**SE Residence Hall Policies**

**& Other Information**

(formerly Resident Student Handbook)

## I. Welcome & Purpose of This Handbook

Welcome to the Southeastern Oklahoma State University residential community! This document provides general information on SE Residence Halls, the Housing & Residence Life department and Residence Hall Community Standards. It is designed to help everyone understand the expectations, policies, and resources that guide our shared life on campus, and reflects our commitment to fostering a community grounded in personal responsibility, development and academic engagement. ***Get involved. Meet your neighbors. Make a difference! This is your year!***

## II. Southeastern Oklahoma State University Mission

Southeastern Oklahoma State University (SE) provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs and experiences, students will develop skills and habits that will promote values for career preparation, responsible citizenship, and lifelong learning.

## III. SE Housing & Residence Life Mission and Goals

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 value the individuality of each student, and the diversity reflected within our community.

Goals of the Department of Housing & Residence Life:

1. Residence Hall programs strive to create communities in which all members are engaged and feel welcomed and valued.
2. Residence Hall programs will enhance the personal growth and development of students.
3. Residence Hall programs will support the Academic Mission of the University.
4. Residence Hall programs will encourage active citizenship and civic engagement.
5. 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.
6. The Housing & Residence Life Department maintains a commitment to advocating for the individual needs of each resident student as well as the collective needs and concerns of the residential community.
7. Well trained and qualified staff will be a foundation of the residential program.

## IV. Community Living Philosophy

The Southeastern community is built upon the foundation of shared responsibility and mutual respect. Community living on campus is a vital part of the university experience, offering opportunities for personal development, academic excellence and leadership. Our policies and community standards are not just rules—they are commitments we make to each other to ensure an environment where everyone can flourish. We believe in empowering students to be active contributors to a vibrant and engaged community.

Policies and decisions within the residence halls will be guided by the SE Housing & Residence Life (HRL) Mission and Goals. In situations not explicitly addressed by this document, the SE Housing Contract Terms and Conditions, the SE Student Handbook and Code of Conduct, or applicable laws, resolution will generally be based on alignment with the HRL Department’s Mission and Goals. Residents are encouraged to reflect on their behavior in light of these principles, as actions inconsistent with them may be considered general residence hall misconduct and subject to disciplinary action

# V. HRL Staff

**Director of Housing & Residence Life (DHRL):** The DHRL serves as the Senior Housing Officer (SHO) for the University and is responsible for the overall leadership and administration of the Housing & Residence Life program. This role provides direct and indirect supervision of all Housing & Residence Life staff and oversees the management, operations, and strategic direction of the residence halls. The Director reports to the Vice President for Student Affairs and works collaboratively with campus partners to support student success and foster residential experience focused on learning and development.

**Residence Hall Directors (RHDs):** RHDs are full-time professional staff members who typically hold, or are pursuing, a master’s degree and bring significant experience in university housing, student affairs, or student development. Each RHD lives in their assigned residence hall and is responsible for supervising hall staff, overseeing programming, room assignments, community standards, damage billing, and general facility management. RHDs work closely with the Director of Housing & Residence Life and maintain a flexible schedule to meet the varied demands of their role. Office hours are posted at each RHD's office, and they also assist in the main Housing Office.

**Assistant Residence Hall Directors (ARHDs):** ARHDs support RHDs in managing and supervising designated residence halls. They are typically upper-division undergraduates or graduate students with prior residence life experience. Many are currently enrolled in, or planning to pursue, graduate programs. ARHDs assist with community development, staff supervision, and administrative tasks.

**Housing Operations Coordinator (HOC):** The HOC is an administrative staff person who works with the Director to implement operations that include the housing portal, assignment process, room change and selection, and similar operations within the department. The HOC plays a key role in the smooth operation of the department!

**HRL Administrative Assistant (AA):**
The AA is a critical part of the successful department function and is ‘the glue that holds it all together’ so to speak. The AA supports the efforts of all department staff and holds primary responsibility for a the HRL Main Office operations, working closely with the DHRL and the HOC to support all department operations.

**Lead Resident Assistants (LRAs):**
LRAs are seasoned RAs recognized for outstanding performance. In addition to supporting their own communities, they assist with mentoring RA staff and completing administrative duties. LRAs may also act as liaisons between student staff and professional staff. They may occasionally serve in a professional staff designee capacity.

**Resident Assistants (RAs):**
RAs are upper-class student leaders who live in the residence halls and serve as key resources for their peers. They receive extensive training in crisis response, conflict mediation, communication, policy enforcement, community development, and campus resource referral. RAs are often the first point of contact for residents experiencing challenges in their living environment.

**Desk Clerks (DCs):**
DCs are student employees who work at the Housing & Residence Life and residence hall front desks. They are trained in HRL policies and procedures and provide general information, support, and referrals to residents and guests.

**Residential Community Leaders (RCLs):**
RCLs are student leaders who live on campus and promote student engagement and community development. They work closely with the Residence Hall Association to support programming, enhance residential life, and advocate for resident needs and concerns.

**24/7/365 Supervisory Coverage:**
There is always a member of the Housing & Residence Life Supervisory Staff on-call, 24 hours a day, 365 days a year. The on-call schedule is available at the Housing & Residence Life Office and through Campus Police. For after-hours needs, contact the Professional On-Call at (**580) 380-7460**. For urgent issues during business hours, contact the main Residence Life Office at (**580) 745-2948**.

# VI. Housing & Residence Life Services

* **Basic Services**
	+ **Cable TV:** Cable TV is available in shared spaces like lounges, but not in individual rooms or suites. (You may be able to purchase such services from a local vendor.)
	+ **Internet Access:** All rooms have access to high-speed Wi-Fi. If you’re having problems with your WiFi, reach out to the SE Help Desk.
	+ **Laundry Rooms:** There’s a campus laundromat located in the basement of the University Center (north of North Hall), with washers and dryers that use app payments. If you live in Shearer Hall & Suites, each floor has its own laundry room in the center of the building.
	+ **Wi-Fi** is provided in all Residence Halls. Access Wi-Fi by selecting the network that is closest to your location (hall/floor). Sign in using University credentials. (You may have to register devices.) If you cannot connect Contact the SE Help Desk.
* **Reporting Concerns About Someone’s Behavior?**
	+ **Emergency?**
	Call SE Campus Police right away at (**580) 745-2727**.
	+ **Not an Emergency, But Something’s Off?**
	Talk to your **RA** or **RHD**. They’re trained to help with roommate/suitemate concerns or guest behavior.
	+ After hours?
		- **RA On-Call** for Shearer & North Hall: (580) 579-1292
		- **RA On-Call** for Choctaw & Chickasaw Halls: (580) 579-1286
		- If you cannot reach an RA, call **HRL Pro Staff On-Call** at (580) 380-7460
* **Want to Report Something Online and/or confidentially (please still contact Campus Police for all emergencies)?**
	+ Fill out an incident report through SE’s website:
	+ Go to [www.se.edu](http://www.se.edu)
	+ Click on **Current Students**
	+ Scroll to **“Incident Reporting Document”** under Campus Resources
* **Need Help Other Help During the Day?**
	+ Call the **HRL Office** at (**580) 745-2948**
	+ After hours, call RA On-Call
* **Maintenance Requests**
	+ **Emergency Repairs:** These are problems that place people or the facility at risk, such as large and significant water leaks, broken glass, sparking outlet, unsecured door, please contact us immediately.
		- **During the day (8am to 5pm):** (580) 745-2948
		- **After hours:** (580) 380-7460
* **Routine Repairs:** These are less urgent things, for example, a light that’s out, loose doorknob, broken blinds, a slow drip leak or AC not working. Report through the Housing Portal:
	+ log into the **SE Housing Portal**
	+ **Select** the **Room Maintenance** tab from the toolbar (or select the 3-bar menu then select this option)
	+ **Submit your request.**
	+ You may **sign back in to the Housing Portal to see updates** to your request.
	+ If you do not see any **updates within 1 week**, please contact Housing & Residence Life.
	+ Be aware that **maintenance staff will key into your room/suite if no one is present in order to investigate/complete repairs**. You can check the status of your maintenance request in the SE Housing Portal, to see if any action has been taken. SE maintenance staff will always come in pairs, so there should never be only one staff member in an occupied room/suite.
* **Heads up:** Don’t try to fix things yourself. You could make it worse—and might get charged for damages. (**Students, or their guests, are not authorized to make any maintenance repairs**, other than simple items like using a plunger to unclog a toilet, highly recommended in Shearer Hall).
* **Toilet & Sink Clogs:** Most clogs happen because too much is flushed, or stuff goes down the drain that shouldn’t (like wipes, food, q-tips, or too much hair). Before calling for help, **try using a plunger**—staff can provide one if you don’t have it. If a clog causes a mess and it’s something that could have been avoided (including inappropriate items being flushed), you may be responsible for the repair/cleanup charges. So, do not flush anything that should not be flushed down a toilet or drain.
* **NOTE: Big repairs that need outside contractors** may take more time and could mean a temporary or permanent room change.

# VII. Safety & Security

**As a resident within the SE Residential Community, you have agreed to the responsibility for yourself, your fellow students and the Residence Hall.** By signing your Housing Contract and living in the SE residence halls, you agree to take part in keeping our community safe. Actions that put others at risk, such as propping doors, entering rooms without permission, or tampering with fire and safety equipment, could lead to serious consequences, including:

* Contract termination
* Damage or restitution billing
* Fines and/or other disciplinary action

**Building Security**

* **Door Locking**: Exterior hall doors stay locked 24/7 (except during authorized move-in/out times). Always carry your key.
* **No Propping Doors**: Don’t wedge doors open—ever. Propping external or hallway doors is considered tampering with safety equipment. If unlocked, report it right away.
* **No Tailgating**: Only let people you know into the building. Don’t let strangers in behind you.
* **Room Access**: Only enter spaces assigned to you. Suite living rooms, kitchenette and bathrooms are usually shared but **never enter a vacant bedroom**. (Entering a vacant room that is not assigned to you is considered unauthorized access.)
* **Windows & Exits**: Don’t leave windows open or block walkways and exits. Do not use windows as a means of entry/exit (except in an emergency).

**Report Hazards**

If you see hazards like broken glass, non-functioning hallway lights, or other safety and security risks, report them ASAP.
As a member of the residential community**, it is everyone’s shared responsibility to help maintain as safe an environment as possible**.

**Health & Accidents**

* **Wellness Center**: Located in GDJ Student Union (2nd floor)—free check-ups covered by fees.
* **Emergencies**: Dial (**580) 745‑2727** to reach SE Campus Police.

**Fire & Emergency Evacuation**

* **Fire alarms**—Always treat all fire alarms as a real fire and evacuate immediately!
	+ Wear a coat and shoes and carry a towel.
	+ Close windows and leave lights on in the room.
	+ Take the room key. Leave the door closed and walk - DO NOT RUN - to exit.
	+ If smoke is encountered, STAY LOW for air.
	+ DO NOT USE AN ELEVATOR.
	+ If you require assistance 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.
	+ Proceed to the gathering location designated for your Residence Hall. (Learn the gathering location for your building!) **Do not walk in or stand in the middle of the road**, as this is where the emergency personnel will need to drive to respond.
	+ Always comply with the directions of HRL and emergency personnel.

 **Severe Weather**

* **Stay Updated**: Use phone alerts, NOAA radio, or the university’s updates, when available. To sign up for campus alerts, follow this link: <https://www.se.edu/se-alert-system/>.
* **Tornado Warning/Sirens**: *Take cover immediately.* Tornado shelters can be found below (additional locations are listed here <https://www.se.edu/public-safety/storm-shelters/> ). Some locations closer to Residence Halls include Morrison Hall basement, Fine Arts Little Theatre (designated ADA shelter location), Visiting Team Locker Room (under the Home Bleachers at the Football field) which is located just east of Shearer Hall & Suites).
	+ 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.
	+ If you need assistance, please contact the SE Police at (580) 745-2727.
	+ When assembled in a shelter area,
		- FOLLOW THE DIRECTIONS OF STAFF and EMERGENCY PERSONELL.
		- Sit on the floor with your back to the wall or in a central portion of the room. Stay away from windows and doors.
		- If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands for protection.
	+ Smoking is not permitted in shelter areas.
	+ **Note**: Weather sirens are occasionally tested. Testing is usually announced in advance (check your email) and is not conducted if there is a risk of severe weather.

**Health & Safety Inspections (HSIs):** Health & Safety Inspections (HSIs) are periodically scheduled for all SE Residence Hall Rooms. These are typically scheduled on a monthly and/or as needed basis. The schedule for HSIs is usually emailed to all Residents at the beginning of each semester. If you do not receive an email or have forgotten, ask your RA when HSIs for your Residence Hall are scheduled. (They can usually provide the week each month that HSIs are scheduled for your hall.)

* During HSIs, HRL staff enter rooms (keying in, if no resident is present to open the door) in pairs to conduct an inspection of the room.
* The purpose of the inspection is to look for any issues that might pose a risk to residents and/or the facilities. Issues of concern include, but are not limited to, ensuring that smoke detectors are connected and appear to be operational, leaks and other forms of significant facility needs/damage, unhygienic room condition (including excess trash and/or food containers, uncleaned spills, caked on food messes in the microwave or refrigerators in SHS, bathrooms/showers that are not clean and/or have mildew, etc.), sufficient egress (must have a 3-foot wide path to the door), and blocked (items within 3 feet) HVAC units in Choctaw/Chickasaw Halls.
* When conducting HSIs, HRL staff will knock on doors, and if no one responds, they will key into the room. Inside the rooms, HRL staff will inspect all visible spaces, under any sinks (which may mean opening bathroom or SHS kitchen cabinets under sinks).
* During this routine task, should staff see any policy violations, they are required to address them. This may include the removal of prohibited items. Paying attention to the posted/emailed HSI schedule and taking the time to ensure that your room/suite is in an acceptable condition reduces the likelihood that you may receive policy violation documentation or another administrative follow up.

**Prohibited Items**

During inspections or visits, staff may remove unsafe or prohibited items like:

* Unauthorized appliances
* Candles, smoking/vaping products, alcohol
* Anything else deemed unsafe

**Procedure**: The item will be removed and stored for up to one month. You must agree not to bring it back. You may request the prohibited item back by appointment with the RHD/ARHD of the Residence Hall in which you reside. Possessing prohibiting items in your assigned room/suite is considered a policy violation and is subject to fines and/or additional sanctions.

**Note**: Alcohol may be discarded (by HRL staff or if present, a resident may be asked to discard it by pouring it down a drain). Illegal items are turned over to SE Campus Police.

**Sprinkler Safety**

* Never hang anything from sprinkler heads or paint over them.
* Keep at least 18 inches clear around them.
* Damaging or triggering sprinklers—even by mistake—can result in significant costs related to damage/repair/replacement, in addition to fines, disciplinary action, and possible contract termination.

**Tampering with Safety Equipment**

Touching, removing, or any form of tampering with any fire and/or safety device—smoke detectors, alarm systems, sprinklers, fire extinguishers, locked external or hallway doors —can result in:

* University sanctions and/or fines
* Possible contract termination
* Legal penalties

**Security Cameras**

There are cameras in common areas to help ensure safety. Tampering with these cameras is against policy and may incur disciplinary action.

**Room Entry by Staff**

Staff may enter your room for:

* Health & welfare, safety, maintenance, or policy reasons
* Pre-scheduled inspections, usually with 24-hour notice, when possible. (HRL &/or maintenance staff usually inspect rooms at the end of each semester and during scheduled HSIs. This document is considered notification for these procedures.)
* Emergencies

You may request to see ID when they enter. Afterward, if no residents are present and it was not a scheduled inspection a room-entry form will be left. (When residents are notified of room entry via email/posted fliers, room entry forms will not be used. When maintenance is requested by a resident, room entry forms may not be left, but the resident can check in the Housing Portal to see if maintenance staff entered their room/suite.)

**Holiday Decorations:** Because of the extreme fire danger present with decorations during the holiday season, please note the following rules for everyone’s safety:

* Live Christmas trees or live cut greenery are not 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.

**Loss or Damage to Personal Property**:

* The most frequently reported crime on campus is a result of a failure to secure a room or car doors. Residents are urged to always lock their car and room doors.
* The University cannot be responsible for any damage or loss of personal property due to fire, facility failure, severe weather, or theft.

# VIII. Policies (A to Z): Your Responsibility to Know

As a resident, you are responsible for knowing and following all policies and procedures found in:

* Resident Student Handbook
* SE Student Handbook
* SE Housing Contract Terms & Conditions
* Additional notices from Housing & Residence Life (emails, social media, website updates, monitor/poster notices).

You are expected to monitor your SE student email for important information related to changes in policy, contract Terms & Conditions, Check-Out Procedures, Room Entry & Maintenance Repairs that might impact you, and other important information. **SE HRL uses your SE student email for important official communication.** It is your responsibility to ensure that your SE Email account accepts emails from SE Housing & Residence Life. You are also expected to periodically check your spam/junk email to ensure that important notifications are not going to your spam/junk folders.

This list of policies is not exhaustive. Any behavior that violates the mission and goals of Housing & Residence Life (HRL) or the SE Student Code of Conduct, even if not explicitly listed, may result in conduct action. Students involved in off-campus incidents or arrests may face disciplinary action.

## Policies A to Z

* 1. **Air Vent & Air Conditioner Blockage**: The air vents or air conditioners located in rooms require and/or provide air circulation. Residents must maintain a 3’ open space around the HVAC units in Choctaw and Chickasaw Hall. 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 if you block your air vent. Residents who block vents or air conditioner units will be subject to disciplinary sanctions, including fines.
	2. **Alcohol**: The consumption or possession of any 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 against policy. The University is authorized to develop and implement a policy regulating the consumption of alcohol at officially sponsored events. All Residence Halls are maintained as alcohol-free environments. Alcohol and alcohol containers (including empty containers or those deemed to be “decorative”) are prohibited in all SE Residence Halls. Residents are expected to comply with the laws of the state of Oklahoma and the policies of the University regarding the use or possession of alcoholic beverages and other drugs. On-or off-campus consumption of alcohol by a minor violates local/state/federal law and is considered a policy violation.
	3. **Animals in Campus Housing**: Resident students are permitted to have legal fish in a tank not to exceed 10 gallons. Only one tank is permitted per room, aquariums must be properly maintained, and fish must be properly cared for. Fish that are dangerous or harmful to humans and are prohibited by state or federal laws are not permitted. Residents who choose to have fish are required to always care for their fish properly, including planning for their care during breaks and intersessions. Students are not permitted to have any other animals in 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, turtles, lizards, geckos, etc.)
		1. 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 assessments for damages, cleanup, etc.
		2. 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.
		3. **Support Animals** (AKA Emotional Support Animals, Comfort Animals, or Assistance Animals) must have written authorization from the Coordinator of Disability Services before bringing the animal into any SE Residence Hall. **SE’s policies regarding service and support animals can be found in the SE Civil Rights Policy for the Campus Community document, which can be found at the following site:** <https://www.se.edu/civil-rights-title-ix/> **.** Failure to obtain written authorization prior to brining any animal in the Residence Hall is considered a policy violation. **Policies on animals in the Residence Halls will be diligently enforced.**
	4. **Audio Recording and Videotaping**: Photographing, videotaping, filming, digitally recording, installing RingTM doorbell (systems and other similar external camera and monitoring systems) or by any other means, secretly viewing, another person without that person’s consent in any location where the person has a reasonable expectation of privacy or in a manner that violates a reasonable expectation of privacy is prohibited in all SE Residence Halls. (This excludes lawful security surveillance filming, Police “body cameras,” or recording that is authorized by law enforcement or by DHRL. All Residence Halls have video cameras in some designated common area locations in the Residence Halls.)
	5. **Bicycles: Bicycles must 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 have a private room or your roommate agrees, and the bike does not impede egress). For safety, bicycles may not be kept in stairways, hallways, lounges, or other common areas in the Residence Hall. Bicycles and similar items (roller blades/skateboards) may not be ridden in the halls. At no time are motorcycles, mopeds, or other vehicles permitted in the Residence Halls. Bicycles that are left in the bike racks in the vicinity of Residence Halls, must have the SE bicycle registration decal displayed. Bike racks at the Residence Halls are maintained for the use of resident students. Bikes that lack an SE Bicycle registration decal and/or whose owner is not a resident of the building, will be considered abandoned and may be confiscated/discarded by the Housing & Residence Life Department.
	6. **Café Etiquette**: Residents (and guests of residents) are expected to conform to a standard of behavior that is consistent with the standard of behavior in any restaurant while using the University Café, Magnolia Eatery (Grill), and Einstein Bros. Bagelry. These standards include, but are not limited to wearing shoes and shirts, prohibited disruptive behavior (such as loud noise or talking) that negatively impacts other diners, foul language that can be overheard by diners at other tables is prohibited, removal of property (such as cups, silverware, etc.) from the café is considered theft and all diners are expected to comply with the directives of cafeteria staff (and/or other University officials, including HRL staff) in the University dining facilities. 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 scan/pay for two meals. (Reminder: there is an additional fee for the “to go” containers.) Additional expectations may apply.
	7. **Candles**: See “Open Flames” Note, the only decorative candles that are permitted within the Residence Halls are those that have either never been burned or those whose wick has been entirely removed.
	8. **Cigarettes**: Cigarettes, cigars, pipes, chewing tobacco, e-cigarettes/vapes, and all associated paraphernalia are prohibited in all Residence Halls.
	9. **Community Area Management**: Community areas (shared lobbies, lounges, hallways, stairways, bathrooms, and the immediate exterior of the Residence Halls) are maintained for the enjoyment and use of all residents of the designated community. Residents may not leave any personal items outside of their assigned room or suite (including shoes, welcome mats, etc.) unless they have received written approval from the DHRL. All furniture and equipment in the common areas is considered University property and is intended for the use of all community members. Removal of any furniture or equipment from the community area to a personal room or suite is considered theft. 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.
	10. **Compliance with University Officials:** HRL staff (including Residence Hall Directors, Assistant Residence Hall Directors, Resident Assistants, Desk Clerks, etc.), SE Campus Police Officers, and other University staff are considered University Officials. All students, residents, and residents’ guests are expected to comply with the directions given by HRL staff (including RAs), Campus Police, or other University Officials. Failure to do so is considered a failure to comply with a University Official.
	11. **Computer & Internet Usage**: University policies regarding computer and internet usage can be found on the SE website and are made a part of the Resident Student policies.
	12. **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 are forbidden. Marijuana is prohibited in all SE Residence Halls, regardless of whether an individual has a legal prescription for use.
	13. **Courtesy Hours**: Residents are always expected to be courteous to other individuals living in their residential community and to comply with requests of community members to reduce noise levels, regardless of the time. Noise that disrupts the academic mission of other resident students is subject to courtesy hour expectations. Any noise that can be overheard outside of the individual unit is subject to courtesy hours.
	14. **Drugs**: See “controlled substances”, “marijuana” and “alcohol”.
	15. **Electrical Appliances:** Except for Coffee Pots, Hot Pots, and microwaves, cooking appliances are prohibited in Choctaw, Chickasaw and North Halls. A detailed list of appliances approved for Shearer Hall may be found on the website at [www.se.edu/hrl](http://www.se.edu/hrl) under the Resident Forms & Documents tab, found at the bottom of the webpage. Additional electrical appliances/items prohibited in all Residence Halls include (but are 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 similar items. Residents are expected to periodically inspect all cords and appliances for cracks or other defects, and to be aware that overloading an electric circuit with too many appliances can cause the breakers to shut off. 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 appliances.
	16. **Electrical Cords**: Extension cords are prohibited in Residence Halls.
	17. **Eligibility for Housing:** To be eligible for campus housing, an individual must be an enrolled student at Southeastern Oklahoma State University and attend classes in at least 6 undergraduate or 3 graduate hours during the Academic Year and 3 undergraduate/graduate hours during the summer session or have written approval from the DHRL.
	18. **Financial responsibility:** Failure to satisfy the financial obligation accrued under the Terms and Conditions of the Housing Contract may result in denial of permission to enroll and/or issuance of transcripts, pursuant to SE rules and regulations governing the imposition of these sanctions, denial and/or restricted access to his/her assigned living accommodation and termination of the Housing Contract. (For additional details see the Housing Contract Terms & Conditions, which are considered a part of this document.)
	19. **Firearms, Fireworks and Explosives**: See “Weapons”. See also “Flammable materials”.
	20. **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 forbidden. Please see the “candle” and “open flame” policies for additional information.
	21. **Furniture and other University Owned Equipment**: Each “bedspace” in the Residence Hall rooms is assigned an extra-long (80”) twin bed, dresser, desk, and desk chair in each bedroom. Some rooms (Shearer Hall 1st floor and some rooms in Choctaw & Chickasaw Hall also have a bookshelf. In Shearer Hall on the 1st floor, the bookshelves are easily moved within the room by the resident. Where found in Chickasaw Halls (usually this will be on the 1st, 6th, 7th, or 8th floors) the bookshelves are attached to the wall and may not be moved by the residents. In Shearer Hall, the living room is assigned a couch, chair, coffee table and end table. Common areas, including lounges, lobbies, meeting/student rooms, etc. have a variety of couches, chairs, tables, etc.

Any University owned furniture or equipment (including common area furniture and items from the cafeteria) is intended to remain in the assigned space (either within the student room/suite or in the common area location). Residents are not authorized to remove any furniture from their assigned room/suite and are not authorized to move furniture from common areas into their assigned room/suite. Possessing University owned furniture/equipment that is not issued to the assigned room/space or having assigned furniture missing or damaged is considered a policy violation, could be considered theft and/or vandalism, and is subject to disciplinary action and/or additional charges/fines.

* 1. **General Misconduct**: Any behavior explicitly stated or generally implied by the Resident Student Handbook or SE Student Code of Conduct, the Housing Contract Terms & Conditions, or any local, state, or federal laws, and/or 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.
	2. **Guests**: Any individual that is not contracted to live in University Housing (excluding SE employees executing official duties in the Residence Hall) is considered a guest. All guests must be accompanied 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 during intersessions. During the regular Academic Year, 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 nights. 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 visit overnight in the Residence Halls unless they have prior WRITTEN approval from the DHRL. This includes the children of resident students. Residents are permitted to have overnight guests with prior written approval of the RHD. To receive approval, residents must complete an overnight guest registration form (which may be obtained in the Housing & Residence Life Office or online at [www.se.edu/hrl](http://www.se.edu/hrl), scroll down to Resident Forms & Documents), which requires the written consent of all roommates and suitemates, as well as the RA/RHD. The form must be complete and submitted to the RHD at least one business day prior to the visit date. Overnight guests must always remain in the company of the resident 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 2 guests per resident at any time.
	3. **Guns:** See “weapons.”
	4. **Holiday Decorations:** Because of the extreme fire danger present with decorations during the holiday season, please note the following rules for everyone’s safety:
		1. Live Christmas trees or live cut greenery are not permitted in individual rooms, floor/hall lounges, or corridors.
		2. Noncombustible materials and UL approved electrical wiring are permitted in the rooms.
		3. Decorations may be left in rooms or common areas unless the area will be vacated for an extended period.
	5. **Hoverboards** (aka Smart Boards or Balance Boards): Hoverboards (smart board/balance boards) are not permitted in university housing and residential facilities. Regular skateboards are permitted, but they may not be used inside the Residence Hall, or outside in the immediate vicinity of the Residence Hall.
	6. **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, contact HRL. Lost keys will result in a significant charge. Residents are expected to always carry their key with them. Fines may be imposed for students who lock themselves out of their room/suite/hall.
	7. **Laser pointers:** The use of any laser pointers, in any form, is prohibited inside and in the immediate vicinity of any SE residence Hall.
	8. **Marijuana/Cannabis:** Marijuana (in any form) is prohibited in all SE Residence Halls, regardless of whether an individual has a legal prescription for use.
	9. **Microwaves and Refrigerators:** Microwaves and refrigerators are considered “large appliances.” Up to 2 large appliances (regular microwaves, mini fridges, or microfridge units) per room are permitted. Student’s mini refrigerators may not exceed 3.5 cubic feet in size. (See also refrigerator info.). Large appliances must be plugged directly into the wall socket.
	10. **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. E-cigarettes/vapes are also prohibited within the Residence Halls or within 50 feet of the Residence Halls. 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. See also “Cigarettes” and “Tobacco-Free Residence Halls.” Candles, incense, kerosene lamps, any open flames, and any flammable liquid fueled devices are prohibited in the Residence Halls. See also “open flames.”
	11. **Paint and Pellet Guns**: See “Weapons”.
	12. **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. Posted “Authorized parking only” spaces located in the immediate vicinity of Residence Halls for exclusive use of live-in Professional Staff (RHDs, ARHDs and other HRL Administrative staff) along with other authorized University personnel who are required to respond quickly in an emergency or crisis (such as the DHRL, Dean of Students, Director of Student Wellness Services, etc.) Authorized personnel are issued an HRL authorized parking decal by the DHRL. 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 student conduct and other sanctions. Additionally, SE has a primarily one tiered parking design. Most lots are intended for use by all faculty, students, and staff. No lots are specifically reserved for any subgroup of individuals (except for the faculty staff paid lot on Dunlop/Montgomery Street.) Bicycles must be registered (see “Bicycles”).
	13. **Pets**: See “Animals in Campus Housing”.
	14. **Policy Revisions** for Individual Residential Communities: Residential communities are encouraged to request additions/deletions/or modifications to the policies by secret vote after thorough discussion. Such recommendations must be endorsed by the Hall Council (and, when applicable, 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 a 2/3 majority and posted prominently. The DHRL reserves final approval authority for all policies.
	15. **Posting Fliers**: Housing & Residence Life staff maintain bulletin boards within the Residence Halls. All fliers that are not created by HRL staff must be approved by the Office for Student Life prior to posting. Individuals or organizations that wish to post fliers in the Residence Halls are encouraged to communicate with the DHRL, and to leave an appropriate number of OSL stamped 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 OSL **and** DHRL/RHD.
	16. **Practical Jokes**: Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase the noise level, disturb non-involved residents, and interfere with the academic pursuits of other community members. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken.
	17. **Presence during policy violations**: 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.
	18. **Property Insurance:** The University does not carry personal property insurance for residents’ 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 damage that occurs in their assigned room, suite, or hall. This includes any common area damages. When identified, the person(s) responsible for the damage in the room(s) or public areas will be billed for the cost of repair/replacement.
	19. **Quiet Hours:** Quiet hours for all halls, and the immediate vicinity of the Residence Halls, are designated as 10 p.m. – 10 a.m., unless the community has taken steps to modify quiet hours, (including receiving written approval for the modification from the DHRL. See also “Policy Revisions”) Any noise that can be heard outside of the student’s room or suite, including music, base, voices, banging, etc. during designated quiet hours is considered a violation of quiet hours. (On occasion, the DHRL may approve extended hours for programs. Such authorization will be made in writing and will be posted in advance of the event.)
	20. **Refrigerators and Microwaves**: Microwaves and “mini” refrigerators are considered “large appliances.” Up to 2 large appliances (microwaves, mini refrigerators, or microfridge units) per room are permitted. Other than the refrigerators that come in SHS rooms, student refrigerators may not exceed 3.5 cubic feet. A total of two large appliances is permitted in each room. Residents are strongly encouraged to clean and thaw all the refrigerators during breaks (or periods of extended absence). Refrigerators may be left plugged in and running during breaks. However, the University is not responsible for the loss of items due to power outages. Students are responsible for any damage caused by leaks from defrosting refrigerators and for any related cleaning and disposal of perishable items.
	21. **RingTM doorbell systems** (and similar devices): Refer to “Audio & Video recording.”
	22. **Restitution**: Students may be asked to make restitution for their damaging actions if deemed necessary by HRL staff or Conduct Officer. Examples of destructive behavior that may result in a student being assessed restitution fees include damages to property, stolen items, disruption in services, damage caused by leaks due to improper use or care of toilets, sinks, showers, refrigerators, aquariums, etc. in his/her room, and damages incurred in other rooms or the community areas, including the floor lobby, main lobby, elevators, porches, and bathrooms. All residents share responsibility for common areas.
	23. **Roofs**: Residents are not permitted on any roofs.
	24. **Room Consolidation**: During the first 8 weeks of each semester, students may be reassigned to a different room or may receive new roommates/suitemates, as 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, and 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.
	25. **Screens**: Except in an emergency, screens are not to be removed from the windows for any reason. See also “Windows.” Windows are not to be used for entry/exit (except in emergencies) or transporting personal items.
	26. **Smoking:** The use or possession of any tobacco product is prohibited in all Residence Halls. The use of cigarettes, E-cigarettes/Vapes and other tobacco products is prohibited on campus. (See also “Tobacco Free” policy.)
	27. **Solicitation**: 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. This policy excludes normal informational distribution regarding policies, concerns, programs, etc. that HRL distributes in the Residence Hall. Organizations wishing to post fliers must provide the flier (pre-stamped by the Office of Student Life) to HRL Office, which will then be distributed by HRL staff in appropriate locations. Each Residence Hall will have a designated community bulletin board where such fliers may be posted.
	28. **Sublet**: Your assigned living space cannot be sublet under any circumstances. The presence of unauthorized residents or overnight guests will be considered a serious policy violation. See also “Guests.”
	29. **Tampering with fire or other safety equipment or causing fire safety equipment to be triggered** (alarms or fire suppressant systems): is considered a grave offense and may result in the termination of a Housing Contract and/or fines. Residents are also financially responsible for any damage caused by tampering with fire and safety equipment.
	30. **Tobacco Free**: The University is maintained as a tobacco and vape free environment. The use of all tobacco products (including cigarettes, e-cigarettes/vapes, chewing tobacco, etc.) and tobacco paraphernalia (including water pipes, hookah pipes, etc.) is prohibited in all Residence Halls and within the immediate vicinity of all Residence Halls. The use or possession of any of these products is prohibited in all Residence Halls and in the immediate vicinity (50 feet) of all Residence Halls. See also “Vaping,” “Candles” and “Open Flames.”
	31. **University ID:** All residents are expected to always carry their student ID with them and must produce it when requested by any University Official, including HRL staff (RAs, RHDs, ARHDs, and DHRL) and Campus Police Officers. Residents are also expected to always bring their ID card to the café, and they may be denied service if they cannot produce an ID card.
	32. **Use of Grounds and Facilities:** The lawns and recreation areas around the Residence Halls are part of the community living environment. Residents are expected to care for them just as they would their Residence Hall room, suite, common area, or their home. Residents often gather formally and informally in these areas for picnics, sports, or other social events. Residents may be held financially responsible for the damage to grounds and facilities.
	33. **Vaping**: see “Tobacco Free”.
	34. **Visitors**: See “Guests”.
	35. **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, is prohibited in or around any Residence Hall.
	36. **Windows:** Nothing may be hung from any University Residence Hall windows or 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 or 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.

# IX. Housing & Residence Life Student Conduct Procedures: Your Right to Know

The SE Resident Students Rights & Responsibilities (RSRR), SE Housing Contract Terms & Conditions, the SE Student Handbook & Code of Conduct, SE Computer & Internet Use (IT) Policies and Procedures, as well as all local, state, and federal laws, are all part of the RSRR. Additionally, any RSRR updates or information posted (in the Residence Halls and/or on the HRL webpage, social media platforms, or sent via email) are part of the Housing Contract. Violations of any of the above are considered a breach on the part of the student. In response to policy violations, HRL staff (as designated by the DHRL and SE Chief Conduct Officer) are authorized to make determinations regarding termination of the Housing Contract, mandated relocation to a different room or Residence Hall, as well as additional penalties and/or sanctions that may include, but are not limited to: behavioral contracts, community service, research and reporting, compulsory attendance at events, participation in educational programs, and/or restitution, fines or fees.

Resident Student Conduct Cases:

1. After an initial review, the DHRL (or Chief Conduct Officer (CCO), which may be the Assistant Dean or VPSA) will assign the case to a designated Conduct Officer. Resident student conduct cases are typically heard by a designated HRL Conduct Officer, including the RHD or ARHD. However, the University reserves the right to assign some cases to the DHRL, Assistant Dean of Students (Chief Conduct Officer), or VPSA.
2. The following procedures will be used for reports of policy violations referred to the DHRL:
	1. All written communication regarding student conduct will be made using the SE student email account. At the discretion of the DHRL or Conduct Officer, additional methods of contact may be used. Students are responsible for regularly checking their SE student email (and ensuring that emails from SE Housing & Residence Life are accepted and/or checking their spam/junk folder).
	2. Investigation and Summons: The Conduct Officer will review the report and investigate alleged violations of University policy. The Conduct Officer will provide individuals alleged to have been involved in policy violations an opportunity to discuss the alleged policy violation. Students are expected to comply with any request to meet within the designated timeline. Failure to report may result in additional violations, increased penalties, and/or adjudication without student input.
	3. Opportunity to Respond: Individuals alleged to have been involved in a policy violation may schedule an appointment or be notified of a hearing with the Conduct Officer, who will explain the alleged violation and provide the student an opportunity to respond and present evidence. Students who refuse to provide information or remain silent will be viewed as entering a state of “no contest.” Failure to attend the meeting may also be viewed as “no contest,” allowing the Conduct Officer to render a decision without the student’s input.
	4. Administrative Review: After a fair and impartial assessment, the Conduct Officer will determine whether a University policy was violated. If so, the appropriate disciplinary penalty will be imposed.
	5. All Sanctions (other than dismissal from the Residence Hall), including but not limited to Residence Hall Probation, relocation, community service, learning outcomes, or reflection papers, are considered final and will become part of the student’s Housing Contract. If the determination to dismiss from the Residence Hall (terminate the contract) is made by the DHRL or CCO, that decision is considered final.
	6. Appeals of Decision to Dismiss from the Residence Hall (when the determination is made by the RHD or ARHD):
		1. For cases with a sanction of Dismissal from the Residence Halls (Termination of the Housing Contract) made by an RHD or ARHD, students may request an appeal from the DHRL. The appeal must be submitted in writing (via SE student email) within 1 business day of notification.
		2. The DHRL will review the appeal within 6 business days of receipt and will provide written notification via SE student email within 10 business days. The DHRL may refer the case to the Chief Conduct Officer (which may be the ADSA or VPSA) at his/her discretion. The decision of the DHRL, ADSA, or VPSA is final on all resident student conduct matters.
		3. If the DHRL, ADSA, or VPSA is the initial hearing officer and determines a Housing Contract Termination, that decision is final and not appealable.
		4. Students who are dismissed from the Residence Hall may be required to immediately vacate the Residence Hall upon a decision to terminate the Housing Contract but are typically required to move within 72 hours. (Modifications may be made at the discretion of the DHRL and/or the CCO.) At the discretion of the DHRL and/or the CCO, a resident may have restricted access immediately and will be required to schedule their move/check-out within 72 hours. In such cases, the student will not have continuous access to their room and will require an appointment (and possibly a University chaperone) to complete their move and check-out.
		5. When dismissed from the Residence Halls, the student will also be banned from all Residence Halls, with the termination considered student-initiated based on the behavior resulting in the termination, and all contract terms will apply.

**Southeastern Oklahoma State University does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding non-discrimination policies should be directed to:

Michael J. Davis, J.D.
Assistant to the President for Compliance, EEO/Title IX Coordinator
Russell Building, (580) 745-3090

Students needing accommodation 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 student’s responsibility to make an official request for accommodation to the Coordinator.**