend your ID to someone else, it will be confiscated and both of you may face Code of Student Conduct charges.

**What do I do if I find someone else's ID?**

Please take any ID that you find to Public Safety, or to the Mount Card Office in lower McGowan. Do not keep or use any ID that does not belong to you. You might be erroneously charged with theft, and you will be held responsible for using the ID if it is found you did so.

**What should I do if I lose my keys or ID?**

Because a lost key or ID can endanger the larger community by allowing someone who should not have permission to enter an area to do so, any losses must be reported to Public Safety and the Mount Card Office immediately. If your keys or ID have been stolen, you should contact Public Safety immediately and file a report. Replacement ID cards are issued by the Mount Card Office. Students will be billed for replacing lost keys or ID cards, regardless of the reason the replacement is needed.

# Noise and Quiet Hours

Regulations about noise and quiet hours have been established so that everyone can sleep, study, relax, or host visitors without distractions from others.

## *Residence Life Regulations Regarding Noise and Quiet Hours*

- Quiet hours are in effect daily beginning at 12 AM on Sunday, Monday, Tuesday, Wednesday, and Thursday evenings and ending at 8 AM the following day. They are in effect daily beginning at 2 AM on Saturday and Sunday mornings and ending at 10 AM that same morning (effectively “Friday and Saturday evenings”).
- At all other times, courtesy quiet hours are in effect. This means that you should be conscious of your noise level and take care not to disturb others. Residents who are asked to be quiet during courtesy hours should comply with any requests to end the disturbance of others.
- To allow everyone to study for finals and finish end-of-semester papers and projects, 24-hour (continual) quiet hours begin on the last day of classes for each term and end on the last day of finals for that term.
- Musical, stereo, or other equipment that is disruptive must be removed from the community upon request.

**You are expected to comply with any request to lower your noise level, regardless of who is asking you to do so and regardless of whether quiet hours are in effect. Courtesy hours are always in effect.** If you have concerns about a request, please contact a RA, Grad or AD for assistance.

### **Get to know your neighbors early! And find out how loud is “too loud.”**

To see how loud is “too loud” for stereo or other equipment, ask your neighbors to do an experiment with you. Go with one of your neighbors into their room or apartment, and ask the other to go into your room or apartment with your roommate. Have the two in your room or apartment keep increasing the volume until it reaches a level that disturbs you and the other roommate. Then, make a note not to turn it up past that point.

### **How loud can I be . . . really?**

During quiet hours, any noise you are making needs to be confined to your room. So, keep your conversations, activities, or gatherings inside your room as opposed to out in the hallway or on your stairwell. Outside regular quiet hours, common sense should be used!

# Party Reservation Policy

Definition of a Party:

A gathering in a room / apartment in which the occupants equal or exceed 3 times the number of residents of that room present, *when alcohol is also present.*

- a total of 15 in a 5/6 person apartment/room—(maximum occupants not to exceed 25)
- a total of 12 in a 4 person room—(maximum occupants not to exceed 18)
- a total of 9 in a 3 person apartment/room—(maximum occupants not to exceed 12)
- a total of 6 in a 2 person apartment/room—(maximum occupants not to exceed 8)
- a total of 3 in a 1 person room—(maximum occupants not to exceed 5)

Guidelines:

- All gatherings with alcohol present which meet the definition of a party must have a reservation.
- No parties may be advertised in any way (this includes online postings). A fee may not be charged to those attending.
- Those arriving in an intoxicated condition, even if of legal age, must be denied entrance.
- Underage persons in possession of alcohol, or found to be consuming it (or who are intoxicated), as well as the host room that permitted the violation (if applicable) will be cited for violation of the Code of Student Conduct.
- No party reservations will be granted from Sunday through Thursday unless special permission is granted through the Office of Residence Life.
- All parties must stop serving alcohol at 1:30am and all noise must be consistent with quiet hours by 2:00am.
- There are 9 party reservations available per weekend night in the Apartments and 4 reservations available per weekend night shared by the Terrace and Sheridan and 9 available in Bicentennial not to exceed 3 reservations per floor.
- All hosts must adhere to the host responsibilities listed in the Party Reservation Form.

- The host(s) must provide alternative, non-alcoholic beverages in equitable quantities to the alcohol. These non-alcoholic beverages must also be proportional to the number of guests expected to be under legal drinking age. If the supply of non-alcoholic beverages is exhausted at any time during the event, the serving of alcoholic beverages must also be terminated until more non-alcoholic beverages can be obtained.
- Reservations must be made by Friday at 12:00pm (Noon) of the respective weekend. Reservations may be placed beginning on Tuesday at 1pm of the respective weekend (unless otherwise determined by the Office of Residence Life). Approved parties may only begin at 6pm on the night they are approved. Residence Life reserves the right to deny or modify a party reservation.
- A party reservation is not approved until e-mail confirmation is received from the Office of Residence Life to the hosts through their Mount St Mary's e-mail accounts.

**Can I have a registered party if one of my roommates is under 21?**

Yes. The underage roommates cannot reserve the party and are not seen as “hosts” of the party, but they can be in attendance. No one under 21 may consume alcohol at the registered party.

**If I register for a party, won't that increase my chances of getting in trouble?**

No. In fact, this process is in place to assist you in not getting in trouble. Resident Assistants will check in with the hosts at the beginning of the evening to establish contact. You always have the ability to call a RA or Public Safety officer to assist you in making sure all guidelines are being met.

## Posting, Solicitation & Commercial Operations

These regulations have been developed to protect our residents and their guests from unwanted and unwelcome solicitation, both in person and through posting. It also limits interference from commercial activities that might detract from the academic pursuits of resident students.

### *Residence Life Regulations Regarding Posting, Solicitation, and Commercial Operations*

- Only Residence Life, student organizations and University entities may post in the residential areas. Posting is only permitted when stamped by a designated Student Affairs staff member and hung in designated areas. Posting on exterior of buildings, trees, and lamp posts is prohibited. Items may not be stretched or hung across hallways, doors, or exteriors of buildings. Nothing can be attached or hung from ceilings. No postings or advertisements can be slipped under doors. It is also prohibited to post items on, in, or under doors or windows in our residential communities unless posted by Residence Life Staff members.
- Chalking of sidewalks is not allowed anywhere within the residential community.
- Solicitation is defined as any effort to ask for donations or contributions of time, money, goods, or services. Soliciting also refers to canvassing and other promotional activities. Sales are efforts to offer a product or service in return for money, goods, or other services. Solicitation and sales are prohibited in all residential facilities unless approval is granted by the Office of Residence Life.
- Students may not conduct or contract for any business enterprise, exclusive of University approved activities, within the residence halls or apartments. Subleasing or otherwise loaning the use of an apartment or room is also prohibited.
- Possession or display of lewd, indecent, or obscene material, including pornographic material, is prohibited in all University residence halls, apartments and public posting forums.
- Maryland State Law disallows the possession or display of any street or traffic signs. In addition, possession or display of other signs or banners that appear to be property of parties other than the residents is prohibited unless a resident can show receipt of lawful ownership. In both cases, signs will be confiscated and returned to their lawful owners and disciplinary action will occur.
- Out of respect for the campus community and for the aesthetics of the campus, residents are prohibited from displaying any physical property or writing from their room window.

**I want to post something in my residence hall. Where can I get it approved?**

Only Residence Life, student organizations and University entities may post in the residential areas. If you are representing one of those groups, you may take the original copy of your posting to the Student Affairs Office in the McGowan Center and it can be approved before duplication.

**I see someone slipping advertisements under everyone's door. What should I do?**

Local businesses sometimes pay people to go through the residential community sliding advertisements under every door. This is a violation of our policies, because students have told us that more often than not these advertisements become “trash” and it is an unwelcome presence in their personal space. If you are comfortable doing so, confront the individual and let them know you are contacting Public Safety. You can also contact Public Safety directly.

**If I can't run a business from my room, does that mean I can't sell my car on-line through eBay?**

This sort of activity is not considered a "business." A business involves the regular selling or providing of a service or product, not an incidental sale of a personal item.

## Recreational Equipment and Activities

The Office of Residence Life encourages students to get involved in sporting and recreational activities as a way to maintain physical fitness, reduce stress, and have fun. These activities must take place away from the immediate residential area to limit damage and risk to others around you.

### *Residence Life Regulations Regarding Recreation Equipment and Activities*

- Because of the risk of damage to property and for the safety of your neighbors, the following activities are prohibited within the Residential facilities:
  - Participation in athletic and physically active recreational activities and the use of athletic equipment (including but not limited to lacrosse and soccer balls, basketballs, baseballs/softballs, weights and Frisbees) indoors or immediately adjacent to a residential facility,
  - The possession or use of dartboards, and
  - The possession or use of water guns and water balloons indoors or immediately adjacent to a residential facility.
- For the safety of your bicycle (or similar wheeled vehicles) and others:
  - They may not be parked in public areas of residential buildings including lobbies, laundry rooms, hallways, stairwells, breezeways, and recreation areas, and
  - They may not be locked to trees, benches, tables, railings, and other outside structures.

Bouncing of athletic balls in and around the residential facility is not allowed at anytime. The reasoning for this is because bouncing of athletic balls reverberates throughout the building and can disturb others, and it has the potential of damaging University property.

## Roommate Agreements

Cooperation and compromise are crucial skills that you will develop living in your community. Throughout the year, you can create written and verbal agreements with your roommates, those who share the same suite as you, and those on your floor or in your apartment building. Once made, it is expected that agreements will be adhered to or, if they need to be changed, will be modified through consensus.

### *Residence Life Regulations Regarding Living Agreements*

- Written agreements between roommates, apartment or suitemates, or other living units provide mutual guidelines for living standards and are required to be completed as instructed by RA/AD staff. These agreements are enforceable by Residence Life. For any agreement to be modified once completed, all changes must be mutually acceptable and placed on file with Residence Life.

#### **Be Honest!**

Learning how to live with others requires negotiation. A good first step is to be honest and forthright on your roommate agreements. Let your roommate know what your pet peeves and quirks are to avoid conflicts during high stress times. Take the time to fill out your roommate agreement and utilize it as an opportunity to have a conversation about your expectations for living together.

#### **Hold Each other Accountable!**

The work doesn't end once your Roommate Agreements are completed! Make sure you are holding your fellow residents and roommates accountable to what you have agreed through mature and responsible conversations. The first step in learning how to live and work with others is open communication and compromise!

#### **What topics does a roommate contract cover?**

Roommates can write out when dishes should be cleaned, when visitors are allowed, specific agreement that roommates will lock the door when they leave the room or possibly a schedule for who brings out the trash.

## Theft and Property Damage

Being able to trust that those who live around you to respect your personal property is an important element of community. These regulations have been established to protect the property of others from theft, vandalism, or other forms of damage.

For more information about Mount St. Mary's rules regarding theft, consult Rule 9 of the Code of Student Conduct. <http://www.msmary.edu/studentconduct>

Trust is an implicit component of community living. Theft fundamentally and often irrevocably erodes that trust. Students who accept responsibility or are found responsible for violating Rule 9 of the Code of Student Conduct face the administrative or judicial termination of the Housing Contract and possible suspension or expulsion from Mount St. Mary's University.

The Office of Residence Life supports positive communities, and any actions that are designed to detract from those communities are taken very seriously. Vandalism – even if it is meant to be a prank – will be addressed immediately and can result in the responsible individuals being charged with violations of the Code of Student Conduct.

**If something of mine has been stolen or damaged, what should I do?**

If you have been the victim of theft or property damage, you should contact Public Safety to file a report.

**If something is damaged or vandalized on my hall, who pays for the repair and cleaning?**

If the responsible individual(s) are not identified, the entire floor/tower may be held financially responsible. The cost of the repair or cleaning will be divided equally among the residents.

**What if I damage something in my room?**

For minor repairs (broken handles, shade ripped, blinds not working), call the Physical Plant. If the damage is significant (hole in wall, glass or mirror broken) it must be reported to Residence Life within 48 hours to avoid additional penalties. Residence Life will contact the Physical Plant about repairing the significant damage.

## Weapons

Weapons (as described in Rule 2 of the Code of Student Conduct) of all types are prohibited. Although we understand that some students may possess weapons for their decorative value or recreational activities, it is our intent to provide the safest possible community for all Mount students. For more information about Mount St. Mary's rules regarding weapons consult Rule 5 of the Code of Student Conduct. <http://www.msmary.edu/studentconduct>

*Residence Life Regulations Regarding Weapons*

- To protect the safety of your neighbors, their guests, and yourself, weapons of all types are prohibited in and around the residential facilities. This includes decorative memorabilia and recreational weaponry and ammunition.

Because the safety of our community members is the main concern of the Office of Residence Life, students who accept responsibility or are found responsible for violating Rule 2 of the Code of Student Conduct face the administrative or judicial termination of the Housing Contract and possible suspension or expulsion from Mount St. Mary's University.

**What about kitchenware or cutlery?**

Items that are designed and typically used for kitchen applications, and that are used and housed there, are permitted.

**What should I do if I participate in a sport, activity, or martial arts discipline that uses items that might be considered weapons?**

Because these items may not be housed on campus, you should take care to store these items in an appropriate manner off campus. Their presence on campus creates an unnecessary safety risk to the larger community, and as such is prohibited.

**What about my paintball gun?**

All recreational weaponry and ammunition is prohibited on campus. This includes paintball guns, ammunition, and pellet and bb guns.