

Residential Education Services and Policies, 2018-19

At Colby-Sawyer College we work to create a positive living environment by selecting and training an outstanding group of student leaders (resident assistants), by providing experienced professional staff, and by establishing and publishing the basic group-living ground rules that appear in this handbook. The purpose of these ground rules is to foster an environment which encourages positive risk-taking and academic exploration and reinforces responsibility for self and respect for others. At Colby-Sawyer College, we strive to be a community where our differences are respected and where we also find and celebrate our common bonds.

These policies apply to all students who live in housing that falls under the auspices of the Room Lease and Board Contract, including those living in college-owned or leased off-campus properties. In those cases, the words "residence hall" should be assumed to apply to those properties.

Apartment Inspections

Residents in college apartments are responsible for cleaning all areas inside their apartments. Apartment inspections will be held on a regular basis, usually during college break periods, to confirm that residents are maintaining reasonable sanitary conditions, reporting damage and maintenance problems, and adhering to all fire safety policies. If the conditions in an apartment are found to be unacceptable, residents will receive a notice of the problems requesting that they be remedied, and a follow-up inspection will be scheduled. Failure to maintain reasonable standards of cleanliness may result in referral to the office of Citizenship Education for resolution.

Appliances

Restrictions are placed on appliances and extension cords for safety reasons. Residence hall rooms are not built for cooking purposes. The circuitry will not safely handle the increased electrical load for most cooking, heating, and cooling appliances. Additionally, appliances with exposed heating elements such as toasters and hot pots may ignite food or flammable objects.

It is impossible to list all of the electrical appliances that can be dangerous, but, in general, any appliance is prohibited if it is rated over 1200 watts or 15 amps or if it has an exposed heating element.

The following are examples of electrical appliances that can be dangerous and are not allowed in student rooms for either storage or use:

- cooking units such as toasters, toaster ovens, grills, coffee pots, hot pots, immersion heaters, hot plates, or any appliance with an exposed burner (including popcorn poppers that do not have a self-contained heating unit);
- heating or cooling units (air conditioners, space heaters, etc.); and
- halogen lamps, sun lamps;

Any appliance or combination of appliances that overloads circuits is not allowed. Multiple unit extension cords must have a built-in circuit breaker. Octopus plugs and overloaded extension cords are prohibited. Extension cords cannot be run under a rug or behind flammable material. If you have questions about a specific appliance, ask your resident assistant or community advisor.

Irons may be stored in student rooms, but must be used only in the laundry rooms. Students may store and use cooking units in the residence hall kitchens providing the equipment is used responsibly,

kept clean and unplugged after use. Any electrical appliance must be in good repair, and care must be taken in its use to avoid overloading circuits or creating a fire hazard.

Courtesy/Quiet Hours

Residents have a fundamental right to study, rest, and have a degree of uninterrupted privacy within each room. Therefore, it is the responsibility of each resident to maintain an atmosphere that is considerate of others and conducive to learning. While minimum quiet hours are established by the college for each residence hall, courtesy and consideration are expected at all times. It is every student's responsibility to maintain a level of quiet acceptable to all students in each hall, and individuals are encouraged to think about the imposition their activities may put on others.

Designated Quiet Hours

Designated quiet hours in the halls are Sunday-Thursday, 10:00 p.m. to 7:00 a.m.; Friday and Saturday, 1:00 a.m. to 9:00 a.m. Because of internship, clinical, and other commitments, these hours are the same for evenings prior to days when classes are not held. During these times:

- Noise must not disturb students in adjacent rooms, and headphones/earbuds are strongly encouraged for those who choose to listen to music beyond the stated level.
- Stereos, TVs, radios, etc., may not be played so as to be disruptive to any room occupant.
- Hall lounges, the Ware Student Center, and The Lodge should be used during quiet hours to socialize so that your activities do not disturb others.

Twenty-four hour quiet hours are in effect at all times during finals periods and reading days, beginning at 10:00 p.m. on the last day of classes. For violation of quiet hours during finals, students may be asked to leave the hall immediately.

Courtesy/Consideration/Communication

Students are expected to respect the rights of other students, and individuals bothered by noise are expected to take the initiative to communicate with noisy fellow residents just as noisy residents are expected to respond with courtesy. Students should curtail at all times social or recreational activities that infringe on others' rights without being asked. Residential Education staff should be consulted for support if person-to-person communication efforts encounter difficulty.

Inter-Residence Hall Noise

The use of radios and stereos is permitted in student rooms, but situated so the sound is not directed out open windows. All other sounds must be at a level non-disruptive to classes, individuals, and/or other halls.

Damage and Vandalism

Students are expected to maintain their assigned rooms, furnishings, and residence hall public areas in the same condition in which they were found. When damage occurs and the individual(s) responsible for damage, vandalism, or violations of regulations cannot be identified, charges for repair or replacement and/or fine(s) will be prorated among the students in that living unit or residence hall and posted on a monthly basis.

A college deposit is required from all students. This deposit is kept by the business office as long as the student remains at the college. When the student vacates the room at the end of each academic semester or year, a final inspection is done to identify any damage that may have occurred. The student will be billed for damage, missing furniture, movement of college furniture, removal or storage of personal belongings, failure to vacate in a timely fashion, failure to return keys, or failure to leave the room reasonably clean. The college deposit will be returned to the student in due course following

the student's departure from the college minus the amount of any unpaid charges levied upon written request.

Students will be held financially responsible for damage beyond normal wear and tear. All charges for residence hall damage will be done on a cost-plus basis when work is completed. When actual cost is not available, an estimate will be provided. Any damage created by an act of vandalism or other policy violation may be referred to the office of Citizenship Education for added resolution. In addition to the cost of repairs, fines may be assessed for damage to fire and safety equipment, alarms, etc. All fines or charges for damage or vandalism will appear on a statement from the Business Office.

Decorations and Displays

As with appliances, decorations can be fire safety hazards. This regulation exists to protect residents from fires and to allow safe and unhindered exits should there be a fire. Be mindful of your decorations, their flammability, and where you place them.

Decorations such as candles, incense and incense burners could easily start a fire. Decorations hung from sprinklers, pipes, and smoke detectors could interfere with fire control devices. Decorations hung from the ceiling or blocking the exit could seriously hinder your exit should there be a fire in your room.

No decorations or displays may be exhibited on the exterior of residence halls (i.e., hanging out of windows).

Highly combustible materials used for decorations and displays present a serious fire hazard. In order to prevent fires, the following safety standards are applicable:

Student Room Decorations

Candles and other glowing/flaming devices such as incense burners and incense are prohibited in student rooms. Strung lights may be hung if the lights are LED and the brand is UL approved. Flammable material must be kept away from the radiators. Nothing may be hung from or may cover ceilings, smoke detectors, conduit cables, light fixtures, sprinkler pipes, sprinkler heads, or electrical outlets. Some third floor rooms have slanted ceilings; if students place their beds beneath these slants then they are not to hang decorations from the slants as the slants are considered ceilings. Material may not hang down into the doorway for decoration (e.g. beads). Displays may not be erected in a manner which blocks or obstructs an exit.

Common Area Decorations

Decorations are prohibited in stairwells, and on all ceilings. Any decoration hung on walls or doors in hallways, bathrooms, living rooms or other common areas must be attached flat to the surface. Christmas trees must be artificial, and all lights must be unplugged when unattended. Fires are not permitted in residence hall fireplaces.

Fire Safety Inspections

Fire safety inspections will be conducted by the Residential Education staff each semester. Inspections generally occur at hall closings (Thanksgiving, Winter Break and Spring Break). Students will be notified at least 24 hours in advance of the inspection. Inspections will record any violation of the Fire Safety regulations, and students will be advised in writing of the violations and the appropriate sanctions.

Doors

Safety and security is of paramount importance at Colby-Sawyer.

Students are responsible for keeping their doors locked at all times. Students should not prop locked doors or use doors with alarms except for emergency exits. It is the responsibility of all residents to maintain building security. Propping doors, losing or lending an outside door key card, and/or allowing unmonitored access to non-residents who are not a student's own guests compromises the security of all residents. No writing or painting is allowed on or around student room doors.

Fire Safety

Each year fire destroys millions of dollars' worth of property and kills or injures thousands of people. A fire in a residence hall could quickly spread, putting the lives of all its students in jeopardy and destroying the personal belongings of its inhabitants. Students may not start a fire (including bonfires) on college property without prior authorization from Campus Safety. Most fires can be prevented by adherence to simple fire safety regulations.

Fire Safety Equipment

Damage to fire safety equipment or any use other than the intended purpose will result in a fine, assessment of replacement or repair costs, and/or referral to Citizenship Education for resolution. Sprinkler pipes and heads must be kept free from hanging articles at all times and there should be no tampering with, i.e., hanging on or swinging from.

Evacuation Procedures

Evacuation procedures are posted in all buildings. Fire drills are conducted periodically in each residence hall to familiarize the occupants with the sound of the fire alarm, the emergency exits, and procedures for safely evacuating the building. All residents and guests must evacuate the building when the fire alarm is sounded. Failure to vacate the building during an alarm will result in referral to Citizenship Education for resolution.

Fire escapes are for emergency use only. All escape routes, hallways, stairwells, entries, and fire escapes must be kept clear and unobstructed at all times. Furniture, skis, ski boots, bicycles, or personal items may not be stored in any escape route. Fire doors may not be propped open at any time. Doorways should not be blocked by hanging tapestries.

Safety precautions prohibit students from being on any roof or canopy for any reason at any time. Students are also prohibited from using windows as entrances or exits except in the case of an emergency. These behaviors are considered reckless and are violations of policy, and students will be referred to Citizenship Education for resolution.

Maximum Capacity

To allow for safe exit in case of emergency, no more than five visitors are allowed in a student room for every one student normally assigned to that room (i.e., single=5, double=10, triple=15, quad=20). The maximum capacity for Rooke Hall apartments and Cottage Lane duplexes is 25, including the residents. Residents are expected to monitor their rooms and the number of guests they have.

Furniture

All residence hall rooms are furnished with a bed and mattress, desk, desk chair, and dresser for each resident. The furniture must remain in the room at all times. If necessary, residence hall staff will conduct room inspections to identify the origin of a piece of furniture left in a hallway or common area.

Students are responsible for having all furniture in their rooms, assembled, and in check-in condition when they check out of the room. Students will be billed at replacement costs for any damage to furniture. College-owned furniture should not be taken outside the residence halls. Common area furnishings must remain in the assigned common area.

Gender Neutral Housing

All students may request housing that is consistent with their gender identity; the Director of Residential Education will work with you to best meet your needs.

We also recognize that many people do not identify as exclusively male or female. In an effort to better meet the needs of gender-expansive students, we have identified four single rooms as "Gender Neutral," meaning that they can be selected by any student, regardless of gender identity. These rooms either have private bathrooms or are in locations with access to gender neutral bathrooms.

If you have a particular need, we welcome you to contact the Director of Residential Education prior to room selection. The Director will work with you to develop a plan that will accommodate you well.

Guests

Hosting guests is a privilege and comes with responsibility. Residents must obtain permission from roommates prior to arranging guest visits. Guests must be informed about our policies and procedures. Hosts are responsible for ensuring guests abide by our policies.

Due to the potential disruption to the community that extended overnight visits might create, they must be approved in advance by an area coordinator or the parent and family partnerships coordinator.

For more specific information, please refer to the [Guest Policy published by the office of Campus Safety](#).

Hall Sports

Hallways and common areas of the residence halls are not intended to be used as athletic facilities. Physical sports (i.e., soccer, hockey, wrestling, football, lacrosse, running, hacky sack, ball bouncing, etc.) when played in a closed environment, are disruptive to others and potentially damaging to property as well as personal safety; therefore, they are prohibited within the residence halls.

Keys/Swipe Cards

The locks on room doors are there for the residents' protection. In order to protect your property and your roommate's property, keys should not be transferred or loaned to any other person.

Report lost keys or swipe cards immediately to a residential staff member. Please contact [Campus Safety](#) if your key or swipe card does not work.

Occupancy

Students are expected to occupy only the rooms to which they have been assigned and during the time period in which they have been assigned. Students are also prohibited from entering or accessing rooms or areas to which they have not been assigned or invited.

Residence Hall Closing

During normal college vacations, the residence halls are closed and, unless special permission is received, students are expected to vacate their rooms 24 hours after their last class or exam, or 7 p.m. on the last exam day, whichever comes first. Traditional vacation periods include Thanksgiving recess, recess between semesters, and spring recess. Students are expected to formally check out with a member of the Residential Education staff and vacate their rooms 24 hours after their last class or final exam of the academic year. Graduating students may remain in their rooms through Commencement.

Vacation Housing

Housing is available for a fee during some vacation periods. Students who have been authorized and have paid for vacation housing must adhere to all regular policies. In addition, due to our limited staffing during vacations, students staying on campus may not host guests or have alcohol on campus until the college officially opens. The same is true for the period immediately preceding the opening of college for the academic year. Students are not to move into their rooms prior to the opening of school or reopening from vacation periods unless special permission is received. Any student found to be in a residential space without explicit permission from a department member of Residential Education, Parent Family Coordinator, the Department of Campus Safety and/or vice president for student development and dean of students after the space is closed will be considered to be in violation of the College's "Unauthorized Use of Entry Policy" and will be referred to the Department of Citizenship Education for resolution.

Students are also prohibited from entering, occupying, or attempting to enter non-residential rooms or areas of the college without prior permission.

Personal Loss/Theft

The college is not responsible for loss, including theft, vandalism, fire, damage, or acts of nature (e.g. flood, ice, etc.) to personal belongings. Residents are strongly advised to make sure that a personal or family insurance policy covers the loss of personal belongings at college, or to obtain private insurance coverage for personal possessions. Maintenance of an inventory of belongings and serial numbers is advisable through Campus Safety's Operation Engrave. The college provides locks on room and residence hall doors, and provides keys and card access to each resident. Residents are responsible for keeping rooms locked. In the majority of cases where thefts occur, rooms are unoccupied and doors are left unlocked.

In the event of a loss by theft, the matter should be reported immediately to Campus Safety. Theft occurring in the residence hall should also be reported to a residential staff member.

Pets in Residence Halls

In campus housing, students are permitted to have only fish as pets, and fish tanks are limited to ten gallons. Eels and carnivorous fish, though technically fish, are also prohibited. Violations may result in termination of room and board privileges without refund. Pets may not visit in the residence halls, classrooms or laboratories.

The college's policy regarding service animals and assistance/comfort animals can be found [here](#).

Refund of Housing Fee

The Residence Hall Room Lease and Board Contract may be canceled by the student on or before July 1, without penalty, if the student is not a first or second year student. After July 1, the student is committed to paying the full cost of room and board for the year. First and second year students are required to live on campus.

Residency Requirement/Residency Eligibility

Colby-Sawyer College provides housing for traditional-aged students. Living on campus is integral to the Colby-Sawyer College learning experience. Beginning in the fall of 2017, all full-time undergraduate students are required to live on campus. Students entering the college prior to the fall of 2017 are required to live on campus for the first two years. Please see the full policy at <http://colby-sawyer.edu/assets/resed/Residency-Requirement.pdf> for more information.

Initial financial aid awards are based on full-time, on campus residency. Students who have appealed and been approved by Residential Education to live off campus for the 2018-2019 academic year may be subject to a reduction of up to \$8,000 in college aid.

Students who are on a sanction of Housing Contract Probation at the time of room selection are ineligible to select a space in the college-owned off campus apartments.

Room Lease and Board Contract

It is the right of each student assigned by the college to occupy the room with only those other students assigned by the college. Each resident is required to sign a Room Lease and Board Contract which is for the full academic year (fall and spring semesters).

The Residence Hall Room Lease and Board Contract can be found on the Residential Education web page.

Room Changes

Students are assigned a room for the entire academic year unless a room change is approved, in writing, by the director of residential education, or designee. Room changes are not allowed during the first two weeks of the semester unless extenuating circumstances exist. A student who wishes to change rooms should begin the room change process by discussing the matter with roommate(s); then with the appropriate resident assistant and/or area coordinator. Students should expect to participate in mediation and show a good faith effort to resolve conflicts with roommates before a room change will be approved.

Students residing in rooms with open spaces should anticipate having a new roommate placed at any time throughout the year. A full set of furniture must be empty and available for a prospective roommate. Students are expected to create a welcoming environment for new roommates. If a student is made to feel unwelcome in a new housing situation, or is pressured to move out or to refrain from moving in by the current resident, the current resident will be required to find alternative housing.

Smoking

All buildings and facilities on the Colby-Sawyer College Campus are smoke-free environments.

Social Function Registration

The social function registration form should be used to register functions in residence halls in which alcohol will be present. Only rooms or apartments where one or more of the residents is twenty-one years of age or older and will be present for the event may register a social function.

Functions must be registered if alcohol will be present AND the following number of students are involved (including residents of the room/apartment):

Single rooms: 6 people (maximum capacity = 6)

Doubles, triples and quads: 8 or more people (maximum capacity = 12 doubles; 18 triples; 24 quads)

Apartments and Cottage Lane duplexes: 10 or more people (maximum capacity = 25)

Social functions may not be registered during Orientation, the last day of classes, reading days, the final exam period, or vacation closing periods.

By registering a social function, residents acknowledge that they are responsible for monitoring the activity and making sure that everyone involved is abiding by the Code of Community Responsibility. They also agree to seek help when appropriate. At least one resident must agree to be a Sober Host, and refrain from using alcohol for the duration of the event.

Students may download the registration form and should return the completed form to Campus Safety.

Storage

Most residence halls do not have storage closets. Students in Lawson and Danforth may store personal items in their suite storage closets at their own risk, with the understanding that the college will not be liable for loss, theft, or damage to the stored items. Stored items must be clearly labeled with the student's name and room number, and may not block the electrical panels in the storage closets. Students may not store their college-assigned furniture. Items in storage must be removed at the end of the academic year, or within two weeks of a student leaving the college, whichever comes first. Items left in storage past this point will be disposed of or donated.

The College does not offer summer storage for student belongings. Students may arrange for storage with a private storage company in the area.

Telephone Service

Telephone lines are not provided in the residence halls. Each hall has an exterior keypad which can be used to dial campus extensions. One telephone line is provided in each of the Cottage Lane duplex units.