

# Resident Student Handbook

UPDATED 8/14/16

- I. Mission and Goals of the Department of Housing & Residence Life  
In general, the policies of SE Department of Housing & Residence Life have been developed in support of Mission and Goals.
  - a. Mission Statement: The Department of Housing & Residence Life creates a living environment that supports student learning, fosters personal growth and development, and encourages the development of personal integrity and civic responsibility. We effectively manage well-maintained and reasonably priced residential facilities. We value the individuality of each student and the diversity reflected within our community.
  - b. Goals of the Department of Housing & Residence Life:
    - i. Residence Hall programs will develop residential communities in which all members feel valued and safe.
    - ii. Residence Hall programs will enhance the personal growth and development of resident students.
    - iii. Residence Hall programs will support the academic mission of the university.
    - iv. Residence Hall programs will encourage active citizenship and civic responsibility.
    - v. The Department of Housing & Residence Life will provide clean, well maintained and reasonably priced residential facilities will meet the ever-changing needs of students.
    - vi. The Department of Housing & Residence Life will utilize administrative policies, procedures & processes that ensure the orderly and effective administration and operation of all aspects of the program.
    - vii. Well trained and qualified staff will be a foundation of the residential program.
    - viii. The Housing & Residence Life Department and personnel will maintain a commitment to advocating for the individual needs of each resident student as well as the collective needs and concerns of the residential community.
  - c. Policies and decisions will usually be connected to the department mission and/or one or more of the above goals. It would be unrealistic to attempt to identify all questions, circumstance or event that may arise in a Residence Hall. In general, any situation, not specifically addressed by the SE Residence Hall Handbook, the Terms and Conditions of the Residence Hall and Food Services Agreement, (RH&FSA) the SE Code of Student Conduct, or local, state or federal laws can usually be resolved by how well it does or does not support the above goals. Residents are urged to consider their actions in light of the mission and goals of the department, as any behaviors deemed to be inconsistent with the above may be considered general Residence Hall misconduct and be subject to disciplinary action.
- II. Housing & Residence Life Staff.
  - a. Director of Housing & Residence Life (DHRL) – The DHRL is the Chief Housing Officer (CHO) at the University. He/she is responsible for the overall management of the Residence Halls and the supervision of the Housing & Residence Life staff. This position directly supervises all of the Housing & Residence Life Supervisory Staff and indirectly supervises all Housing & Residence Life staff. The Director of Housing & Residence Life reports to the Vice President for Student Affairs.
  - b. Housing & Residence Life Supervisory Staff:

- i. Residence Hall Directors (RHDs): RHDs are professional level staff members. Most RHDs have received, or are currently pursuing, a master's degree and/or have several years of experience working in the university environment, usually in Housing & Residence Life and/or other Student Affairs / Student Development work. RHDs live in the Residence Hall and supervise the Residence Hall staff in their assigned buildings. RHDs have received extensive training in a variety of areas. They are the primary professional staff member responsible for all programming, room assignments, room and community damage billing, student conduct, and general management of the Residence Hall. Because of the varied hours required in this position, RHDs maintain a flexible work schedule. RHDs work in conjunction with the DHRL and other Housing & Residence Life staff. RHDs have designated office hours posted at their offices. They also assist in the main office.
  - ii. Assistant Residence Hall Directors (ARHDs) – ARHDs assist the RHD in the general management and supervision of specific halls. ARHDs usually have several years of experience working in a university environment, usually Residence Halls, and/or have a bachelor's degree. Many ARHDs are pursuing a master's degree.
  - iii. Residence Hall Facilities Supervisor (HRLFS) – The HRLFS is a professional staff member who is responsible for the supervision of the Residence Hall facilities staff, including the Residence Hall custodians and maintenance staff.
  - iv. **24 X 7 X 365 Coverage** - There is always a member of the SE Housing & Residence Life Supervisory Staff on-call 24 hours/day X 365 days/year. The HRL Supervisory Schedule is available in the Housing & Residence Life Office and at Campus Police. However, the easiest way to get in touch with the HRL Supervisor on-call is to call the Housing & Residence Life On-Call phone (580-380-7460) outside of regular business hours. If you have an urgent need to reach a HRL Supervisory staff member during the business day, please contact the Residence Life Office at 580-745-2948.
- c. Housing & Residence Life Student Staff:
- i. Resident Assistants (RAs): RAs are the front line staff. RA's are usually upper class students who have demonstrated skills in a variety of critical areas. They have received extensive training in areas including crisis response, mediation, communication, policy enforcement, community building, and resource referral. RA's are the first staff member that a resident student should speak to if they are experiencing any difficulties in their Residence Hall living situation.
  - ii. Desk Clerks (DCs): DCs are student staff members who work in our offices. They have received training in Housing & Residence Life procedures and policies, campus resources, and a variety of other areas.
  - iii. Residential Community Leaders (RCLs): RCLs are student leaders who live in the Residence Halls. They support the RAs and RHDs in the overall administration of the Residence Halls. They have a particular emphasis in supporting the goals of the Residence Hall Association, helping to enhance the residential community, encouraging student involvement in Residence Hall, university and community activities and advocating for resident student issues.
  - iv. Residential Facilities Assistants (RFAs): RFAs assist the Housing & Residence Life Facilities staff in maintenance tasks.

### III. Housing & Residence Life Services.

- a. Cable TV: Will be provided in community areas (such as lounges). **Cable is not provided to individual student rooms.**
  - b. Internet Access: All Residence Hall rooms have access to high speed internet. As of the fall 2016 semester, Shearer and North Hall have wifi and Choctaw and Chickasaw Halls have Ethernet connections.
  - c. Laundry Rooms: A Laundromat is centrally located on campus in the basement of the University Center (just north of North Hall) It has coin-operated washers and dryers. Shearer Hall & Suites has in-hall laundry rooms located on each floor in the center of the building.
- IV. Reporting Concerns
- a. Concerns about the Behavior of individuals:
    - i. If you have urgent/emergency concerns, feel threatened or believe that someone or something is threatened, please contact the **SE Campus Police Department at 580-745-2727.**
    - ii. If you are generally concerned about the behavior of your roommate or suitemate(s) or their guests, please consult with your RA or your RHD. The RA and/or RHD should be able to work with you to resolve the concerns.
    - iii. You can also report any concerns about the behavior of individuals using the Incident Report document, which you can access from the SE webpage at [www.se.edu](http://www.se.edu) then select the Current students tab, then selected "incident Reporting Document" located under the Campus Resources section.
    - iv. You can also reach the **Housing & Residence Life Office at 580-745-2948** during regular business hours or outside of regular business hours, the **HRL Supervisor On-Call at 580-380-7460.**
  - b. Reporting problems with your Residence Hall room: If you have any maintenance problems in your room (such as leaks, lights not working, heat or AC unit not working, etc), please report the problem to the Housing & Residence Life Office by logging in to your Campus Connect account, selecting the housing menu, then selecting the 'housing maintenance submission form'. Please remember that an urgent/emergency situation is one in which the situation threatens the safety of people or the building. Urgent/emergency issues include broken glass, sparking outlet, large uncontrolled water leak, suite door that does not secure, etc. Clogged toilets or sinks, poor air circulation, or a loose handle, generally fall into the routine maintenance category. Students are not authorized to undertake any repairs or renovations on their own. Student may be held responsible for any damage which occurs due to failure to report a problem or attempting to correct the problem without authorization. Some specific issues may be handled by alternate locations. These include:
    - i. Internet: If you are experiencing problems with your internet service, please report the problem to the computer Help Desk. If you are dialing from a campus phone, dial x4357. If you are using an off campus phone, please call 580-745-2408. Remember to give your name, hall, room and telephone number, as well as a detailed description when reporting the problem.
- V. Residence Hall Safety and Security Issues.
- a. Community obligations - There are too many potential safety and security issues to list individually, and many of the policies already outlined address issues of safety and security. However, for the sake of clarity, a few specifics will be outlined here: Propping the exterior door (using anything to hold the door open for any reason) is prohibited at all times. Allowing anyone who you do not personally know to be a resident of the

building, to follow you into the building (“tailgating”) is prohibited. Tampering with any safety equipment (including fire safety equipment) and/or causing a fire alarm to sound when there is no threat of a fire are considered serious violations of university policy and could be subject to legal action. Entering a room that is not yours or using a university key that was not specifically issued to you is prohibited, regardless of whether you have the permission of that resident (remember, if you are in a room where the resident is not present, you are violating the guest policy). Consistent with the department mission and goals, there is an obligation of all members of the residential community to report violations that affect the safety and security of the Residence Hall and the Residence Hall community. Those who are present or who have clear knowledge of such violations and fail to report them, will be considered as actors involved in the policy violation.

- b. Accidents/Illness: The SE Student Health Center, located on the 2<sup>nd</sup> floor of the GDJ Student Union. It is open at designated times for general use. If an injury or illness is not too serious, go to the SE Student Health Center to have it checked. This may prevent aggravation, infection, or other complications. Each student pays semester fees that allow for free exams by Health Center physicians. For more serious, urgent and/or emergency injuries or illness, please contact the SE Campus Police Department at X2727 (580-745-2727).
- c. Building Security: All residents may enter and leave their buildings at any time. For security purposes, exterior doors are locked at all times. Residents are expected to carry their hall/room keys at all times. Students propping open locked doors are endangering fellow residents and will be dealt with appropriately. If you find unlocked doors please notify Housing & Residence Life staff immediately. Please remember that each resident shares in the responsibility for maintaining a safe and secure living environment. (Guests must arrange for the resident to meet them at the front door and escort them through the building. Some Residence Halls have courtesy phones to facilitate this contact.) Any unsafe situations that you cannot correct, such as lights out in a stairwell, tripping hazards, etc., should be reported to a Housing & Residence Life staff member as soon as possible.
- d. Emergencies: In the event of danger to life and/or property, room entry may be made by any authorized staff member or appropriate emergency personnel (i.e. fire safety, maintenance, police, RAs, etc.)
- e. Fire Alarms: All occupants are required to exit the building immediately when the fire alarm sounds. For your protection and safety, announced and unannounced fire drills will be held a minimum of two times per academic year. In order for you to become familiar with evacuation routes your cooperation is expected. Residence Hall and Safety staff are authorized to enter student rooms in the event the fire alarm sounds. Fire Alarm Instructions:
  - i. Wear a coat and shoes and carry a towel.
  - ii. Close windows and leave lights on in room.
  - iii. Take room key. Leave door closed and walk - DO NOT RUN - to exit.
  - iv. If smoke is encountered, STAY LOW for air.
  - v. DO NOT USE AN ELEVATOR.
  - vi. If you need physical assistance in order to evacuate: Call SE Police at 580-745-2727 and inform them of your needs and location. Follow the directions you receive from emergency personnel. Place cloth articles under the door if smoke

- is either seen or smelled. Hang a towel out of the window, indicating to a person below that a person is in that room. Await assistance in the room.
- vii. Proceed to the gathering location designated for your Residence Hall.
  - viii. Always comply with directions of Residence Hall and/or emergency personnel.
- f. Severe Weather: In the event of severe weather you should stay tuned to a local radio station or any TV station for the latest report on conditions. In the event of severe weather that may impact on class or other scheduled events, the following number can be called. This number will have a recording with any significant and relevant information for classes and other events. (580) 745-7272.
- g. Tornado siren (Sounded on large sirens) TAKE COVER IMMEDIATELY. Tornado shelters are located in the following locations:
- i. The basement of Morrison Hall.
  - ii. Fine Arts Little Theatre (designated ADA shelter location).
  - iii. Under the Home Bleachers at the Football field (located just east of Shearer Hall & Suites).
  - iv. If you cannot make it to a designated shelter, take shelter on the lowest level of the building at the most interior location of the building.
  - v. If you need assistance, please contact the SE Police at 745-2727. When assembled in a shelter area, sit on the floor with your back to the wall or in a central portion of the room. Stay away from windows and doors. FOLLOW THE DIRECTIONS OF STAFF. If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands for protection. AT NO TIME will smoking be permitted in shelter areas.
  - vi. Weather sirens are occasionally tested. Please consult with Campus Police 580-745-2727 if you have a question about a siren sounding.
- h. Holiday Decorations: Because of the extreme fire danger present with decorations during the holiday season, please note the following rules for everyone's safety: no live trees or live cut greenery are permitted in individual rooms, floor/hall lounges, or corridors; noncombustible materials and UL approved electrical wiring are permitted in the rooms. Decorations may be left in rooms or common areas unless the area will be vacated for an extended period of time.
- i. Loss or Damage to Personal Property: Residents are urged to keep their rooms locked whenever they leave and while they are sleeping. The University cannot be responsible for any damage or loss of personal property due to fire, facility failure, severe weather, theft. Residents are encouraged to purchase personal property insurance.
- j. Room Entry: It is sometimes necessary for a Housing & Residence Life staff, or other SE employees performing an official function, to enter a student's room. (Under no circumstances shall a resident enter another room without proper authorization) Staff is required to show ID if requested. Generally, this may occur under one of the following circumstances:
- i. General welfare, health, and safety of the resident.
  - ii. Routine or requested maintenance work.
  - iii. To correct any situation intruding on the comfort of residents in the surrounding area.
  - iv. If there is reason to believe a housing or university policy is being violated.
  - v. Before or during university vacations/breaks and at the end of each semester, staff may conduct a general room inspection for safety and health reasons.
  - vi. Pre-announced safety inspections or other pre-announced inspections.

- vii. If a staff member enters a student's room under any of the above circumstances (except #6), the staff member is expected to leave a room entry notice, advising the student of the entry, reason, date, and names of the staff member(s) that entered. Additional information may also be provided. The exception to this procedure will be those occasions when a large number of rooms will be entered for a pre-advertised (posted in hall 24 hours in advance) purpose. It is the policy of SE Department of Housing & Residence Life that routine maintenance or inspection will take place during the hours between 9a.m. and 9p.m. only.
  - k. Sprinkler System Abuse: Sprinkler systems have been installed. To make the sprinkler system as effective as possible: Sprinklers must never be painted; Nothing may be hung from the sprinkler piping or sprinkler heads; Sprinkler heads may never be obstructed or altered; Nothing may be stored within 18 inches from the sprinkler head; Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas. If you discover any damage to the sprinkler system, please report it immediately to the desk. Any student who intentionally or accidentally damages a sprinkler and causes it to go off will be deemed financially responsible for any resulting damages. Any student who intentionally sets sprinkler head or tampers with the fire sprinkler system will result in stringent disciplinary actions by the University plus assessment of damage costs to parties responsible. These charges will likely be significant. Tampering with fire alarms or equipment can result in removal from the Residence Hall.
  - l. Solicitation Policy. Solicitation is initiating contact with students without their permission to discuss, sell, or distribute goods or services. No room to room solicitation is permitted in the Residence Hall. Any lobby solicitation (including flyers) must be approved by the DHRL.
  - m. Tampering with Fire Protection and/or Safety Equipment.
    - i. A false fire alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false alarm may be charged with a misdemeanor and fined, and/or may face additional university sanctions.
    - ii. Smoke alarms are in your room for safety. Tampering with alarms in any way, including removing the battery or disabling the detector, will result in a disciplinary action, including the possibility of a fine and/or restitution.
    - iii. Tampering with a fire extinguisher will result in disciplinary action (including a possible fine) and restitution for the cost of refilling it.
    - iv. Security cameras' are maintained in some common areas of some Residence Hall buildings. These cameras are installed to provide an additional level of safety and security in the halls. Tampering with any security camera will result in disciplinary action.
    - v. External doors are locked for resident safety. Leaving a door "propped" (in order to facilitate your subsequent entry or another person's entry) is considered a violation of Residence Hall policy. Tampering with any door lock or forcing a door open, including kicking in a door that is stuck or has a maintenance issue, is considered a policy violation and threatens the safety of residents.
    - vi. Tampering with any fire and safety equipment is considered a grave violation of SE Resident Student Policies and may result in significant disciplinary sanctions, including a fine, and/or termination of contract.
- VI. Policies (A to Z): Your Responsibility to Know: All resident students are expected to be familiar with and comply with the policies and procedures contained in the Resident Student Handbook,

SE Student Handbook, and the Terms & Conditions of the RH Agreement, as well as any additional Housing & Residence Life notices that may be posted (in halls and/or posted on the web page at [www.se.edu/hrl](http://www.se.edu/hrl) ) or sent via email throughout the year. In addition, all local, state, and federal laws are considered to be a part of this document and are considered to be part of the Resident Student policies. Student who are involved in off campus incidents or arrests may be subject to disciplinary action as a result of such behavior. These documents all support each other and are considered to be parts of the same set of expectations for resident students. The regulations listed here are not all inclusive. Remember that any behavior found to be inconsistent with the overall goals and mission of the Housing & Residence Life Department, even if not explicitly covered by the Resident Student Handbook or the SE Code of Student Conduct, may be considered general misbehavior and maybe subject to disciplinary action.

- a. Air Vent & Air Conditioner Blockage: The air vents or air conditioners located in rooms require and/or provide air circulation. Blockage of these vents or air conditioner/heat pump units will result in disrupting the airflow and may damage the unit. Repair costs may result should you block your air vent. Students who block vents or air conditioner units will be subject to disciplinary sanctions, including fines.
- b. Alcohol: The consumption or possession of all alcoholic beverages on campus, in university housing, or at any on or off - campus event sponsored by or for a student organization or other university sponsored activity for students, is forbidden. (The university is authorized to develop and implement a policy regulating consumption of alcohol at officially sponsored events). All Residence Halls are maintained as alcohol free environments. No alcohol or alcohol containers (even empty or those deemed to be “decorative”) are permitted within the halls for any reason. Students are expected to comply with laws of the state of Oklahoma and the policies of the University regarding the use or possession of alcoholic beverages and other drugs.
- c. Animals – See “pets”.
- d. Audio Recording and Videotaping: Audio-recording and/or videotaping are not permitted in the hallways, room doorways, lounges, lobbies, etc. of any Residence Hall without the consent of all parties who are being recorded and/or videotaped, or written authorization from the DHRL or Vice President for Student Affairs. **The exception is the official security cameras installed in Residence Halls for security purposes. Such cameras are installed in common areas (hallways, lounges, elevators, etc.) only.**
- e. Bicycles: Bicycles should be registered with the SE Campus Police. The service is free and beneficial for your own protection in case of theft. Chaining your bicycle to trees, stairways, and signposts may result in tickets and/or confiscation by SE Police and/or Housing & Residence Life staff. Your bicycle may be kept in your room if you and your roommate agree. For safety reasons bicycles may not be kept in the hallways, lounges, or other common areas in the hall. Bicycles and similar items (roller blades/skateboards) may not be ridden in the halls due to safety and property concerns. At no time are motorcycles, mopeds, or other vehicles permitted in the Residence Halls. Bicycles that are left in the bike racks at any point, when the owner of the bike is not a current resident, will be considered abandoned and may be discarded by the Housing & Residence Life Department. Similarly, any bike that is not registered and/or is remains in the same place for more than a month, is subject to being discarded by the Housing & Residence Life Department.
- f. Café Etiquette – Residents (and non residents) are expected to conform to a standard of behavior in the cafeteria and Magnolia Eatery (Grill) that is consistent with the standard of behavior in any restaurant. These standards include, but are not limited to the

following: Shoes and shirts must be worn, disruptive behavior (such as loud noise or talking) that negatively impacts other diners is prohibited, foul language which can be overheard by diners at other tables is prohibited, all diners are expected to comply with the directives of cafeteria staff, property (such as cups, silverware, etc) of the café should not be removed from the café. Additionally, anyone who wishes to use their pre-purchased meal plan is required to provide their ID card to the cashier, and one meal consists of an ‘all you care to eat’ meal eaten in the cafeteria OR a “to go box”. If you would like both, then you need to pay for two meals. Additional expectations may apply.

- g. Candles: Candles, incense, kerosene lamps, any open flames, and any flammable liquid fueled devices, are prohibited in the Residence Halls. See also “open flames”.
- h. Community Areas: Community areas are maintained for the enjoyment and use of all residents of the designated community. Therefore, residents may not leave any personal items outside of their assigned room or suite, unless you have received written approval from the DHRL. This includes placing floor mats or shoes outside of a Residence Hall room, placing toys, grills, chairs, etc outside of an apartment. Please consult with the RHD if you have any questions. Additionally, all furniture and equipment in the common areas is considered university property and is intended for the use of all community members at all times. All community members of any location (room, suite, hallway, Residence Hall) are responsible for their assigned living areas and may be subject to “Community Billing” for damages, cleaning or vandalism in common areas. See also “Furniture and University Owned Equipment” for additional details.
- i. Compliance –Housing & Residence Life staff (including Residence Hall Directors, Assistant Residence Hall Directors, Resident Assistants, Desk Clerks, etc.) are considered university officials. All students, residents, and residents’ guests are expected to comply with the directions given by Housing & Residence Life staff.
- j. Computer & Internet Usage - University policy regarding computer and internet usage can be found on the SE website, and are made a part of the Resident Student policies.
- k. Controlled Substances: The use, possession, or distribution of narcotics or other controlled substances except as expressly, permitted by law, and the inappropriate use or abuse of prescriptions or over-the-counter medications is forbidden.
- l. Courtesy Hours: Residents are expected to be courteous of other students living in their residential community at all times, and to comply with requests of community members to reduce noise levels.
- m. Drugs – See “controlled substances”
- n. Electrical Appliances: All cooking appliances and electrical extension cords are prohibited in the Residence Halls. Exceptions to this include hot pots or coffee pots, in addition to those items that have been approved for use in Shearer Hall only. (A detailed list of appliances that are permitted in SHS may be found on the website at [www.se.edu/residence-life](http://www.se.edu/residence-life) (select the “current Housing & Residence Life forms and Publications link to the right, then scroll down to the form) or can be obtained in the Housing & Residence Life Office.) Additional prohibited items include (but not limited to): portable heaters, sunlamps, halogen lamps, broadcasting equipment (short-wave citizen band, etc.), ceiling fans (except where pre-installed in SHS), and other such items. This is for the safety and general comfort of the community. Residents are expected to periodically inspect all cords and appliances for cracks or other defects. Please be aware that over loading an electric circuit with too many appliances can cause problems. Electrical appliances used in your room can affect computer equipment. Microwaves

and refrigerators are considered “large appliances,” and must be plugged directly into the wall (and not an extension cord or surge protector.) Please see the section on microwaves” and “refrigerators” for additional information related to these.

- o. Eligibility for Housing. To be eligible for residence, an individual must be enrolled a student at Southeastern Oklahoma State University and attending classes in at least 6 undergraduate or 3 graduate hours. (Summer semester; 3 undergraduate graduate hours.)
- p. Financial responsibility. Failure to satisfy the financial obligation accrued the terms and conditions of the RH&FS Agreement will result in denial of permission to enroll and/or issuance of transcripts, pursuant to SE rules and regulations governing the imposition of these sanctions. Failure to meet financial obligations may result in the student being denied access to his/her assigned living accommodation and termination of the RH&FS Agreement. (For additional detail, please see the RH&FS Agreement Terms & Conditions, which are considered a part of this document.)
- q. Fire Arms, Fireworks and Explosives: See “Weapons”. See also “Flammable materials”.
- r. Flammable Materials: The possession of any fire accelerants within the Residence Halls is expressly forbidden. Anything that may be used as an accelerant or is used as such is also considered forbidden. Please see the “candle” and “open flame” policies for additional information.
- s. Furniture and other University Owned Equipment: Any university owned furniture or equipment (including common area furniture and items from the cafeteria) that is not issued to the student (limited to the bed, desk, dresser and desk chairs in each bedroom, and the couch, chair, coffee table and end table that are issued to the residents of each suite in SHS) and are found in a student’s room/suite is considered theft and is subject to disciplinary action. Additional charges for damages or use may also be imposed.
- t. General Misconduct: Any behavior explicitly or not explicitly detailed within the Resident Student Handbook, the SE Student Code of Conduct, the RH Agreement Terms & Conditions, or any local, state or federal laws, and deemed to be inconsistent with the overall mission and goals of the Housing & Residence Life Department, may be considered general misconduct and may be subject to disciplinary sanctions.
- u. Guests: Any individual that is not contracted to live in the Residence Hall (excluding SE employees executing official duties in the Residence Hall) are considered guests. All guests must be escorted by the resident that they are visiting at all times. Unescorted guests will be considered trespassers. All guests must comply with all Residence Hall and university policies. Residents are responsible for the behavior of their guests at all times. Guests are not permitted in the building during breaks or interim sessions. During the regular semesters, visitation hours are from 10 a.m. until 12 midnight on Sunday – Thursday and from 10 a.m. to 1 a.m. on Friday and Saturday. Guests under 18 years of age MUST always be accompanied by a parent or legal guardian. (Siblings over 16 years of age may visit a resident with prior WRITTEN approval of the DHRL.) Children under the age of 18 are not permitted to stay overnight in the Residence Halls unless they are (1) a resident and SE student or (2) have prior WRITTEN approval of the DHRL. This includes children of resident students. Residents are permitted to have overnight guests with prior written approval of the RHD. In order to receive approval, residents must complete an overnight guest registration form (may be obtained in the Housing & Residence Life Office or on-line at [www.se.edu/hrl](http://www.se.edu/hrl) ) which requires the written consent of all roommates and suitemates, as well as the resident assistant. The form must be

complete and submitted to the RHD at least one business day prior. Overnight guests must remain in the company of the resident at all times and may not enter community areas (including lobbies, hallways, etc...) outside of designated visitation hours. Overnight visitations may not exceed three consecutive nights or seven total nights per semester. **Residents are permitted a maximum of 3 guests per resident at any time.**

- v. Guns: See “weapons”.
- w. Computer & Internet Usage - University policy regarding computer and internet usage can be found on the SE website, and are made a part of the Resident Student policies.
- x. Keys: Residence Hall keys are considered the property of the university and are issued to residents for use of their assigned room/suite only. Residents are not permitted to give their key to anyone else for any reason. Residents are not permitted to switch rooms within a suite. The keys are the property of the University and are not to be duplicated. If you lose your keys, see your RHD. Lost keys will result in a significant charge. Residents are expected to carry their key with them at all times. Fines may be imposed for students who lock themselves out of their room/suite/hall.
- y. Laser pointers –Harassing others by laser pointer beams is annoying at best, and potentially unsafe. For this reason, the use of any laser pointers are prohibited in and from any SE residence hall.
- z. Microwaves and Refrigerators: Microwaves and refrigerators are considered “large appliances.” Up to 2 large appliances (regular microwaves not exceeding 700 watts, refrigerators not exceeding 127hz/60volts or microfridge unit) per room are permitted. (See also refrigerator info.). Large appliances must be plugged directly into the wall socket and may not be plugged into surge protectors or extension cords.
- aa. Open Flames: Candles, incense, hookah pipes, or anything that generates an open flame are prohibited inside and within the immediate vicinity (within 50 feet) of all Residence Halls. Electronic cigarettes are also prohibited within the Residence Halls or within 50 feet of the Residence Halls. (Please note, University Policy prohibits the use of any tobacco products anywhere on campus. Residence Hall policy prohibits the possession or presence of any tobacco products within the Residence Hall.)
- bb. Paint and Pellet Guns: See “weapons”.
- cc. Parking: Any person who operates a vehicle on campus must obtain and display a parking permit on his/her vehicle. Permits are available at the Department of Public Safety. Motorcycles are subject to the same registration requirements and parking regulations as other motor vehicles. Motor vehicles are to be parked in designated parking spaces. Failure to abide by parking regulations may result in your vehicle being ticketed or towed away at your expense. There are several “Authorized parking only” spaces designated around the Residence Halls. These are intended for use by staff that is required to respond quickly in an emergency or crisis situation (such as the DHRL, Dean of Students, Director of Counseling Services, Director of Student Health Center, RHDs & ARHDs.) Anyone who is not authorized to park in these spaces and is found parked in these spaces may be subject to both parking regulations (ticketing, booting, or towing), as well as and student conduct and other sanctions. SE has a primarily one tiered parking design. Most lots are intended for use for all faculty, students and staff. No lots are specifically reserved for any subgroup of individuals (with the exception of the faculty staff paid lot on Dunlop/Montgomery Street.) However, we recommend the following: for residents of Choctaw and Chickasaw Halls, parking is provided in the North parking lot (between the BCM and the baseball field) and along Dunlap St; for residents of North Hall, the East parking lot; and for residents of Shearer Hall, the parking lot

between the halls, and the South lot and along University Blvd. The additional lot behind Choctaw and Chickasaw Halls may be used by any residents.

- dd. **Pets:** Resident students are permitted to have legal fish in a tank not to exceed 10 gallons. Only one tank is permitted per room, and aquariums must be properly maintained. Fish that are dangerous or harmful to humans and are prohibited by state or federal laws are not allowed. Residents who choose to have fish are required to properly care for their fish at all times, including making arrangements for their care during breaks and intercessions. Students are not permitted to have any other pets the Residence Halls due to concerns for health, safety, sanitation, noise, and humane treatment. Residents may not bring any animal (other than those permitted by this policy) into the Residence Halls, even for a short visit. (This includes dogs, cats, rabbits, snakes, turtle, lizards, geckos, etc.) Residents are also prohibited from feeding any animals within the immediate vicinity of any Residence Halls. If you notice stray animals, please report them to the campus police and/or the DHRL, as these present a potential health risk to the residential and university community. Violations of this policy may result in appropriate disciplinary sanctions as well as assessment for damages, cleanup, etc.

Residents who require the use of a service animal are permitted to keep that animal in the Residence Hall after notifying the Coordinator of Disability Services. Comfort animals must be pre-approved by the Coordinator of Disability Services. Students who require such accommodations are strongly advised to make such requests and notification prior to the June 15<sup>th</sup> RH Agreement application deadline. Accommodations cannot be guaranteed after that date. Please refer to the Southeastern Oklahoma State University Assistance Animal Policy for more information. <http://www.se.edu/ada/ada-policy-for-service-animals/>.

- ee. **Policy Revisions for Individual Residential Communities:** Residential communities are encouraged to request additions/deletions/modification to the policies by secret vote after thorough discussion. Such recommendations must be endorsed by the RHA, and then submitted to the DHRL for consideration and possible approval. Those policies agreed upon by the residential community are to be agreed on by a minimum of 2/3 majority and posted prominently. The DHRL reserves final approval authority of all policies.
- ff. **Posting Fliers:** Housing & Residence Life staff maintains bulletin boards within the Residence Halls. Bulletin Boards are reserved for the use of Residence Hall residents and recognized student organizations. Individuals or organizations that wish to post fliers in the Residence Halls are encouraged to leave an appropriate number of fliers at the Housing & Residence Life Office. Housing & Residence Life staff are authorized to remove any posted fliers that have not been approved by the RHD.
- gg. **Practical Jokes:** Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase the noise level and disturb non-involved residents. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken.
- hh. **Presence:** Any student who is present in a room, suite or location where policies are violated, is considered to be a participant in the policy violations, and may be subject to conduct sanctioning.

- ii. Property: Precautions are taken to maintain adequate security. The University does not carry personal property insurance for resident's property. The student and his/her parent or legal guardian are strongly encouraged to carry appropriate insurance to cover personal losses that may occur from normal maintenance issues, theft, or other reasons. Residents are responsible for any damages that occur in their assigned room, suite or hall. This includes any common area damages. When identified, the person(s) responsible for the damages in the room(s) or public areas will be billed for the cost of repair/replacement.
- jj. Quiet Hours: Quiet hours for all halls are designated as 10 p.m. – 10 a.m. for all halls, unless the community has taken steps to modify quiet hours (including receiving written approval for the modification from the DHRL. See also "Policy Revisions...") "Quiet" is defined as no noise may be heard outside of the student's room or suite. (Any music, base, voices, banging, etc. that can be heard from the hallway or another room may be considered a violation of quiet hours.)
- kk. Refrigerators and Microwaves: Microwaves and refrigerators are considered "large appliances." Up to 2 large appliances (regular **microwaves not exceeding 700 watts, refrigerators not exceeding 127hz/60volts**) per room are permitted. A total of two large appliances are permitted. (See also microwave info.) You are allowed to leave your refrigerator plugged in and running during breaks. It is your responsibility to remove any perishable food from the refrigerator prior to break periods. Spoiled food clean up and disposal will be your responsibility. The University is not responsible for loss of items due to power outages. Students are responsible for any damages caused by leaks from defrosting refrigerators.
- ll. Restitution: Students may be asked to make restitution for their damaging actions if deemed necessary by hall staff and administration. Examples of destructive behavior that may result in a student making restitution include damages to property, stolen items, disruption in services, etc. in his/her room and damages incurred in community areas including floor lobby, main lobby, elevators, porches, and bathrooms. All residents share responsibility for common areas.
- mm. Roofs: Due to potential structural damage and safety concerns, residents are not allowed on any roofs.
- nn. Room Consolidation – During the first 8 weeks of each semester, students may be reassigned to a different room or may receive a new roommate, as a part of the room consolidation process. This process enables the University to meet the requests of students who want a private room, while also maintaining the facilities and equipment of individual rooms, suites and sometimes floors, which enables the University to keep the cost of living on campus as reasonable as possible. While room changes can be requested and granted at any time during the year, room consolidation will only take place during the first 8 weeks of the semester. (Please review the additional information provided on the webpage for additional information on room consolidations.)
- oo. Screens: Except in an emergency, screens are not to be removed from the windows for any reason. See also "windows".
- pp. Smoking: The use or possession of any tobacco product is prohibited in all Residence Halls. As of 1/1/14, the use of E-cigarettes is also prohibited on campus, and therefore prohibited within or in the vicinity of any Residence Halls. Also note that the University maintains a tobacco free environment and the use of any tobacco product is prohibited on campus. (See also "Tobacco Free" policy.)

- qq. Sublet: Your assigned living space cannot be sublet under any circumstances. The presence of unauthorized overnight guests will be considered a serious policy violation. Residents are not permitted to enter or use vacant rooms in their suites, nor are they permitted to allow guests to stay in those rooms. Residents must obtain written authorization from the RHD before they can transfer to another room. Room changes may be requested after the 2<sup>nd</sup> week of each semester and are subject to a room change fee. See also “guests”.
- rr. Tampering with fire safety equipment or causing fire safety equipment to be triggered (alarms or fire suppressant system) is considered a grave offense and may result in termination of a residence hall agreement and/or fines.
- ss. Tobacco Free: All Residence Halls are maintained as tobacco free environments. All tobacco products (including cigarettes, chewing tobacco, etc), tobacco paraphernalia (including water pipes, hookah pipes, etc.), and e-cigarettes are prohibited within the Residence Halls and within the immediate vicinity of all Residence Halls. As of 8/1/12, Southeastern Oklahoma State University became a tobacco-free campus. Use of any tobacco products is prohibited anywhere on campus. As of 1/1/14 the use of electronic cigarettes were also prohibited on campus at SE. The use or possession of any of these products is prohibited in all Residence Halls and the immediate vicinity (50 feet) of all Residence Halls. See also “candles” and “open flames”.
- tt. University ID: All residents are expected to carry their student ID with them at all times, and must produce it when requested by any university official, including Residence Hall staff (RAs, RHDs, ARHDs, DHRL, and of course, police officers.) Residents are also expected to always bring their ID card to the café or face being denied access.
- uu. Use of Grounds and Facilities: The lawns and recreation areas around the buildings are part of the community living environment. You are expected to care for them just as you would your Residence Hall room, suite, or common area (or, for that matter, your home). Residents often gather formally and informally in these areas for picnics, sports, or other social events. If damage to the grounds or facilities occurs, such as broken windows, those involved may be held responsible for repairing the damage.
- vv. Visitors: See “Guests”.
- ww. Weapons: The possession or firing of firearms, fireworks, explosives or weapons, or facsimiles of weapons (such as pellet guns, etc), including but not limited to bows, knives, or guns, by students is prohibited in or around any Residence Hall.
- xx. Windows: Nothing may be hung from any university Residence Hall windows, nor displayed outward from the window. Nothing may be shot out of, dropped out of, or thrown out of any Residence Hall windows. Students may not enter or exit the Residence Hall through windows, nor pass any items in and out of the Residence Hall through the windows. Where screens are present, they are to be maintained in place and never removed from the windows. Housing & Residence Life staff are authorized to require residents (especially those in North Hall) to close windows when trying to regulate the airflow.

VII. Residence Hall Student Conduct Procedures:

- a. The Resident Student Handbook, RH Agreement Terms & Conditions, the SE Student Handbook, SE Computer & Internet Use (IT) Policies and Procedures, as well as all local, state and federal laws, are all made a part of the Resident Student Handbook/Policies. Additionally, any additional material or Residence Hall Handbook updates posted (in the halls and/or on the Housing & Residence Life webpage) or emails sent by any Housing & Residence Life staff are also made part of the RH Agreement. Violations of any of the

above are considered a breach on the part of the student. Therefore, in response to policy violations, the HRL staff (usually the RHD and/or the DHRL) is authorized to make determinations regarding a cancellation of the RH Agreement (under such conditions, the student is considered to have breached the agreement and the Terms and Conditions for cancellation apply), mandated relocation to a different room or Residence Hall, as well as additional penalties and sanctions that may include, but are not limited to: imposing of behavioral contract, community service, research and reporting, compulsory attendance at events, programming, restitution or special fees.

- b. Resident Student Conduct cases:
  - i. After initial review of the case, the DHRL will assign the case to a designated conduct officer for the university. Resident student conduct cases are typically seen by a designated Conduct Officer, which may include the RHD or the ARHD. However, the University reserves the right to also assign some cases to the DHRL, the Dean of Students or the Chief Conduct Officer, in lieu of or in addition to meeting with a HRL conduct officer.
  - ii. The following procedures will be used in all cases referred to the DHRL.
    1. All written communication regarding student conduct in the Residence Halls will be made using the SE student email account. At the discretion of the DHRL or the appointed conduct officer, additional methods may be used. The student is responsible for checking student email.
    2. Investigation and Summons: The designated conduct officer will review the report and investigate any alleged violation of published University policy. The conduct officer may discuss, consult, or advice with the individuals involved and they shall attend such meetings as requested. Failure to report to a requested meeting may be considered an additional violation and may result in increased penalties and/or sanctions, and/or may result in the case being adjudicated without the input of the student.
    3. Opportunity to respond: The accused student will be notified of a hearing appointment during which the conduct officer will explain to the student the alleged violation of policy and will provide the student with an opportunity to respond to the charges, and will give the student the opportunity to present evidence or comment on any facts bearing on the alleged violations. Students who refuse or who remain silent will be viewed as entering a state of “no contest”. Students who fail to attend the meeting may also be viewed as having entered a statement of “no contest,” and the conduct officer may render a decision without the input of the accused student.
    4. Administrative review: After a fair and impartial assessment, based on the evidence presented, which will include the opportunity for the accused student to present evidence, the designated conduct officer or entity will make a reasonable determination of whether a published university policy was violated. If the officer/entity determines that a university policy has been violated, he/she/it will impose the appropriate disciplinary penalty.
    5. Appeals of decisions
      - a. For cases that receive a sanction of Termination of the Residence Hall Agreement that are initially made by a RHD or

ARHD, students may request an appeal to that decision. The appeal must be made in writing within 1 business day of the decision. The appeal must be submitted to the DHRL.

- b. In order to request an appeal, the student must submit a written appeal letter to be received by the DHRL within 1 business day of the (written or verbal) communication of sanctions by the designated conduct officer. The DHRL will review the case (which may or may not include a meeting with the student) within 6 business days of receipt of the written request. The DHRL (or, in some case, the Dean of Student Affairs or Chief Conduct Officer) will make a determination to uphold the decision of the designated conduct officer or will modify the sanctions and provide written notification via the SE student email account, to the student within 10 business days of receipt of the request for review. **The decision of the DHRL (Dean of Student Affairs or Chief Conduct Officer) is considered final on all matters of resident student conduct.** In addition, the DHRL may refer all or part of the student's case directly to the Dean of Student Affairs or the Chief Conduct Officer, at any time.
- c. In the case where the DHRL (Dean of Student Affairs or the Chief Conduct Officer) is the initial hearing officer, and a determination for termination of the Residence Hall Agreement is made, that decision is also considered final, and is not appealable.
- d. All other sanctions, including, but not limited to: Residence Hall Probation, Relocation to another room or hall, community service, learning outcomes, reflections papers, referrals to various campus or off-campus services, mandated participating in groups or activities, etc. imposed by the conduct officer, will be considered final, and will be made part of that student's RH Agreement Terms & Conditions.
- e. In cases of Termination of the RH Agreement, the student may be required to immediately vacate the Residence Hall and return any keys issued until such time as a final determination is rendered. Upon final determination, if the decision to Terminate the RH Agreement is made, the student may be required to vacate immediately and/or may be given up to 72 hours to vacate the premises. In such cases, the student will also be banned from all Residence Halls.

**Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Claire Stubblefield, Office of Equity, Compliance and Diversity, 580-745-3090 FAX 580-745-7448, mdavis@se.edu.**

**Any student needing special accommodations due to a disability should contact the Coordinator for Disability Services, GDJ Student Union, Suite 328 or call (580) 745–2392 (TDD# 745–2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator.**