

**Central State University**

**OFFICE OF RESIDENCE LIFE**



*Living and Learning Guide*  
*2008-2009*

**LIFE ON THE YARD: PRICELESS**

## Table of Content

<b>Welcome.....</b>	<b>5</b>
<b>Office of Residence Life mission statement .....</b>	<b>5</b>
<b>The advantage of living on campus .....</b>	<b>5</b>
<b>Residence Life Staff .....</b>	<b>6</b>
<b>Resident Advisors .....</b>	<b>6</b>
<b>Residence Hall Coordinators .....</b>	<b>6</b>
<b>Associate Director .....</b>	<b>7</b>
<b>Director of Residence Life.....</b>	<b>7</b>
<b>What to expect.....</b>	<b>7</b>
<b>Activate your Email .....</b>	<b>7</b>
<b>Residence hall eligibility requirements .....</b>	<b>7</b>
<b>On-campus leadership opportunities .....</b>	<b>8</b>
<b>Residence Life Advisory Board .....</b>	<b>8</b>
<b>Residence Hall Association.....</b>	<b>8</b>
<b>Residence Hall Council.....</b>	<b>9</b>
<b>Residence Life Judicial Board .....</b>	<b>9</b>
<b>Terms of Residence Life Agreement .....</b>	<b>9</b>
1. Residence halls covered by this agreement .....	9
2. Period of agreement .....	9
3. Eligibility .....	9
4. Acceptance of this agreement .....	9
5. Residence hall assignment .....	10
6. Residence hall facilities and rules.....	10
7. Maintenance and housekeeping .....	10
8. Damages charges .....	10
9. Keys .....	10
10. Right to entry .....	11
11. Utilities.....	11
12. Termination of agreement by the University .....	11
<b>Some commonly asked questions.....</b>	<b>11</b>
<b>I am a returning student who lived on campus last year; do I need to read this handbook?....</b>	<b>11</b>
<b>Where is the central office of Residence Life? .....</b>	<b>11</b>
<b>Can I withdraw from my residence and get a full refund? .....</b>	<b>12</b>
<b>Where do I go to get my mail? .....</b>	<b>12</b>
<b>What is my mailing address? .....</b>	<b>12</b>
<b>How do I get into my residence hall? .....</b>	<b>12</b>
<b>What if my card won't open the door to my residence hall? .....</b>	<b>12</b>
<b>Who pays for room and common area damages beyond normal wear and tear? .....</b>	<b>12</b>
<b>May I decorate my room? .....</b>	<b>13</b>
<b>Will the housekeepers clean my room?.....</b>	<b>13</b>
<b>Can I have overnight guests? .....</b>	<b>13</b>
<b>What is the room change procedure? .....</b>	<b>13</b>
<b>What do you mean by a “Zero Tolerance Policy” in regard to drugs and alcohol? .....</b>	<b>14</b>
<b>Are there laundry facilities in the residence halls?.....</b>	<b>14</b>
<b>How safe are the residence halls? .....</b>	<b>14</b>

<b>Are there quiet hours in the residence halls?</b> .....	<b>14</b>
<b>Do I need personal property insurance?</b> .....	<b>14</b>
<b>Other than rent, is there other housing charge(s) I may be responsible for?</b> .....	<b>15</b>
<b>If I have other questions, whom can I speak to?</b> .....	<b>15</b>
<b>Living with a roommate</b> .....	<b>15</b>
<b>The roommate bill of rights</b> .....	<b>15</b>
Avoiding roommate conflicts .....	16
Mediation .....	16
<b>Residence hall safety</b> .....	<b>17</b>
<b>Safety tips</b> .....	<b>17</b>
<b>University police</b> .....	<b>17</b>
<b>Access</b> .....	<b>18</b>
<b>Condition of living unit</b> .....	<b>19</b>
<b>Health and safety inspections</b> .....	<b>19</b>
<b>Occupancy and occupancy checks</b> .....	<b>19</b>
<b>Nuisance/abusive phone calls</b> .....	<b>20</b>
<b>Verbal/physical abuse</b> .....	<b>20</b>
<b>Medical emergencies</b> .....	<b>20</b>
<b>Severe weather situation</b> .....	<b>20</b>
In any severe weather occurrence, please: .....	20
In any emergency situation, remember: .....	21
<b>Fire safety and evacuation procedures</b> .....	<b>21</b>
Fire safety tips.....	21
<b>Residence life policies and procedures</b> .....	<b>21</b>
<b>Resident Responsibilities</b> .....	<b>21</b>
Assignment .....	22
Alcoholic beverages.....	22
Bathrooms .....	22
Break closings.....	22
Bulletin board guidelines .....	23
Cable TV .....	23
Computer jacks .....	23
Consolidation of an accidental single .....	23
Cooking appliances.....	24
Damage billing: room .....	24
Damage billing: common area .....	24
Damage charges .....	25
Drug use .....	25
Electrical equipment .....	26
Entry to student rooms .....	27
Explosives .....	27
Food service .....	27
Guest (general guidelines) .....	27
Guest (children) .....	27
Guest (loss of visitation privileges) .....	28
Guest (overnight) .....	28
Hall sports .....	28

Health and safety inspections.....	28
Inflammable or combustible materials.....	28
Keys .....	29
Lockout policy .....	29
Lounge/study room furniture.....	29
Lounge use.....	29
Noise and quiet hours policy.....	30
1. Stereos.....	30
2. Quiet hours and courtesy hours.....	30
3. Right to sleep and study in your room .....	30
4. Special quiet hours.....	30
Obscene language .....	30
Pest control.....	30
Pregnancy.....	31
Room change procedure .....	31
Room cleanliness .....	31
Room/door modifications .....	31
Roommate Agreement .....	32
Single room (for medical reasons).....	32
Smoking.....	32
Solicitation.....	32
Sprinklers.....	33
Stickers/postings .....	33
Throwing of objects/trash from windows.....	33
Unauthorized entry or use of University facilities.....	33
Window decorations .....	33
Window screens.....	33
Work orders .....	33
Weapons.....	34
<b>Residence Life judicial process.....</b>	<b>34</b>
The goals of the Residence Life judicial process are.....	34
• Censure .....	34
• Loss of special privileges.....	34
• Work services (community service) .....	34
• Restitution.....	35
• Residence Hall Probation.....	35
• Residence Hall Separation .....	35
<b>Violation classifications .....</b>	<b>35</b>
<b>Class A carries a fine of \$25.00:.....</b>	<b>36</b>
<b>Class B carries a fine of \$50.00 plus all damages and/or charges: .....</b>	<b>36</b>
<b>Class C .....</b>	<b>36</b>
<b>Residence Life Judicial Board .....</b>	<b>37</b>
Notification .....	37
Hearing procedures .....	37
Following the hearing .....	38
Appeal procedures .....	38
Grounds for appeal.....	38

Decision of Appeals.....	38
<b>Important phone numbers .....</b>	<b>40</b>

## Welcome

**W**e are pleased to welcome you (or welcome you back) to on-campus living at Central State University. Our residence halls are living and learning centers, which are financed and maintained by room rental fees. Living in the residence halls plays an important part in the growth of all residents. To allow you to make the most out of this experience of group living, you will find that an atmosphere of freedom and community responsibility is maintained in the residence halls, as it is throughout the University. Residence hall regulations provide general guidelines for living, and all residents are responsible for their own conduct and that of their guests.

Residents are expected to abide by the general academic and student code of conduct standards of Central State University as outlined in the CSU Student Handbook, and by all local, state, and federal ordinances and laws. In addition, residents and visitors to the halls are expected to follow residence hall policies and procedures. This guidebook is a reference source for living standards, policies, and regulations, and also includes information to help you make the most of your on-campus living experience. It is intended to give you information that will help you to participate responsibly in the group living experience at Central State University.

## Office of Residence Life mission statement

The mission of the Office of Residence Life at Central State University is to enhance the student's growth and development by:

- Providing learning opportunities, through programming and activities that educate students about relevant issues;
- Encouraging student self-governance, leadership, and responsibility in building residential communities;
- Providing a safe and clean environment conducive to living and learning;
- Creating an environment where differences among people are recognized and celebrated while meeting individual needs;
- Promoting an awareness and understanding of wellness as a lifestyle choice.

## The advantage of living on campus

**B**y choosing to live on campus, you are making a smart decision! Several national studies have shown that students who live on campus have advantages over students who commute to school. On-campus students are more satisfied with their university experience, are more comfortable with the university environment, are more likely to utilize the services provided for students, are involved in student organizations, and more easily develop an on-campus support network. By living on campus, new students can connect with the university more easily and have immediate contact with other students who are adjusting to college life. Among the benefits of living on campus are:

- Live-in professional and student staff who are caring and sensitive to student needs and who have been trained to assist students in becoming successfully involved in college life;
- Immediate opportunities to become involved in service and leadership roles in the residence community through serving as a Resident Advisor (RA), and on Hall Councils, the Residence Life Judicial Board, and the Residence Hall Association (RHA);
- An environment in which safety and security is a priority. Each residence hall has programs and policies for students that are designed to increase safety and security in the hall. Staff works with students to develop a partnership in creating and maintaining a safe environment. Staff members are on call each evening and are easily accessible in case of emergency. University Police are on patrol in the residence halls and throughout the campus 24 hours a day.
- Numerous programs and activities on topics related to academics, recreation, social events, and culture are planned and implemented by Residence Life staff members. This is an opportunity for you to socialize with your peers and expand your horizons;
- All of our residence halls are within walking distance of academic buildings, campus activities, sporting events, and student services such as advising, health services, and dining.

# Residence Life Staff

Residence Life has both professional and student staff trained to assist you with any issues or problems you may have while living in the residence halls. Please do not hesitate to contact our staff when you need help or have a question that needs answering.

## Resident Advisors

Resident Advisors (RA) lives with the residents on the floor. They are student staff members selected on the basis of their skills, interest, and activities that enable them to help students get the most from their experience at Central State University. Each Resident Advisor is trained in assisting and/or referring students with academic and personal concerns to the appropriate University official (e.g. Counseling Center, Health Services, Academic Affairs, and Registrar). Resident Advisors responsibilities include: getting to know each resident on the floor, familiarizing students with Residence Life and University policies and procedures, assisting with the implementation of policies and procedures, and serving as a liaison between residents and the Office of Residence Life. RAs also plan and implement social, recreational, and educational/cultural programs.

## Residence Hall Coordinators

The Residence Hall Coordinator is a full-time professional live-in staff member who is responsible for the general supervision and management of the assigned residence hall, the advising and personal/disciplinary counseling of individuals and groups of students, and the implementation of student programs.

## **Associate Director**

As a member of the Residence Life professional staff, the Associate Director of Residence Life has direct responsibility for the day-to-day management of the residence halls.

## **Director of Residence Life**

The Director is responsible for the overall management of the Department of Residence Life, including overseeing the Residence Life budget, construction and renovation projects, and residence hall operations.

## **What to expect**

All rooms are Ethernet ready, are wired for telephone service and have basic cable TV service. You provide your own computer, telephone, TV, plus any extension cables or adapters.

All residence halls have laundry facilities within the halls. All utilities are included in your room rent, except long distance telephone charges.

While all rooms have adequate lighting, many students choose to bring additional study lamps.

The campus is a 20-minute walk from end-to-end, so no matter where you live you will be within easy walking distance of your classes and activities.

## **Activate your Email**

Be sure to activate your Central State University internal e-mail account. These accounts are created for all admitted students and are used for all official university communications.

To activate your MyCSU account, go to the Marauder Card Office, located on the 1<sup>st</sup> floor of the Norman E. Ward, Sr. University Center (Student Union). The CSU Help Desk number is (937) 376-6476.

## **Mailing Address**

Your Name  
Central State University  
1400 Brush Row Road  
P O Box 1005  
Your Residence Hall Room #  
Wilberforce OH 45384

## **Residence hall eligibility requirements**

Living in the residence hall at Central State University is a privilege, not a right. To be eligible for on-campus housing, you must be:

- Officially accepted as a student into the University;
- Registered as a full-time student (12 credits)
- Be in good standing and eligible for the current semester.

The Director of Residence Life must approve any exemptions to this policy. All students shall have an equal opportunity to reside in student residence facilities regardless of race, sex, marital status, creed, national origin, sexual preference, or disability.

## **O**n-campus leadership opportunities

One of the greatest opportunities open to you as a campus student is easy access to leadership positions both within Residence Life and the general University community. Living in the residence halls allows you to become more involved in positions that can greatly affect your life as well as that of your fellow residents and all students at CSU. Among the potentials areas of interest are:

### **Residence Life Advisory Board**

The Residence Life Advisory Board (RLAB), composed of up to two student representatives from each residence hall, meets with the Director of Residence Life on a regular basis to discuss issues that directly affect residents in the halls. The RLAB serves as a consultative body to the Director and members are expected to solicit feedback from the residents of the hall where they live and provide that input to the Director to assist in various policy-making decisions. The meeting schedule for the RLAB will be decided at the first meeting of the board. If you are interested in being a member of the Residence Life Advisory Board, please speak to your Resident Advisor or Residence Hall Coordinator. If more than two residents from a hall are interested in serving on the RLAB, an election will be held to determine the two representatives from that hall.

### **Residence Hall Association**

When you live on campus, you become a member of the Residence Hall Association (RHA). The RHA serves as the representative body for all residential students and all Residence Hall Councils (RHC) send representatives to the RHA meetings.

The main goals of the RHA are to:

- Provide coordinated and diverse programming to students living on campus
- Serve as an advisory body to the Office of Residence Life with respect to policies and student concerns
- Collaborate with other campus organizations to insure balanced programming choices for students
- Improve the on-campus residential facilities through the distribution of RHA fees for special projects.

RHA sponsors activities such as bands, movies, speakers, and lectures. If you would like more information about RHA, talk with your Resident Advisor and/or your Residence Hall Coordinator.

## Residence Hall Council

The Residence Hall Council (RHC) is a chance for you to get involved in planning and implementing programs within your hall, improve the general quality of life, and develop your leadership skills. Residence Hall Councils help create and maintain a sense of community in the residence halls, serve as a link between residents and Residence Life staff, and provide input regarding policies and procedures that affect residents. Elections for President, Vice President, Treasurer, and Secretary will take place within your hall early during the Fall Semester. Keep a lookout for signs containing information about the Residence Hall Council in your residence hall.

## Residence Life Judicial Board

The Residence Life Judicial Board hears and decides cases involving violations of judicial policies related to student conduct in the residence halls. The Residence Life Judicial Board is composed of 7-10 voting members appointed by the Residence Life Staff, and two (2) Co-Chairs who are nonvoting. Application/Selection for the Residence Life Judicial Board will take place early in the Fall Semester. If you are interested in serving in this important position, please speak to your RA or Residence Hall Coordinator.

## Terms of Residence Life Agreement

- 1. Residence halls covered by this agreement:** All residence halls are covered by this agreement. Residence Life (also referred to as Housing) offers a ten-month agreement for on-campus residents.
- 2. Period of agreement:** The ten-month agreement allows the student to live in the residence halls for the entire Fall and Spring semesters of that academic year; or if entered into after the start of the fall semester, for the remainder of the fall and spring semesters. Students who cancel this agreement will be assessed all fees.
- 3. Eligibility:** Undergraduate students must be enrolled for a minimum of twelve (12) credit hours and graduate students must be enrolled for a minimum of nine (9) credit hours at the beginning of each semester.
- 4. Acceptance of this agreement:** The student's signature on the Residence Hall Application binds the student to this agreement and signifies that the student has received, read and agreed to abide by all conditions, terms and policies contained in the agreement. This applies to all students who sign an agreement with Residence Life for housing. Continuing on-campus students has the option to select their assignments through a room sign up process in the spring semester. Copies of this Residence Hall Agreement may be obtained from the Office of Residence Life.

### A word about..... Guest

You and your roommate should establish clear guidelines regarding guests. Determine ahead of time what is acceptable and what is not.

Please keep the following in mind:

- A roommate's rights take precedence over that of a guest and/or a host's privilege to entertain a guest.
- Under no circumstances should a roommate be coerced into relinquishing his/her rights to privacy, sleep, or study in order for a host to entertain a guest.
- Cohabitation in the residence hall is prohibited.
- Any resident believing that their rights are violated should speak to their RA, Residence Hall Coordinator or Area Coordinator.

5. **Residence hall assignment:** Normal occupancy is two (2) students per room. In case of overflow, some rooms may be designated for triple occupancy on a temporary basis or some students may be temporarily assigned to other accommodations on or near Central State University. Rooms are to be occupied only by the person(s) assigned to them by the Residence Life office. Room assignments are not transferable, and subletting is not permitted. Room changes are permitted only upon prior written authorization by Residence Life. If a student makes an unauthorized room change, the student will be assessed a \$100 administrative charge. Residence Life may move residents for consolidation, disciplinary action, and facility failure or for other reasons, in response to unforeseen circumstances. In accordance with state and federal laws, no discrimination in contracting or assignments is made on the basis of race, gender, religion, age, veteran status, color, disability, national origin or ancestry.
6. **Residence hall facilities and rules:** The residence halls are for the exclusive use of residential students, invited guests, and authorized University personnel. Students are responsible for upholding University and residence hall rules, and will be held responsible for the behavior of their guest(s). Conducting a business or sales or fundraising in residence halls is prohibited except as allowed under the Residence Life Solicitation rule or regulation. The living and study conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the University and students. Therefore, Residence Life may make changes in official administrative policies as deemed necessary in the interest of health, safety, discipline or educational purposes, and students shall abide by such changes in policies. Residence Life rules and regulations are published in this guidebook and on the Residence Life website. Compliance with these rules and regulations is a condition of this agreement. Failure to adhere to the written instructions regarding the University's Faculty/Staff/Student Judicial Board, the Residence Hall Judicial Board or to comply with the reasonable directives of University officials acting in the performance of their duties may be deemed a violation of Residence Life rules and regulations.
7. **Maintenance and housekeeping:** Students are obligated to report any need for repairs to residence hall furnishings and equipment. Requests for repairs must be made through your Resident Advisor and/or Residence Hall Coordinator. Students are expected to maintain their own rooms in an orderly, safe, and sanitary condition.
8. **Damages charges:** Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, smoke detectors, etc.), furnishings or equipment in a student room or suite will be assessed to the student(s) of that room or suite. Charges for loss or damages to common area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (floor, suite, or building) responsible.
9. **Keys:** Keys are the property of the University and must be returned when students move out of their rooms. Failure to return your key will result in charges to the student to cover the replacement of the key and changing of locks (room/suite).

10. **Right to entry:** The University reserves the right to enter student rooms for the following reason(s): emergency, repairs, maintenance, health and safety inspections and administrative necessity.
11. **Utilities:** The room charges include all utilities except long distance telephone services. Failure of utility services will not render the University liable for inconvenience to students or damage to property, nor reduce room rents, nor relieve students of obligations under the Agreement. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance.
12. **Termination of agreement by the University:** Upon reasonable notice and for good cause, the University reserves the right to terminate this agreement. Should this agreement be terminated, the student will be required to vacate the residence hall within 24 hours unless special written permission has been obtained from the Director of Residence Life or a designee, and full termination charges will be assessed to the student. Student obligations stated in this agreement are a condition of occupancy, and if a student does not fulfill these conditions, the University has the automatic right to re-enter and repossess the premises. Residence Life will in its discretion deny on-campus housing to new applicants and continuing students who have been convicted of a felony, if it appears that they have a personal history that presents an unacceptable risk to the residence hall community. If a decision is made to deny on-campus housing prior to check-in, all charges will be credited to the student's account. If a decision is made to deny housing after the student is on campus, the student will pay a daily rate until the room is vacated. All other charges will be credited. Residence Life has zero tolerance for alcohol and illegal drug possession and use in any campus residential facility. Possession of illegal drugs, drug paraphernalia, etc., is a direct violation of our residential community standards. Any resident found responsible for possession through the process outlined in the Student Code of Conduct, will be evicted from the residence hall and will be responsible for payment of the entire semester's room rent.

## Some commonly asked questions

### I am a returning student who lived on campus last year; do I need to read this handbook?

**Absolutely!** This guide, which is updated annually, contains important information in one easily referenced location, including a discussion of policies and procedures that can affect your residence hall experience. Changes, additions, and modifications to various policies are included. Please read this guidebook carefully and keep it for future reference. Please note that you are expected to know and abide by all policies, procedures, rules, and regulations contained in this guide, along with those in the Terms of Residence Life Agreement and The Central State University Student Handbook.

### Where is the central office of Residence Life?

The Residence Life Central Office is located on the first floor of Foundation Hall 2. The telephone number to the central office is (937)-376-6386. The fax number is (937)-376-6638.

## **Can I withdraw from my residence and get a full refund?**

No. A total room fee refund is not possible once you have accepted the keys to your room and/or residence halls have officially opened.

## **Where do I go to get my mail?**

All students will have either mailboxes, which are located in the lobby area of their assigned residence hall or in the main office of your residence hall. **Note:** packages sent to you may be picked up in the University Receiving Office located in the Joseph D. Lewis Learning Center, next to the office of Police and Safety.

## **What is my mailing address?**

Your Name  
Central State University  
1400 Brush Row Road  
P O Box 1005  
Your Residence Hall Room #  
Wilberforce OH 45384

### **A word about.....**

#### **Common Area Damage Billing**

The best way to avoid being billed for common area damage on your floor is to contact a Residence Life staff member or University Police when you see suspicious activity occurring. Rarely do serious acts of vandalism take place without anyone witnessing them!

Group billing for common area damage will begin the first time items in hallways, lounges, study rooms, stairwells, and elevators are damaged and no culprit is identified.

## **How do I get into my residence hall?**

Your Central State University I.D card is used to provide you with access to your residence hall. By swiping your card through the card reader located in the entrance to your residence hall, you will unlock the front door for a limited time to allow entry. Please be advised that your card will work only on the card readers located in your residence hall, not those in other halls.

## **What if my card won't open the door to my residence hall?**

If your card won't work on the card reader, please contact our office at (937) 376-6205 for assistance. If the Residence Life central office is closed, you must contact your Residence Hall Coordinator and/or Resident Advisor to gain access to your hall. Among the possible problems: your card stripe has been damaged and unreadable to the system, you tried to swipe at the wrong hall, your room assignment has been revoked, you have a new I.D card and the system has not been updated, or the card access system is malfunctioning.

## **Who pays for room and common area damages beyond normal wear and tear?**

Roommates are both responsible for any damage in the room, unless one person committed the damage and can be held responsible. For common area damage where it is not known who is responsible, the entire suite/floor or building will share the cost equally.

## May I decorate my room?

Yes, within reason. We encourage students to decorate their rooms as long as health or fire hazards are not created, the condition of the room is not altered, and roommates are in agreement regarding the decorating plans. Also, do not decorate in a manner that might cause damage to your room and result in a damage bill. For example, placing stickers on doors and walls or putting nails into walls is beyond normal wear and tear, and thus is billable.

## Will the housekeepers clean my room?

No. The housekeepers clean all common areas (hallways, lounges, study rooms) and community bathrooms (Anderson, Green, Hunter and Williamson). Foundation Hall I and II students are responsible for cleaning their own bathrooms and common areas. You and your roommate are responsible for the cleaning of your room. Residence Life does not provide cleaning supplies (e.g., broom, mop, cleanser), so we encourage you to bring them with you or purchase them when you arrive.

## Can I have overnight guests?

Yes, you may have overnight guests of the same sex only, but you must have the approval of your Residence Hall Coordinator and your roommate. Residents and their guest must fill out an overnight guest form. Guests cannot stay in your room for more than 72 hours and/or must immediately leave the room when requested to do so by the roommate or a Residence Life staff member. Please inform your Residence Hall Coordinator within 48 hours of your guest arriving.

## What is the room change procedure?

If you wish to change your room assignment, you must meet with your Residence Hall Coordinator to discuss the reason(s) for the room change. If the Residence Hall Coordinator approves the request for reassignment, you will be given a Room Change Form, which you must take to the central office of Residence Life to initiate the room change process. The process is as follows:

- Residence Life central office staff member determines if vacancies exist in the hall where you want to move;
- You receive approval to move to new residence assignment;
- You proceed to the residence hall where your new room is located to get a room key;
- Move your belongings from current to new room. Key to old room is returned to residence hall office as soon as the move is completed;
- In any room change, you must be checked out of your current room and checked into your new room;

### **A word about.....**

#### **Room Lockout Policy**

All students are expected to carry their room keys with them at all times. However, we recognize that occasionally students will accidentally lock themselves out of their room.

As a result, Residence Life staff will assist students by letting them into their room. However, please note that this is a courtesy provided to residents. Under no circumstances should this courtesy serve as a substitute for carrying your keys with you, or as a way to avoid paying for a lost room key. Also, in the interest of staff safety, late night lockouts may not be addressed until the morning. There is a \$5 lockout fee for all students requiring assistance from any Residence Life member.

**PLEASE MAKE SURE TO  
ALWAYS CARRY YOUR KEYS  
WITH YOU!!!**

- You must move out of your current residence assignment and turn in room key within 4 hours of receiving keys to your new assignment. Failure to do so will result in \$50.00 improper checkout charge assessed to your account;
- Your I.D. card will be modified to allow you access into your new residence hall.

## **What do you mean by a “Zero Tolerance Policy” in regard to drugs and alcohol?**

Simply put, anyone found responsible for having drugs and/or alcohol in the residence halls will be removed from on-campus housing and will not receive any refund of the housing fees.

## **Are there laundry facilities in the residence halls?**

Each building has laundry facilities, consisting of pay washers and dryers. *Please bring quarters.*

## **How safe are the residence halls?**

Generally speaking, the residence halls are secure, as is the rest of the campus. However, incidents do occur in the residence halls. You are strongly encouraged to keep your room door locked at all times; do not prop open exterior doors, and report any suspicious individuals to a Residence Life staff member or University police officer.

## **Are there quiet hours in the residence halls?**

Yes! All residence halls have quiet hours and are subject to around-the-clock courtesy hours. Courtesy hours mean that noise levels are to be kept down to ensure an environment conducive to studying. It also means that if you are asked to lower the noise level coming from your room, you are required to do so. The quiet hours for each residence hall are:

- Sunday through Thursday: 10 pm – 10 am
- Friday and Saturday: 11 pm – 10 am
- Whisper Wednesdays: 24 Hours

### **A word about Drugs and Alcohol**

It is important that you be aware of CSU’s Zero Tolerance Policy for drugs and alcohol. Do not put your housing or education here at Central State University at risk by bringing drugs and/or alcohol into the residence halls.

Repeated violations of quiet hours and/or noise regulations will result in disciplinary action. For example, more than two (2) violations of quiet hours and/or noise regulations as a result of the use of stereo equipment will lead to the removal of the stereo equipment from the residence hall.

## **Do I need personal property insurance?**

Absolutely! We strongly encourage you to get personal property insurance. If your parents have homeowner’s insurance, check to see if you are covered by their policy. Also check to see if you can obtain renter’s insurance. We are not liable for the loss, theft, or damage of any property belonging to residents.

## **Other than rent, is there other housing charge(s) I may be responsible for?**

Your room fees include all utilities, basic cable service, and local telephone service. Usually, there will be no other costs incurred unless you fail to meet certain obligations or violate policies. For example, an improper check-out at move out time will result in a \$50.00 or higher charge, or replacing a lost room key costs \$50.00. You will also be held responsible for room or common-area damage beyond normal wear and tear.

## **If I have other questions, whom can I speak to?**

Your Resident Advisor should be the first person to speak to regarding housing issues. He/she is a valuable resource person and plays a vital role in maintaining a high quality of life for our residents. Also, the Residence Hall Coordinator is available to assist you with any questions, discussing concerns, and solving problems.

## **Living with a roommate**

There are few college experiences as memorable as living with a roommate in the residence halls. Many lifelong friendships have had their beginnings as two students assigned to live together in a residence hall room. However, there are few events as stressful as a conflict with your roommate. Living successfully with a roommate requires flexibility and a willingness to communicate in an honest, yet tactful, manner. It is a good idea to sit down with your roommate during the first few days of the school year and discuss situations that might lead to conflict or stress. Among the questions you might want to consider and discuss with your roommate:

- What time do you go to bed at night and wake up in the morning?
- Do you study best with the stereo on or off?
- Are you a neat and tidy person or a little more casual in your approach to room cleanliness?
- Do you like to have guests all the time or do you prefer that your room be your place to get away from it all?
- Do you mind sharing your belongings with your roommate? If so, what are you willing to share? Your money, clothes, car, etc.?

Keeping open, clear lines of communication with your roommate can go a long way toward creating a successful, enjoyable, and productive living situation. If a problem arises that you cannot work out, contact your Resident Advisor, who may be able to help you and your roommate work out an acceptable solution. If you believe you are in need of mediation services, please see the section on mediation below.

## **The roommate bill of rights**

As a resident, you have rights that must be held in high regard by others. The Office of Residence Life can't insure that all residents' actions will always be in line with these rights. If you believe that your rights as a roommate are not being respected, please speak with your RA, and/or Residence Hall Coordinator as soon as possible. They will work with you and your roommate to address issues

or problems. We offer these rights as guidelines for you to use when interacting with others. These rights carry with them a reciprocal responsibility on your to honor ensure the same rights for other residents. Roommates have the right to:

- Engage in those physical, educational, and social pursuits that are a necessary part of university life
- Read and study free from undue interference in their room
- Sleep during the night undisturbed, the right to their personal belongings, the right to a clean environment, and the right to free access to their room and other residence hall facilities during the period that the residence halls are open to students
- Redress grievances and initiate actions and referrals for impartial and fair adjudication through proper channels
- Be free from fear, intimidation, physical and/or emotional harm, and the imposition of sanctions apart from due process
- Personal privacy
- Expect a roommate to respect their personal property
- Host guests with permission of their roommate and within the guidelines established by the Office of Residence Life.

#### **A word about.....**

#### **The Importance of Civility**

One inescapable fact of residence hall living is that a large number of students live in close proximity to each other. Disputes, personality differences, and general disagreements are certain to arise.

While living on-campus, it is essential that all members of our community respect the rights of fellow residents, including the rights to privacy, property, study, sleep, and to equal access to all Residence Life facilities.

In order for the residence hall experience to be a positive one for all, there must be a spirit of mutual respect and cooperation. Please do your part by being courteous, considerate, and respectful of others. We will all benefit.

### **Avoiding roommate conflicts**

Although all residents have the roommate rights outlined above, they are subject to each person's interpretation and thus negotiation between roommates is often necessary. Negotiating actual or potential areas of conflict will enable roommates to avoid future conflicts and disagreements that may arise. Successful negotiation and maintaining open lines of communication are essential in building trust and creating a positive living experience. To maintain a good relationship with your roommate:

- Regard your roommate as an equal partner in the room.
- Respect and try to understand your roommate's feelings and opinions.
- If something is bothering you regarding your living situation, discuss it with your roommate as soon as possible.
- Address the issue of using each other's personal items clearly and as soon as you can.
- Be flexible and open when negotiating a solution to a problem.

### **Mediation**

Sometimes, even with the best efforts of all parties, there are instances where mediation is necessary to resolve roommate conflicts. In mediation, an objective person not involved in the conflict engages both parties in an attempt to resolve the situation.

#### **A word about.....**

#### **Following the request of University Officials**

As a member of the University community, it is imperative that you follow the requests or directions of University officials, such as Residence Life staff (including RAs, Residence Hall Coordinators), University Police, administrators, and faculty. Failure to do so will lead to disciplinary action through the appropriate judicial body. Also, please note that you are required to respond to requests by judicial officials, (e.g., Dean of Students, Chief Judicial Affairs Officer) and judicial bodies (Residence Life Judicial Board) to address violations of policies, procedures, rules, and regulations. Additional sanctions may result from failure to respond.

The mediator attempts to ensure that a discussion free of emotion and anger takes place, and a mutually agreeable resolution is found. Mediation is effective in removing the roadblocks that result from a situation where strong emotions or feelings are involved.

## **Residence hall safety**

Of primary concern to most students in residence halls is safety. After all, the residence hall is where you will live for the next nine months, and you want your home to be safe. Sad to say, one of the greatest threats to the safety of our residents comes from the actions of other residents. Exterior residence hall doors are propped open by residents who have lost their I.D. card or are unwilling to walk the extra hundred yards to the nearest door with a card reader. Other students will enter the building and allow access to persons who should not be in the residence hall. Like a chain, the security of the residence halls is only as strong as its links. For instance, if just one resident leaves a door to the hall open, the safety of everyone in the hall is at risk. All residents must constantly be security conscious and should report any potentially dangerous situations to a Residence Life staff member, or contact University Police at (937) 376-5111.

### **Safety tips**

All of us bear responsibility for our own safety. You can increase your safety level by being cautious, aware of your surroundings, and following the safety tips outlined below to help in maintaining a safe and secure residence hall.

- Never prop open public doors that should be closed and locked.
- Do not allow strangers into the building.
- Always lock your door with your room key, even if you will be gone for only a few minutes. It takes a thief only a few seconds to get in and out of your room.
- Lock your room door when taking naps or going to sleep.
- Never leave your keys or valuables out in the open.
- Report lost room keys immediately. Residence Life can change your locks quickly, which will ensure that you and your possessions will remain secure.
- Avoid walking anywhere alone at night if possible. A campus escort service is also available, along with a campus-wide shuttle service. Utilize these services!
- Avoid phone scams. Many criminals will target residence halls with various illegal scams. Do not give out credit card numbers, your social security number, address, and other personal information. If an offer made to you seems too good to be true, it probably is—don't be a victim of a scam!
- Do not tamper with doors or the card access system.
- Immediately report any suspicious persons to University Police (376-5111) or your residence hall staff.
- Do not open emergency exit doors unless in an emergency. Fine is \$1000.00

### **University police**

The University Police office is located in Simpson Hall. In an emergency situation affecting the safety of University residents or property, this office should be notified at (937)376-5111 or 9-911.

If at any time you feel threatened with physical harm, contact the University Police immediately. Police officers patrol the campus and are available to respond to calls 24 hours a day.

## **Access**

Our focus is reasonable security. In the University's ongoing effort to provide residential students with reasonable, but still effective, security measures, all halls are equipped with card access readers.

Students assigned to residence halls are required to use their University identification cards (ID cards) to gain entry to their residence hall. It is essential that you carry your ID card at all times since all halls are locked 24 hours per day during the academic year.

To enter your building, slide your ID card through the card access reader located at the front entrance of the building. Sliding the card through too quickly or too slowly may result in a "MIS-READ." Once the reader "recognizes" you, the door lock will click open. Each student's ID card operates only in the card access reader of the hall/area to which he or she has been assigned.

If your ID card does not work, use the outside phone to call the front desk. Tell the staff member on duty that you have your ID card but it is not granting access. The staff member will let you in to check your ID card and verify that you live in the building. If your ID card is not working, be sure to have your ID card checked in Residence Life on the next business day.

If you have forgotten your ID card, you will need to gain entry to the building by using the outside phone and calling a roommate or friend inside the building. This person will need to come to the front door to escort you in to the building. Once inside the building, you must be verified as a resident by the staff member on duty at the reception desk.

Hall residents must sign in all guests at the reception desk. The guest must present some sort of picture ID. If the guest does not have a University ID, a driver's license, or some sort of government issued photo ID, entry to the building will not be allowed.

If you wish to enter a residential facility in which you do not live, use the outside phone to call the resident you wish to visit. It is the responsibility of the resident to come to the front door and allow you to enter, to register you as a guest, and to escort you the entire time you are visiting with the resident.

**UNDER NO CIRCUMSTANCES SHOULD YOU LEND YOUR ID CARD TO ANOTHER PERSON FOR ACCESS TO YOUR RESIDENCE HALL OR ALLOW SOMEONE YOU DON'T KNOW TO ENTER THE BUILDING.**

Such a breach of security endangers all residents and is a violation of Residence Life rules and regulations.

### **A word about..... Floor Meetings**

Floor meetings are an important component of residence hall living. Planning for events, sharing of information, and a chance for floor residents to interact are reasons why floor meetings are held.

Please note that you are required to attend all scheduled floor meetings conducted by your Resident Advisor. However, please note that you are expected to abide by any new rules, regulations, policies, and/or procedures shared at floor meetings. If you miss a floor meeting, please see your RA to learn what was discussed. All unexcused missed floor meetings will result in a \$5.00 fine.

## **Condition of living unit**

Residents are responsible on an ongoing basis for the cleaning of their own rooms, and/or suites. When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original and satisfactory condition. Failure to do so will result in charges to the residents of the room.

## **Health and safety inspections**

All campus residences will be inspected every two weeks during the semester in order to insure compliance with health and safety standards. Advance notice will be given to residents regarding when the health and safety inspection will occur each semester.

The entire living area will be inspected. In suites, particular attention will be given to the bathroom, and other common living areas. Residents who do not pass the inspection will be given 24 hours to make the necessary changes. If the second inspection also results in failure to pass inspection the student will be fined \$25.00 plus will be given community service of 20 hours which must be completed within 7 days of date assigned. Failure to comply with The Department of Residence Life will result in removal from housing.

Examples of health and safety violations include:

1. Having any animals (other than fish in properly maintained aquariums) in University housing. Guide dogs will be permitted in the residence halls with the approval of the Director of Student Support Services
2. Placement of common area (floor lounge, seminar room, lobby, etc.) furnishings in a student's room, suite, or apartment
3. Failure to properly prepare the residence hall rooms for Winter break when the residential facilities are closed
4. Possession of prohibited appliances and grills
5. Failure to pass the second inspection, after failing the first inspection.
6. Extension cords with more than one device without a power strip.

Subsequent violations will result in additional charges and may result in a referral to student court and/or cancellation of a resident's housing contract. Written appeals regarding health and safety inspections should be sent to the Director of Residence Life.

## **Occupancy and occupancy checks**

Occupancy begins when a student is issued a room key and terminates when the key is returned and proper check-out procedures have been followed. Occupancy checks are conducted twice during the beginning of each semester. The purpose of occupancy checks is to verify the assignment status and occupancy of every student living in residence at CSU. RAs attempt to physically see every resident and ask residents to sign a roster verifying occupancy.

## **Nuisance/abusive phone calls**

If you receive prank, abusive, and/or obscene phone calls, please contact University Police and file a report. Also, inform your RA and/or RHC about this problem. In dealing with these types of calls, it is generally best not to spend much time speaking on the phone. As soon as you realize that you have an obscene caller on the line, immediately hang up. Many times, what these callers want to hear is an upset or a shocked reaction from you.

## **Verbal/physical abuse**

Threatening and intimidating behavior and physical and/or verbal abuse of anyone is a violation of the Student Code of Conduct and will not be tolerated in the residence halls. Such behaviors are grounds for disciplinary action. If you are a victim of any type of abuse, please contact a Residence Life staff member or University Police as soon as possible to file a report. Also, the Department of Residence Life will not allow its staff members to be subjected to abuse of any kind, especially when in performance of their duties. Conduct of this nature will result in disciplinary action taken against offenders.

## **Medical emergencies**

In cases of medical emergency, of primary importance is receiving any needed assistance. If possible, contact your RA or University Police (at 9-911) and inform them of the nature of the medical emergency.

## **Severe weather situation**

In the event of a severe weather situation (e.g. tornado), the procedures outlined below have been designed to ensure the safety of all residents and staff members. If you become aware of an impending severe weather situation, please contact your RA or RHC as soon as possible for any specific instructions. The following locations have been designated as “safe” areas within each hall:

Anderson Hall	1 <sup>st</sup> floor hallway
Foundation Hall	1st floor hallway
Foundation Hall 2	1st floor hallway
Green Hall	1 <sup>st</sup> floor hallway
Hunter Hall	basement
Williamson Hall	basement

### **In any severe weather occurrence, please:**

- Lock your room.
- Do not take personal belongings to the safe area other than a flashlight and a pillow.
- Be sure to wear shoes/sneakers.
- Remain in the designated safe area until informed by a Residence Life staff member that it is safe to leave.
- Cooperate with all staff members and follow all instructions.

## **In any emergency situation, remember:**

- Be calm. Don't shout or raise your voice unless absolutely necessary.
- Don't be afraid to ask questions.
- Follow the directions of the Residence Life or University Police staff members. Don't argue or refuse to follow any directions.
- Worry about your safety first: your property can always be replaced, your life cannot.
- Always minimize risk to yourself and others. In deciding what to do, consider the possible consequences of the action being taken or not doing anything.

## **Fire safety and evacuation procedures**

In case of a fire alarm, all residents must vacate the building until the situation is resolved. It is imperative that you cooperate in the evacuation of the residence hall and follow the instructions of university staff. Failure to vacate the building during a fire/drill will result in disciplinary action and a fine of \$100.

### **Fire safety tips**

- Do not take any chances with a fire because even a small one can get out of control. In case of a fire, the alarm should be activated by using an Alarm Pull Station.
- Do not tamper with any smoke or heat detectors. The system is very sensitive. All residents are responsible for the detectors in their rooms.
- If you are in a room where a fire starts, leave quickly. Close door to confine the blaze to that one room for as long as possible. **DO NOT LOCK YOUR DOOR.**
- Always close the door to your room when you go to bed. Many people have been killed in their sleep by rising heat and toxic gases even before they knew there was a fire.
- If you smell smoke, do not open your door until you feel the door with your hand. If it is hot, leave it closed, go to the window and call for help.
- Know the locations of all fire exits, fire alarms pull stations, and fire extinguishers.
- If you are trapped in a room on an upper floor, make yourself as conspicuous as possible. This will assist fire department personnel in determining your location. Go to a window and call to persons below to attract their attention and/or wave a brightly colored cloth.

## **Residence life policies and procedures**

In a group living situation, it is important for you to understand your rights as a student and your responsibilities to others. The rights to study and sleep are considered paramount in the residence hall environment. The primary goal of students at Central State University is to pursue an education. It is your responsibility to follow the guidelines created to ensure that students have a living environment that complements the educational mission of the university. By signing your Terms of Housing Agreement and moving into your residence assignment, you are agreeing to abide by the policies and procedures of Residence Life and the university, along with all the rules and regulations.

### **Resident Responsibilities**

As a member of the residential community, you are expected to:

- Understand and comply with all rules, regulations, and policies governing living in the residence halls.
- Act in a manner that demonstrates respect and consideration of fellow students and staff.
- Respond to and comply with the verbal and written instructions of Residence Life staff, including meeting with Residence Life staff when requested to do so.
- Be aware of all rules, regulations, policies, and procedures stated in this handbook, housing contract, and Student Handbook.

## **Assignment**

Housing assignments are made without regard to race, age, religion, sexual orientation, or national origin. New students are assigned after considering their date of application, specific requests, and available space. Roommate requests are considered whenever possible, but only if students request each other at the time of application. Any student requiring special accommodations as a result of medical need must submit appropriate written documentation from a health care provider regarding the disability and what special accommodations are needed to the Student Health Services at the time of application for housing or when reapplying for the following year.

## **Alcoholic beverages**

Central State University prohibits the sale, possession, and/or consumption of alcoholic beverages (liquor, beer, and wine) on campus. Please note that the possession and displaying of empty alcohol bottles/cans are not permitted. If you are found responsible for possession of alcohol, you are subject to removal from housing.

## **Bathrooms**

Due to the increasing number of complaints received by Residence Life, it has become necessary to make a formal statement regarding the appropriate use of residential bathroom facilities.

The policy is:

1. A resident of the building must escort to and from the appropriate bathroom guests in residence halls. At no time should anyone be in a bathroom designated for the opposite sex.
2. In buildings with suites that do not have public restrooms, guests of the opposite sex may use the unit's bathroom.
3. Residents of the same sex are not permitted to use the same shower simultaneously in any residential facility. The Residence Life staff will respond to complaints received about violations of this policy. Violations will be dealt with via disciplinary warnings and/or referral to student court. Repeated violations of this policy could result in cancellation of the housing contract.

## **Break closings**

During Thanksgiving, Winter and Spring breaks, the residence halls may be closed, and students may be required to vacate their rooms. During this time, residence hall staff will make safety checks of all rooms. Information on break closing will be distributed within one to two weeks before the halls close. Please note that your room fee does not cover break periods. Each day that you remain in the residence hall will result in a per diem being charged to your account. Keys must be turned in

during breaks. Failure to do so will result in a fine of \$150 for Winter and Spring breaks and \$500 for Summer breaks.

### **Bulletin board guidelines**

General-purpose bulletin boards are provided at several locations on campus. Bulletin boards are for your use as well as for the posting of University information and official notices. Please help keep the boards current by removing what you put up after it is outdated. Inappropriate or offensive notes will be removed. Posting notices on walls, mirrors, windows, or doors often results in damage from tape marks and is prohibited. Exterior campus bulletin boards may be used for commercial purposes, information purposes, or for solicitation of charitable contributions.

All items to be posted in the residence halls must be stamped and approved by the RHC of that hall prior to posting any materials. RHC have posted office hours and are available at that time for approving posters and signs. Failure to obtain the RHC stamped approval will result in the immediate removal of the materials.

### **Cable TV**

Cable TV is available to all on-campus students and its cost is included in the room rental. Students are responsible for providing a cable connector wire from the outlet to the TV. If you experience any problems with cable TV service, please contact your resident advisor and/or RHC.

### **Computer jacks**

All resident hall rooms are equipped with two computer jacks that provide high-speed internet access directly from your room. Also, the University acts as your Internet Service Provider (ISP), which means you, do not have to pay a monthly fee to providers such as AOL or MSN. If you have questions regarding this service, please do not hesitate to contact the office of Information Technology (Helpdesk) at (937) 376-6476.

### **Consolidation of an accidental single**

The consolidation policy is intended to make the best use of residential space. We, therefore, require any student identified as living alone in a room designated as a double (whether because the roommate cancelled, didn't show up, or moved to another room) to accept one of the following actions:

1. With Residence Life approval, move in with another student living alone in a double room or move to any available suite space.
2. Have another student to move into the double (subject to Residence Life approval) with you.
3. Call Residence Life, request a new assignment, and consolidate with the assigned new roommate. The student whose contract application came in later will be the student expected to move into the other student's room. A Residence Life staff member will then notify each student of his/her consolidation partner, who is expected to move, and by when the move will be completed. Consolidation will be done on an ongoing basis throughout the fall semester and during the spring semester until the room selection process begins, and will begin again following the first scheduled room-change period during the spring semester. To implement the policy, the office will send a letter of notification (together with a list of students in a similar position) to each student subject to the consolidation policy, giving those students a

specific deadline by which to comply with the policy. Any student who takes none of the suggested actions to comply with the policy by the deadline stated in the consolidation letter will then be billed for a single room.

### **Cooking appliances**

Because of fire hazards, sanitation regulations, and excess draw, hot plates, burners, and other cooking or heating appliances are not permitted in the residence halls. You may have a small refrigerator (not greater than 4.0 cubic feet in size) and a microwave (not greater than 700 watts)..

### **Damage billing: room**

Damages to student rooms are the responsibility of the occupant(s). All roommates will equally share damage charges unless a written notice is given to the Residence Hall Coordinator of the person(s) responsible for the damage or culpability can be determined in another manner. When you first move into your room, please check your Room Condition Report (RCR) very carefully. By signing the RCR, you are accepting financial responsibility for the condition of the room as described in the RCR. If you have any concerns about the contents of the RCR, bring it to the attention of your RA as quickly as possible.

Faulty equipment and damages should be reported to a staff member. If there is damage in a room, do not attempt to repair it yourself because this often increases the cost. University personnel are available for that purpose.

### **Damage billing: common area**

Damage to common areas is the responsibility of each resident. The Department of Residence Life has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Excessive room or common-area damage may result in the reassignment of those individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that is a suite, floor, or whole building.

Common-area damage charges are used to assist in repairing or replacing damaged items. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of the items. Common-area damage assessment amounts are not appealable, as they are not fines. Assessment costs include the time, materials, and administrative expense required for unusual cleaning or damage repair. The minimum billing charge is \$5.00 per person.

It is important that a reasonable level of cleanliness be maintained in residence hall areas. If it is determined that the cleanliness level in a room and/or suite is unacceptable, the resident(s) will receive a written notice advising them to have the space cleaned within 24 hours or be held financially responsible for the actual cost of cleaning the room (\$25 minimum charge). A similar notice and charge apply to excessive trash in any living areas.

## Damage charges

Below is a price list of average charges for various damages. Please note that these are only average prices, and are subject to change or modification. Also, this price is not all-inclusive. Charges for items not included below will be assessed on an individual basis, based on the actual cost of repairs and/or replacement.

### Windows and screens:

Replace screen (aluminum)	\$25.00
Replace screen (wood)	\$25.00
Rehang screen	\$15.00
Replace windowpane (each)	\$50.00 and up
Replace blinds	\$50.00
Repair blinds	\$15.00
Replace shades	\$35.00

### Cleaning:

Room (light cleaning)	\$50.00
Room (heavy cleaning)	\$100.00
Remove property	\$50.00
Remove tape, tacks, and decals from doors and walls (per wall/door)	\$25.00
Replace ceiling/floor tiles (per piece)	\$40.00

### Keys/locks/doors:

Re-key lock cylinder	\$50.00
Repair room/bathroom door	\$30.00
Replace room/bathroom door	\$350.00
Replace closet door	\$75.00

### Painting

Entire room	\$300.00
1 wall	\$50.00
2 walls	\$100.00
3 walls	\$150.00
Room door	\$25.00
Closet door	\$25.00
Patch/paint holes	\$15/hr.

### Furniture Replacement:

Bed	\$285.00
Desk	\$272.00
Desk chair	\$125.00
Dresser	\$283.00
Dresser drawer	\$50.50
Headboard	\$50.00
Mattress	\$150.00
Mirror	\$25.00
Wardrobe	\$300.00

### Lighting:

Repair desk light	\$25.00
Replace florescent	\$45.00

Rehang closet door	\$25.00
Replace front door key	\$50.00
<b>Bathroom:</b>	
Replace towel bar	\$20.00
Replace commode seat	\$20.00
Replace commode	\$200.00
Replace study lamp	\$200.00

light fixture

**Fire Safety Equipment:**

Replace exit sign (single)	\$60.00
Replace exit sign (double)	\$100.00
Recharge fire extinguisher	\$200.00
Replace fire extinguisher	\$150.00
Replace smoke detector	\$80.00
Response to false alarm (assessed by Xenia Township Fire Dept.)	\$1000.00
Response to any set Fire alarm	\$1000.00

**Drug use**

The use, sale, and/or possession of certain drugs (e.g., marijuana, amphetamines, barbiturates, opiates, and hallucinogenic drugs) are strictly prohibited in the residence halls. Residents found responsible for a drug violation will be removed from housing.

**Electrical equipment**

Personal electrical equipment is limited to clocks, radios, or stereo sets, small TVs, desk lamps, and electrical fans, provided such devices are plugged in within the room and do not exceed the amperage limits of the circuits within the room. Extension cords are not permitted, but we strongly encourage students to purchase surge protectors for all electrical equipment. Recommended specifications for a surge protector are as follows:

- Surge energy capability of 330 joules.
- Response time of one nanosecond or less.
- Surge voltage/current capabilities of 6000 volts/10,000 amps.
- EMI/RFI noise filter.
- Rating of 125VAC-15 amps.

## **Entry to student rooms**

Duly authorized agents and representatives of the University will have the right to enter housing space for the purpose of inspection and maintenance, emergency situations, and to request the removal of electrical equipment or any contraband items not in conformance with the hall regulations.

## **Explosives**

For reasons of safety, explosives are not permitted in the residence halls. Any resident who throws, ignites, or has in his or her possession firecrackers, explosives, or pyrotechnic of any nature within or around the residence halls will be subject to disciplinary action.

## **Fines**

(See: Violation Classifications)

## **Food service**

Undergraduate students who live on campus are required to purchase a meal plan, which entitles them to eat in Mercer Cafeteria. The Director of Food Service will work with students who have dietary problems, as far as it is feasible, in planning the necessary meals prescribed. Any adjustments and changes to your meal plan are done in the Office of Residence Life, which is open Monday through Friday, 8 a.m. – 5 p.m.

There are 2 meal plans available from the campus cafeteria for students. The 19-meal plan and the 15-meal plan cover all meals each day of the week. The 15-meal plan can be used for any 15 meals throughout the week. Only juniors and seniors (cumulative credit hours of 61 or more hours) can purchase the 15-meal plan. Off-campus students can also purchase the 15 - and the 19-meal plan.

Mercer Cafeteria's hours of operations are as follows: (subject to change)

- Monday-Friday: 7-9 a.m. (Breakfast), 11 a.m.-2 p.m. (lunch), 4-6:30 p.m. (dinner)
- Saturday, Sunday: 11 a.m.-12:30 p.m. (Brunch), 4-5:30 p.m. (Dinner)

Please note that if you move off-campus during the semester, you must report to the Office of Residence Life to determine whether any adjustment to your meal plan charge is possible. Failure to do so will result in your being charged for the entire semester meal plan.

## **Guest (general guidelines)**

As a resident, you are responsible for the conduct and behavior of your guests. This includes responsibility for informing your guests of all pertinent residence hall policies and procedures, and for escorting your guest within the building. Residents must meet their guest in the main lobby; sign them in, and then escort them within the residence hall at all times. The guest must present a valid CSU ID or a valid picture driver's license to the desk staff and be signed in by the resident. If the guest does not have a picture ID, entry to the building will not be permitted. Guest visitation hours: 4pm-12am Sunday-Saturday.

## **Guest (children)**

Residence Life respects the needs of students who also happen to be parents, and we are committed to being as supportive as possible. However, the fact is that our residence halls are not designed to

house children, and have not been childproofed. From a safety standpoint, the residence halls are not an appropriate place for children. Children who must enter in the halls for various approval reason(s) from the Residence Hall Coordinator or designee, that child must be accompanied with their host at all times, and no overnight visits are permitted under no circumstance. Any disturbances resulting from a child's presence in the residence hall may result in restricted visitation policies. Children must leave the residence halls when requested by a roommate, Residence Life staff, or other hall residents.

### **Guest (loss of visitation privileges)**

Guest visitation is not a right accorded to students, but a privilege that may be suspended at any time for violations of policies stated in the housing contract and in this guidebook. Visitation privileges may be suspended administratively by the Office of Residence Life and/or the Dean of Students as a result of disciplinary action.

### **Guest (overnight)**

A student may have overnight guests of the same sex with advance approval of his/her roommate, for a maximum of 72 hours. Overnight guests must register at the office of the residence hall in which they will be staying. An overnight guest must leave when requested by the roommate or after 72 hours, or by any staff member of Residence Life or the University. No guests under the age of 13 are permitted to stay overnight. Please inform your Residence Hall Coordinator within 48 hours of your guest arriving.

### **Hall sports**

Engaging in sports, including, but not limited to, ball throwing, water fights, snowball throwing, roller-skates, Frisbee throwing, horseplay, ball bouncing, and basketball playing or any other activity that will cause damage to University property or potential harm to anyone living in the residence hall is not permitted.

### **Health and safety inspections**

Residence Life will periodically conduct health and safety inspections to ensure that each room is in a sanitary and safe condition. Whenever possible, prior notice of any room inspection will be provided.

### **Inflammable or combustible materials**

Decorations can contribute to making your room more homelike and comfortable. While there is opportunity for students to express individuality in decorating their rooms, the following guidelines are to be followed both in the interest of preventing fires and preserving our facilities:

- The use of open flames (e.g. candles, incense, oil burning lamps or any other open-flame apparatus) is prohibited.
- The use or possession of highly flammable materials, such as hay, straw, Spanish moss, cloth ceiling coverings, etc., is prohibited.
- Halogen lamps are not permitted in the residence halls due to high risk of fire.

## **Keys**

All keys (e.g., room key, suite door key, mailbox key) are the property of Central State University. You are responsible for all keys, and they cannot be loaned to anyone. For your safety, as well as your roommate's, please report a lost room key to your RA and/or Residence Hall Coordinator as soon as possible. You may be charged for the lock change (\$50.00). Please note that chain locks on entrance doors are not permitted and will be immediately removed by Residence Life staff at your expense. Failure to return keys when you check out of your room will result in the full cost to change the lock and/or replace suite, front door, and bedroom keys.

## **Lockout policy**

As a member of the on-campus community, you are responsible for carrying the keys to your room door whenever you are not in your residence hall room. We understand that a situation may occur where you are accidentally locked out of your room. However, being locked out of your room on a repeated basis can be disruptive to the residential community. Also, late-night lockout situations (after 12-midnight) can pose a safety risk to Residence Life staff members. In the interest of safety and convenience for residents and Residence Life staff, the lockout policy for all residence halls is as follows:

1. Contact the Resident Advisor or Residence Hall Coordinator on duty in the hall.
2. You must provide a CSU ID card or your SSN in order to be let into your room.
3. For the first lockout, there is no charge. A fee of \$5.00 will be charged for the second lockout and every lockout thereafter. The fee must be paid at the time of securing entrance into your room.
4. Lockouts will not be addressed between the hours of 12-midnight and 8 a.m., except at the discretion of each Residence Life staff member.

Residence Life is committed to the safety of resident and staff members. Please remember to carry your keys with you at all times. Please note that if you require assistance with lockouts more than three times in a semester, you are subject to being charged for a key replacement.

## **Lounge/study room furniture**

Lounges and study rooms are designed for the use and enjoyment of all residents. The transfer of common-area furniture to individual student rooms is prohibited. If lounge/study room furniture is missing and attempts to locate the items are unsuccessful, the Office of Residence Life reserves the right to conduct room searches to locate the furniture. Students who are found in possession of common-area furniture will be billed \$100.00 for moving the furniture back to the original location and you are subject to disciplinary action.

## **Lounge use**

The lounges in the residence halls are primarily for the use of residents. Priority for the use of lounges is given to the Hall Council in support of programs designed for the benefit of all hall residents. No one, especially non-residents, is allowed to spend the night in any residence hall lounge or public area for sleeping purposes. Any person using the lounge for an unauthorized purpose will be escorted out of the lounge. Failure to leave the lounge when asked to do so will result in University Police being called to the scene to remove the individual(s). The person may be arrested for criminal trespassing.

## Noise and quiet hours policy

One of the primary rights of students in the residence halls is the right to study and sleep free from undue noise. As a result, the following noise and quiet-hour guidelines have been established:

1. **Stereos:** If the volume of a person's stereo equipment is such that it is disruptive to his/her neighbors, the resident will be asked to adjust the volume level. More than two stereo noise violations may result in the student being asked to remove the equipment from the residence halls. If the student refuses, he/she will be subject to disciplinary action through the Office of Residence Life. Students are not permitted to have speakers larger than bookshelf size. Large speakers are not permitted in any residence hall. Any large speakers found will be confiscated and not return until the end of the semester.
2. **Quiet hours and courtesy hours:**
  - a. Quiet hours are from 10 p.m. to 10 a.m., Sunday through Thursday nights; and 1 a.m. to 11 a.m., on Friday and Saturday nights.
  - b. During quiet hours, the noise is to be at a level that is conducive to study and sleep.
  - c. During exam periods, quiet hours will be in effect 24 hours per day.
  - d. Quiet hours are applicable to both inside and outside the residential area. Inappropriate noise is that which could be considered disruptive to one's right to study and/or sleep in one's room.
  - e. Courtesy hours are in effect 24 hours a day, 7 days a week, and provide an environment conducive to study and sleep in one's room.
  - f. Whisper Wednesdays 24 hours.
3. **Should you feel your primary rights to sleep and study in your room are being violated, you should:**
  - a. Speak to the person(s) causing the interference.
  - b. If this action doesn't produce satisfactory results, contact a staff member and inform him/her of the disturbance.
  - c. If you still have difficulty resolving the situation, contact the RA and/or Residence Hall Coordinator on duty.
4. **Special quiet hours** occur in the residential area during the final exam period each semester and are designed to provide all residents with a quiet environment for studying. Quiet hours begin at 12-midnight on the day before exams begin, and end at 10 a.m. on the day after the last scheduled exam day.

## Obscene language

Obscene conduct and public profanity will not be tolerated. Statements of intolerance and/or harassment related to race, ethnicity, sex, religion, disability, or sexual preference may be subject to disciplinary action.

## Pest control

Pest control service is provided on a regular basis. However, if you are experiencing a problem with insects, vermin, or other pests, please speak with your RA or Residence Hall Coordinator to arrange for an exterminator to address the problem.

## **Pregnancy**

In the interest of health and safety, any resident who determines that she is pregnant must notify her Residence Hall Coordinator as soon as possible.

## **Room change procedure**

Room changes are not permitted during the first two weeks of classes each semester. The “freeze” period allows time for students who have informed Residence Life that they will be moving in late to arrive on campus, for the staff to verify the status of those students who have not yet checked in to their housing, and for the assigning of new students. This verification process is accomplished through the occupancy check process. Once the initial two-week period is over, residents can complete a room change by following these guidelines:

- Obtain and complete a Room Change Request Form – available from the Resident Advisor and/or Residence Hall Coordinator.
- After the room-change request has been approved the student must complete and turn in the Room Condition Form for the old room and a RCF for the new room, return the key for the old room and obtain the key for the new room. All of these steps must occur within 24 hours of the move.
- Any resident making an illegal room change (a room change not approved in writing by a Residence Life staff member) will be required to return to their original housing assignment. Repeated room-change violations may result in cancellation of the housing contract.

## **Room cleanliness**

For health reasons, all students’ rooms must be kept clean and orderly at all times. Failure to do so will result in disciplinary actions taken against the student(s). Repeated violations of this policy may result in removal from the residence halls.

## **Room/door modifications**

Residents are not permitted to modify, or authorize the modification of, their rooms or other parts of the building without prior authorization by the Office of Residence Life.

No resident is permitted to bunk their beds without the permission of the Residence Life Residence Hall Coordinator. Any student found to have bunked their bed will be fined and possibly removed from housing.

No resident is allowed to remove furniture/mattresses from any common area or room. If any student(s) is found with said furniture in their room they will be fined, asked to return the furniture and possibly removed from housing.

Due to fire safety considerations, the posting of items on the inside of residence hall room doors are limited to signs, posters, etc. that cover no more than 50% of the door. Additionally, residents may not post, hang, or otherwise attach any material to the outside of their room door, with one exception: residents will be allowed to post one memo board (those composed of pressed fiber board), not to exceed 11” x 14” per room, on the outside of the door.

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasion, etc.) may ask their Residence Hall Coordinator for a temporary exemption, stating the reason for the request and the duration of time for which the exemption is sought.

### **Roommate agreement form**

All residents must fill out and return the roommate agreement form. If you leave in Foundation Hall I or Foundation Hall II this form must be filled out before you are permitted visitation/

### **Single room (for medical reasons)**

Any request for a medical single must include a letter from either a physician or health care professional clearly detailing the reasons for needing a single room. This letter will be forwarded to the Student Health Services for review. The appropriate office will make a determination whether there is sufficient cause to grant the request for a medical single. Medical singles are not guaranteed and students are responsible for paying the appropriate charge for the single. Residence Life cannot guarantee specific hall or spaces when allocating medical singles.

### **Smoking**

Smoking is not permitted in residence halls on Central State University campus. Central State University is a smoke-free campus. Incense burning is prohibited. The right of the non-smoker prevails over the rights of a smoker. Students wishing to smoke must do so, outside of the residence halls and not in the main entrance or other areas where the normal flow of traffic to the halls take place.

### **Solicitation**

Door-to-door solicitation is not permitted in the residence halls, and any instance of soliciting should be reported to your RA or Residence Hall Coordinator as soon as possible. The Office of Residence Life does not permit any person, organization, or agency to solicit, conduct business, or raise funds in the residence halls, with the following exceptions:

- The Hall Council for each hall may generate funds in the residence hall for programming purposes
- Other organizations, and residents who registered with the Office of Residence Life, may generate funds in the residence halls for programming activities consistent with their stated purpose.

All organizations, other than the RHA/Hall Council for the residence hall, must meet the following conditions:

- Written permission must be obtained from the Director of Residence Life.
- Sales may occur only within the designated area of the hall.
- The Director of Residence Life must approve goods or services offered for sale in writing.
- All refuse or waste as a result of the sales activity must be removed by the organization.
- The organization will be responsible for any damage to University property or facilities as a result of the sale activity. The organization will be financially responsible for the cost of repairs.

## **Sprinklers**

Under no circumstances should you touch or hang items such as hangers on the sprinkler heads. This may activate the sprinkler system, which will result in severe water damage to the room, your belongings, and possibly other sections of the residence hall. You should never cover the sprinklers in your or someone else room. Please be advised that you will be held financially responsible for any damages and cleaning charges resulting from the unauthorized activation of the sprinkler system and subject to serious judicial action. For your own benefit, stay away from the sprinkler head.

## **Stickers/postings**

Under no circumstances are stickers permitted on walls, windows, mirrors, doors, and closets of the residence halls. Violators will be charged for the removal of any stickers. Residence Life staff will remove stickers on room doors, and all room residents of the room will be billed.

## **Throwing of objects/trash from windows**

Due to safety, health, and vermin control reasons, the throwing of any objects and/or garbage from residence hall room windows is strictly prohibited. Any resident who is caught throwing items from a window will have to face disciplinary action. **See Judicial Sanctions**

## **Unauthorized entry or use of University facilities**

No person shall make unauthorized entry into, or unauthorized use of the residence halls (this includes propping of doors). Violators will face disciplinary action, and may be removed from the residence hall facilities.

## **Window decorations**

If residents decorate their room windows, they should give consideration to the uniqueness of the University and the diverse population it serves. The Residence Life staff will contact residents regarding inappropriate or potentially offense objects and decorations in the windows when such decorations are observed.

## **Window screens**

Except for emergency situations, screens are not to be removed from residence hall windows. In the case of an illegally removed screen, the screen will be reinstalled or replaced (if damaged or lost) with the cost incurred billed to the resident(s) of the room, and further disciplinary action may result.

## **Work orders**

In cases where maintenance repairs are needed in the residence halls, a Residence Hall Work Request Form must be completed. When completing a work request form, please thoroughly describe the problem (e.g. electrical outlet in middle left wall not working—no power). Type or print the work request carefully: inability to read the information will only delay completion of the required work. Submit request to your Residence Hall Office or Resident Advisor on duty after office hours.

If you have submitted a work order, and there has been no response after a four-day period, bring your copy to the residence hall office and speak to your RHC. The Residence Hall Coordinator maintains a work request log for the residence hall to track work requests submitted to the Facilities Coordinator. The log contains the work request number, a description of the problem, name of the

person requesting the work, room number, and date the work request was submitted. This information is needed to follow up on work requests not completed within a timely manner.

## **Weapons**

The possession of firearms (including BB guns), ammunition, bows and arrows, knives longer than four (4) inches, razors (box cutters), and other dangerous weapons is not permitted in the residence halls or throughout the campus. Students found responsible for violations of this policy will be immediately removed from the residence halls.

## **Residence Life Judicial Process**

At Central State University, student discipline is viewed as part of the learning process. Each student has the responsibility as a member of our community to understand and abide by the rules, regulations, policies, and procedures of the University and Residence Life. The Student Code of Conduct reflects this commitment to learning and is based on the belief that students can learn from their mistakes. As a member of the CSU community, you have the obligation to abide by the community standards that have been set. Please know that you will be held accountable for your actions, and those of your guests. Responsibility goes hand-in-hand with being a part of the CSU community. **Think before you act!**

### **The goals of the Residence Life judicial process are:**

- Assist students in understanding how they have violated the student code and why such behavior is unacceptable.
- Help those who have violated the code obtain knowledge and information so that they can make better choices in the future and develop strategies to change their behavior so it is acceptable.
- Assist students in taking responsibility for their own actions, and thinking before they act.

A student charged with violation of the Student Code of Conduct and/or Residence Life rules and regulations will first meet with the Residence Hall Coordinator and/or the Associate Director of Residence Life to discuss the facts and circumstances which led to the charges. The student has the choice of admitting responsibility and accepting the sanction issued by the Residence Life staff member or may choose to have the case heard by the Residence Life Judicial Board. Students admitting responsibility or found responsible will face one or more of the following sanctions:

- **Censure:** written notification to a student that his/her behavior is unacceptable in a college community and that other violations of the Student Code of Conduct or Residence Life policies will result in further disciplinary action and sanctions.
- **Loss of special privileges:** the student loses certain special privileges (e.g., co-ed visitation) for a specified time period.
- **Work services (community service):** the student is required to perform a work sanction in the residence halls or at other on-campus locations for a specified time period. If possible, the service should be related in some way to the violation of the Student Code of Conduct or Residence Life policies.

- **Restitution:** The student is required to pay reimbursement for actual damage to, destruction of, or misappropriation of university property or the property of another person, which results from conduct in violation of Student Code of Conduct or Residence Life policies.
- **Residence Hall Probation:** A student on Residence Hall Probation is placed on notice that any other violation of the Student Code of Conduct or Residence Life policies will result in residence hall separation.
- **Residence Hall Separation:** This involves removal from the residence hall community for conduct that clearly demonstrates an inability to function appropriately in the residence halls. Such separation may be permanent or for a specified numbers of semesters. Such separation prohibits accessibility to all or designated residence halls. Visitation will not be permitted without first securing prior approval from Residence Life. In no case will separation be less than the remainder of the semester in which it takes place.

The range of sanctions that each Residence Life professional staff level can impose is as follows:

- Residence Hall Coordinator: Censure through restitution.
- Associate Director: Censure through residence hall separation
- Residence Life Judicial Board: Censure through residence hall separation

The following disciplinary areas will be addressed by Residence Life staff members and the Residence Life Judicial Board:

- Any residence hall vandalism (including vending machines).
- Noise regulation/quiet hours violations.
- Minor roommate conflicts.
- Throwing, dropping, or ejecting objects from residence hall facilities that do not involve serious injuries.
- Tampering with doors, fire and security system equipment, and false alarms.
- Violation of co-ed visitation policy.
- Telephone misuse.
- Minor thefts of property valued less than \$100.00.
- Hall sports and similar horseplay.
- Failure to cooperate with Residence Life staff (e.g., not presenting I.D. when requested to do so).
- All violation of the Residence Life contract, terms of housing agreement and the Residence Life Living and Learning Guide.

## **Violation classifications**

Below is a list of the three levels of violation classification.

Class B violations are referred to the Associate Director. The Residence Life Judicial Board will handle a Class B violation if it is the first offense.

### **Class A carries a fine of \$25.00:**

- Quiet hour/excessive noise.
- Co-ed visitation.
- Objects thrown from windows (not involving serious injury).
- Candles or incense.
- Unapproved cooking appliances.
- Pranks or horseplay (not involved in serious injury).
- Minor residence hall vandalism.
- Smoking in non-smoking areas.
- Minor roommate conflicts/telephone disputes.
- Illegal use of sporting equipment in residence halls.
- Possession of pets.
- Liquor Trophies.

### **Class B carries a fine of \$50.00 plus all damages and/or charges:**

- Gambling.
- Telephone misuse (less than \$100.00; first violation only).
- Unauthorized use of University property (within the residence halls)
- Failure to cooperate with Residence Life staff.
- Minor thefts (property valued less than \$100; first violation only).
- Vandalism (more than \$100 in damages).
- Cohabitation
- Failure to comply with a Class A sanction.
- Illegal use of exit doors.
- All violations of the Residence Life contract, terms of housing agreement, and the Residence Life Living and Learning Guide.

### **Class C**

- Possession, exhibition or use of a dangerous weapon.
- Use, possession or distribution of any controlled substance, including but not limited to, narcotic drugs, marijuana, stimulants, barbiturates, and/or hallucinogenic drugs, unless prescribed by a medical doctor.
- Alcohol.
- Fighting/assault.
- Rape.
- Harassment (inappropriate behavior/offense language, hazing).
- Threats or endangering the health or safety of self, others, or University faculty/staff (e.g., destroying or tampering with doors, fire and security systems, false fire alarms).
- Violation of University, city, state, federal laws.
- Violation of campus probation.
- Providing false information to University officials, including but not limited to RAs).

- Telephone misuse (e.g., fraudulent use of calling cards, credit cards, telephone numbers, email, email accounts).
- Failure to cooperate with campus police and residence hall security personnel.
- Violation of residence hall probation.
- Violations involving misuse of keys or duplicating keys.
- Computer and telecommunication violations.

Class C violation will be referred to the University' Chief Judicial Affairs Officer and/or the Dean of Students Office.

The categories above are not all inclusive. Any violation not falling within the areas listed above will be dealt with on an individual basis.

## **Residence Life Judicial Board**

The Residence Life Judicial Board hears and decides cases involving violations of judicial policies related to student conduct in the residence halls. The Residence Life Judicial Board is composed of 7-10 voting members appointed by the Residence Life Staff, and two (2) Co-Chairs who are nonvoting. A quorum of five (5) members is required to hear a case. The board shall hear cases involved residence hall issues, as well as violations of policies related to student conduct. All such cases shall be referred to the Residence Life Judicial Board through the Office of Residence Life. Sanctions recommended to be imposed against a student shall be limited to those sanctions not involving suspension or expulsion from the University. All recommendations are forwarded to the Associate Director of Residence Life for final disposition.

### **Notification**

Any student required to appear before the Residence Life Judicial Board shall receive notification, in writing, requesting their presence at the judicial hearing. The student must receive this notification at least two (2) class days before the hearing date.

### **Hearing procedures**

1. All board members will be provided the opportunity to read the Incident Report and statement of charges before the hearing convenes.
2. The chairperson will make certain that all person involved are present before calling the board to order.
3. The chairperson calls the board to order and introduces the board members and advisor. Then the chairperson shall ask the defendant(s), complainant(s) and witnesses to introduce themselves and state their relationship to the case.
4. The chairperson will outline the procedures the judicial board will follow, announce that the hearing is closed to the public, and stress the importance of the confidentiality of the proceedings.
5. The chairperson will have the secretary state the nature of the complaint.
6. The chairperson will answer any questions concerning the procedures to be followed during the hearing.

7. The chairperson will ask if the defendant(s) understands their rights.
8. The chairperson will ask for a plea from the defendant(s). If the defendant(s)/complainant fails to attend the hearing of which he/she has been formally notified, the board will hear the case in their absence using any available information.
9. If the plea is responsible:
  - a. The defendant(s) and witness (es) will be given the opportunity to make statements.
  - b. The complainant (es) and witness (es) will be given the opportunity to make statements.
  - c. Board members will be given the opportunity to ask questions, and recall any witness (es) as needed.

Note: Witness (es) must remain outside of the hearing room and will be allowed in one at a time for statement only. A time limit may be specified on all statement.
10. The defendant(s), complainant, and any witness (es) will be asked to leave the room.
11. The board will deliberate, addressing charges separately, and decide responsible or not responsible by simple majority vote.
12. If the defendant (s) is found responsible, the advisor will inform the board of any existing disciplinary sanctions imposed on the defendant(s) in their file. Such information will be considered as the board assigns appropriate sanctions. One sanction may be decided for all charges or a separate sanction for each.
 

Note: The advisor will assist in deliberation and advise the judicial board on appropriate sanctions.

### **Following the hearing**

1. The report of the Residence Life Judicial Board hearing will be prepared as soon as possible. The results will be forwarded to the Director of Residence Life, the Associate Director and the Dean of Students' Office.
2. The Residence Life Judicial Board will send a written notification of the board's decision to the defendant (s) within three (3) class days of the hearing, including the time frame within which the defendant(s) must complete any sanction.

### **Appeal procedures**

The defendant has the right to appeal any decision rendered by the Residence Life Judicial Board.

### **Grounds for appeal**

1. On a claim of error in the hearing procedure. Appeal on such grounds must be presented, specifically described, in writing, within five (5) days (excluding weekends and holidays) of the announcement of the decision.
2. On a claim on new evidence or information material to the case, which was not available at the time of the hearing? Appeals on such grounds must be presented, specifically described, in writing, within five (5) days (excluding weekends and holidays) of the announcement of the decision.

### **Decision of Appeals**

When a written appeal is requested one of the following actions will occur:

1. Original decision upheld.

2. Original decision upheld, but the sanction reduced.
3. Original decision and sanction reversed.

Reason will be given regarding the action of the appeal request.

For more information regarding the University's Student Code of Conduct and all judicial processes, please refer to the CSU Student Handbook.

# Important phone numbers

This is only a partial listing of phone numbers at Central State University. Please refer to the campus telephone directory for a complete list.

Residence Life (Central Office).....	6386
Residence Life (fax).....	6638
Residence Life (Residence Hall Offices)	
• Anderson .....	6538
• Foundation .....	6001
• Foundation II.....	6058
• Green .....	6377
• Hunter .....	6498
• Williamson .....	6497
Academic Support.....	6398
Cash Management Office.....	6343
Bursar’s Office.....	6506
Career Services.....	6383
Dean of Students Office.....	6387
Food Services.....	6125
Registrar.....	6231
Scholarship and Student Aid.....	6579
SGA.....	6443
Student Health Services .....	6135
University Police (non-emergency).....	376-5111