

## **Housing and Residential Life Policies & Procedures**

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Webster University's policies, rules and regulations are designed to support existing local and state ordinances and laws, as well as to prevent the infringement of one's rights by the actions of another. Residents will be held responsible for their actions. These policies are designed to create an environment in which a group of diverse people may live together and learn from each other in an environment of respect.

Students are expected to exhibit appropriate behavior within the residential community. Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as an activity that disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community. Residents are expected to treat staff and other residents with dignity and respect at all times. Damage, theft and/or vandalism to University property will not be tolerated. Harassment, irresponsible or inappropriate use of facilities, and failure to abide by the policies and procedures contained herein are violations of the lease agreement and may, at the staff's discretion, subject residents to eviction, University disciplinary action and/or criminal or civil charges.

All students in a room/area will be held responsible for their behavior/objects in that room or area. *In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called implied consent.* If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

RAs are trained to facilitate the resolution of situations, which jeopardize the quality of the living environment. If the situation warrants it, an incident report will be submitted to a member of the professional residential life staff who will determine what, if any, further action needs to be taken.

### **Academic Requirements for Residing in University Housing**

Undergraduate residents must maintain 12 credit hours per semester and graduate students must maintain 6 credit hours per semester to remain in campus housing. The Assistant Director of Housing and Residential Life may grant exceptions to this guideline.

### **Air Conditioners**

Personal air conditioner units are not permitted in residential housing.

### **Alcohol**

Alcohol may be consumed within Webster University campus housing in accordance with the following rules:

*Residents of Webster University of legal drinking age (21 years old) may consume alcohol within the privacy of their own rooms or apartments, or in a room or apartment other than their own as long as all individuals present are over 21 years of age. A resident of legal drinking age may consume alcohol in the presence of his or her underage roommate, only if the underage roommate does not consume alcohol and there are no other minors present.*

*Residents of Webster University under legal drinking age (21 years old) may not possess or consume alcohol. Underage residents are not permitted to be in the presence of alcohol, unless it is in his or her own room or apartment with a roommate of legal drinking age.*

## **Alcohol (continued)**

*Residents of Webster University, regardless of age, may not:*

- 1) Consume alcohol in a room or apartment other than their own in the presence of a minor.
- 2) Consume alcohol in the public areas of the University (i.e. hallways, lounges, parking lots, apartment patios, balconies, pool, clubhouse, etc).
- 3) Possess large bulk containers of alcoholic beverages (i.e. kegs, party balls, trashcans, etc). Items may be confiscated and not returned.
- 4) Display alcohol containers, empty or full, bottle caps, labels, or packaging, for the purposes of decoration or exhibition. Items may be confiscated and not returned.
- 5) Be on campus at any time in an intoxicated state or clearly under the influence of alcohol.
- 6) Contribute to underage drinking by purchasing / providing alcohol for students who are underage.

Unauthorized use, sale, distribution or transfer of alcoholic beverages, habitual and/or public drunkenness, and disturbance of others in connection with drinking are also violations of University policy and/or state law.

Alcohol violations will result in disciplinary action that may include, but not be limited to, referral to the alcohol and substance abuse education program, disciplinary service hours, fines of up to \$150.00, notification of parents, probation, or dismissal from University housing.

## **Appliances**

Any appliance that could potentially start a fire including but not limited to hot plates, toaster ovens, George Foreman type grills, coffee makers (unless they have an automatic shut off system), fryers or any device with open heater coils or flames are not permitted within the residence halls. Microwaves are not permitted in residence hall rooms, but are provided in the kitchenettes on each floor. In the apartments microwave ovens, toasters, and provided appliances are permitted. If you have a question as to whether or not an appliance is acceptable, please ask your RA.

## **Barbecue Grills**

Storing grills within university housing is prohibited. In the Webster Village Apartments, it is prohibited to use or store barbecue grills on the common walkways, in front of units and on patios or balconies. On campus, only the community grills provided near the clubhouse may be used. For the convenience of other residents, please leave the equipment, grills, and area clean for the next resident. Failure to leave the area clean may result in a fine. See the WVA clubhouse regarding the use of the community grill located adjacent to the pool area.

## **Bicycles and Scooters**

It is preferred that bicycles are stored outside the buildings on the racks provided for this purpose. Bicycles that are stored within rooms should be discussed and agreed upon by each occupant. Bicycle storage is not permitted in any public area of the residence halls. Any bicycles obstructing public areas or safety exits will be removed and impounded. Students may not ride bicycles in the residence halls or apartments. Bicycles may not be stored or locked on patios, balconies, or stairwells (except in the WVA where bike racks are provided). Residents will receive a warning first, a \$40 fine for the second offense and may have their items confiscated. At the end of the school year, all residents that are moving out of the halls or apartments must have their bikes removed from the bike racks by May 15. If bikes are not removed at that time, Public Safety will dispose of them. Storage of motorcycles, motorized scooters, or similar vehicles in student rooms or common areas is prohibited.

## **Break Housing**

During break periods, except for summer and winter break, the halls remain open for those who wish to stay on campus. During summer and winter breaks, residence hall students are not allowed to live in the residence halls. The Webster Village Apartments remain open year round. Applications for summer housing should be submitted to the Coordinator of Housing and Residence Life. Any requests for winter break housing (granted for school-related business only) should be made in writing to the Coordinator of Housing and Residential Life. If granted, additional charges will apply for extended stays.

## **Building Entry and Security – Residence Halls**

The exterior entrances to East, West, and Maria Halls will be accessible weekdays until 6:30pm; at that time the door will be locked, permitting entry only to residents of that building by swiping their ID card through the electronic reader. All residents of the halls must enter through the main door of East, West, and Maria Halls after this time. Allowing others to tailgate into the building is not permitted, each student should individually access the building. Guests cannot tailgate into the building,

All residents will need to show their Webster University ID to the front desk attendant to gain access.

Any visitors after hours must be signed in with a residence hall resident at the front desks. Guests must remain with their resident host throughout their visit.

Students help keep the residence halls safe and secure. Therefore, it is important that students ensure that all entrances are secured upon entering and leaving the halls after hours. Doors should not be propped open and unauthorized entry should not be permitted. Any resident caught propping open any door, loaning their student ID to another person to gain access or assisting an unauthorized entry faces disciplinary action.

## **Building Entry and Security – WVA**

The WVA clubhouse and pool area are locked every night at 12:00 am. These doors are unlocked again at 8:30 am during the weekdays and 10:00 am on the weekend. WVA residents can still access the laundry and computer rooms after hours by using their Webster ID. Guests are not permitted to access the laundry room or computer rooms. WVA residents are expected to keep their apartments locked and secured.

## **Candles, Incense, Open Flames**

Any items that can produce smoldering or open flame, including, but not limited to, candles, incense, kerosene lamps, propane canisters, and potpourri burners, may not be used or possessed in the apartments or residence halls, even for decoration. If a staff member finds any of these types of items, they will be immediately confiscated and not returned. An exception is made only for devices meant to light cigarettes.

## **Checking In and Checking Out**

Room condition and damage are the responsibility of each resident. Upon moving into the residence halls or apartments, a room evaluation is completed (see Unit Condition Report). This is to record the condition of the space as the resident receives it. It is important to make any additions to this form accurately as it will serve as a guide for comparison of the room's condition when you move out.

All damages to a room should be reported to a staff member immediately so that the necessary repairs can be arranged. Each resident will be held financially accountable for those damages which have occurred during the resident's stay and are assessed by a staff member to be more than normal wear and tear.

Upon check out, residents are also responsible for cleaning all room and bathroom areas. Failure to clean appropriately can result in at least a \$50 cleaning fine for each space (room, bathroom, kitchen, common area, etc). Keys not returned upon check out will result in a charge to the resident to re-core the door lock for the next occupant. WVA mailbox keys not returned will also result in a charge to the resident to re-core the lock at the expense of the resident. An improper check out will result in a fine of \$50. All check out times must be scheduled with a staff member 24 hours in advance of the desired check out time, unless you have arranged to do an express check-out.

### **Clubhouse Use**

The Webster Village Apartments residence staff will utilize the community's clubroom for a variety of educational, recreational, and social programs. The clubroom is also available for apartment residents' use (e.g., study groups, social gatherings). For further information on the utilization and reservation of the clubroom facilities, please contact the WVA office and/or your RA.

### **Combustion Engines**

Engines such as those required on motorcycles or motorized bicycles are not permitted in University housing at any time.

### **Common Area Furniture**

Any university furniture (common area sofas, tables, larger chairs, etc.) may not be moved into the private room of a resident. Any common area furniture in a private resident room will be removed at the expense of the resident(s). Furniture should not be dismantled or removed from its designated space to another area of the community. A \$75 removal fee will be assessed for items from public areas found to be in student rooms, and additional sanctions may be given. Charges begin at the time it is determined that the item is in a student room. When necessary, room searches may be instituted to locate public area furniture.

### **Common Area Damages**

If damages occur to any common area space or furniture the floor / building may be held financially responsible for the damages. The Department and the floor / building will work together to determine the outcome and responsibility of the damage. The department will hold a meeting to discuss the reported issues. If the department determine damages are a regular occurrence the next step will be to formally bill students for the damages. After the damage is reported the floor / building will be notified by an intent to bill. The residents will have 3 days to identify the individual(s) responsible. During this three (3) day grace period, the floor / building is welcome to call a floor / building meeting. If it is not determined who is responsible by the end of the three (3) day period, the entire community will be held responsible. If this occurs, residents will be notified and the determined amount will be divided by the members of the floor and charged to each student's account at the end of the month. The charges will appear on your regular monthly statement and all payments should be made directly to the business office in a manner similar to how tuition and room charges are paid.

### **Compliance**

Students are expected to comply with the directions of University officials acting in performance of their duties, including residential life staff and resident assistants. Failure to comply with a reasonable request from a staff member, failure to provide proof of identity upon request, and/or lying to a staff member may result in disciplinary action. A student who causes disruption to a university official performing their task may be subject to disciplinary action.

### **Confiscation of Illegal Items**

Residential Life staff members may confiscate items including drug paraphernalia, alcohol or alcohol containers, candles, and certain appliances, that are in the possession of students and in violation of housing policies during room inspections or when they are viewed by staff members at other times. Certain items, including alcohol, alcohol containers, drugs, drug paraphernalia and candles will not be

returned to students; other items will be returned in accordance with procedures established by the Assistant Director of Housing and Residential Life.

### **Consolidation**

At different times during the academic year, students may find themselves without roommates due to cancellation or withdrawal. To fill an open space in University housing, one of three options may be available:

1. Consolidate with another student who is also without a roommate
2. Receive a roommate as assigned by the Office of Housing and Residential Life
3. Pay a higher adjusted rate for the double accommodations as a single, if offered. In the case of a housing shortage, this option will not be offered.

When consolidating, the Coordinator of Housing and Residential Life will provide all affected residents the most feasible options available at the time. As room changes are made due to consolidation, residents will follow typical room check-in and checkout procedures. A resident with a vacancy who in any way discourages the moving in of another resident or prospective student is subject to administrative review of assignment or contract status and may be subject to disciplinary action and/or be required to move.

### **Contract / Lease Termination**

The housing contract / lease for the residence halls / WVA is for the full academic year. Students must petition to termination their contracts or leases. Request for Termination forms can be obtained from the Office of Housing and Residential Life or the WVA Clubhouse. All petitions for termination are subject to requests for appropriate documentation. Contract and lease breakage fees will apply if the request is granted. Please reference the request for termination of contract / lease found on the following website for the specific charges. [http://www.webster.edu/housing/housing\\_forms.shtml](http://www.webster.edu/housing/housing_forms.shtml)

### **Cooking**

Cooking is not permitted in residence hall student rooms for safety reasons. Residents may prepare food in designated kitchen areas located in each apartment, and in the kitchenettes in the halls.

### **Dartboards**

Because of their potential danger to both persons and property, darts and dartboards are prohibited. Velcro, magnet, and suction cup dartboards are an acceptable alternative.

### **Decorating**

All decorations should be of a temporary nature so as not to permanently deface or damage the finishes in your room or apartment. Posters and other wall decorations can be hung with thumbtacks, small nails, or by other methods that will not damage painted wall surfaces. Residents will be limited to 10 holes per room. Use of duct, mounting tape, poster putty is not permitted. Painting walls, patching walls, or making repairs in any way is not permitted. Students may not hang or display any kind of decoration in or from the windows. Entrance doors, bedroom doors, and closet doors as well as cabinet and furniture surfaces shall remain free of nails, stickers, tape or any other additions to the original surface.

Residence hall students may hang one dry erase board, no bigger than 15" x 15" on the bedroom door using mounting tape. Residents are responsible from removing the board and tape at the end of the year. Additional items or decorations may not be posted on or around the exterior doors, except for those posted by Residential Life staff. WVA students may hang one magnetic dry erase board on the exterior door. Residents shall not hang any items from or draped above the fire sprinkler heads. Damage to the sprinkler heads could result in flooding and excessive water damage for which you may be held financially responsible.

## **Dishonesty**

Any student found falsely manufacturing, forging, transferring, altering, unlawfully possessing, or otherwise misusing any University document, record, or instrument of identification will face disciplinary action. Students found providing false and/or misleading information to a University official, authorized University agent or other Member of the University Community, will also face disciplinary charges.

## **Drugs**

Possession or use of illegal substances or associated paraphernalia (e.g., bong, roach clips, pipes, burned spoons, shooters, grinders, etc.) is prohibited. Exceptions are granted only in the case of prescribed medication under a physician's supervision. Possession, production, sale or distribution of illegal substances is grounds for immediate dismissal from the residential community, suspension or expulsion from the University, and referral to local authorities. Possession and/or use of CO2 canisters are not allowed because of their explosive nature and their use as a stimulant. Kick'em brand/type cigarettes, clove cigarettes and the like are not permitted in the residence halls because of their similarity to the odor of marijuana.

Confirmed odor of marijuana by two or more staff members is a policy violation. Being on campus at any time in an intoxicated state or under the influence of drugs is a violation of the drug policy; this includes any common areas around the building, or within university parking areas.

## **Electrical Outlets**

Electrical outlets cannot be modified in any way. Do not attempt to overload electrical outlets with multiple adapters or octoplugs. Surge protectors are recommended for equipment such as stereo and computer systems. If the electricity goes off in part of your room or apartment, please contact your RA, the WVA front desk or the Residential Life office for assistance.

## **Elevator Use**

Misuse of elevators in the residence halls, including false alarms, vandalism, overcrowding, tampering, forcing doors open, stopping the elevator can result in disciplinary action and financial restitution.

## **Emergency Procedures**

See Section Two of the handbook

## **Fire and Life Safety Equipment**

Any activity involving tampering with fire alarms, smoke detectors, fire extinguishers, or other firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants or hindering authorized emergency personnel is prohibited. Severe disciplinary action, including possible dismissal from Webster University, will be imposed for violation of fire safety standards. At minimum a fine of \$200 will be sanctioned for tampering with fire and safety equipment. Additionally, criminal and/or civil prosecution is possible for pulling false fire alarms and for damage or injury resulting from the unauthorized use of firefighting equipment. Prior to moving in staff members will test the smoke detector(s) in the room for proper operation and working batteries. **Thereafter, in the WVA it is the resident's responsibility to replace batteries as needed, which are available free of charge from the WVA office. For the halls they must put in a Work Order or call public safety to replace the batteries.**

## **Fireworks, chemicals and explosives**

Fireworks and explosives of any type are not allowed on University premises. Chemicals and explosives such as gasoline, paint thinners, acids, dry ice etc. are prohibited in all residential facilities. University staff members will confiscate all types of fireworks and the violator(s) will be subject to disciplinary action.

## **Gambling**

Gambling occurs when three circumstances are present: (1) an act of risking or giving something of value, (2) for the opportunity to obtain a benefit, and (3) from a game or contest of chance or skill or a future contingent event. Students are prohibited from participating in engaging in any activity that fall into the above definition while on university property.

## **Garbage disposals**

If your garbage disposal shuts down, simply reset it by pushing the button underneath the disposal canister under the sink. If it continues to not work, see your RA about submitting a work order.

## **Guests and Visitors**

Having guests visit you in the residence halls and apartments is a privilege with responsibilities. Guests must have a valid ID at all times and must produce a photo ID at the request of any university official, including RAs. If one cannot be produced, the guest must leave immediately. Refusal to do so may result in charges of trespassing.

Guests are welcome in residence halls and apartments under the following stipulations:

- 1) All guests must comply with the policies of the University and Residential Life. Residents are responsible for all actions and safety of their guests.
- 2) Residents must escort their guests at all times while in the residence halls.
- 3) Any guest may be asked to leave the premises at the discretion of Residential Life Staff.
- 4) All guests must be at least 17 years of age. Residents having guests under age 17 need to receive written permission from the Community Directors. Requests must be made in writing 48 hours prior to the guest's arrival.

A guest is considered an overnight guest if he/she stays past 1:00 am. Overnight guests may stay in the residence halls and apartments, under these guidelines:

- 1) Guests may stay overnight only with the roommate's permission.
- 2) Guests may stay no more than three nights in a row, not to exceed 14 nights in any given semester.
- 3) Guests may not have keys to the room in which they are staying.
- 4) The Community Directors may limit the guest privileges of any resident who does not comply with these guest policies.

A resident from another room or apartment that stays in your room past 1:00 am is considered an overnight guest, and is subject to the same guidelines.

## **Hall Sports**

Sports activities are not permitted inside of the residence halls. Hall sports can create a disturbance and increase the possibility of personal injury and/or damage. This includes, but is not limited to, soccer, frisbee, football, hockey, baseball, golf, skateboarding, rollerblading, bowling, or horseplay.

## **Halogen Lamps**

Due to significant fire risk, halogen lamps, with or without guards, are not permitted in the residence halls or apartments in any circumstances.

## **Harassment**

Inappropriate physical contact or violence is not tolerated in the campus community. Any activity (behavioral or verbal) that threatens, intimidates, degrades, disgraces, endangers, harasses or otherwise causes emotional distress to another person is prohibited and will lead to disciplinary action.

## **Health & Safety Checks**

Residential staff will conduct health and safety checks around / during fall, winter, and spring breaks. If you are in violation of the health and safety standards your RA will notify you. Residents are subject to a \$75 fine if room / apartment fail these routine inspections. We do reserve the right to enter for additional issues based on the housing contract. We will contact prior to room entry.

## **Holiday Decorations**

Decorations may be highly combustible; therefore, special care must be taken in decorating. Live trees are not permitted under any circumstances. Decorative light cords should be checked for safety and unplugged when unattended. Any electrical lights are not permitted to be hung from the ceiling or fixtures including smoke detectors, sprinklers, pipes, or lights.

## **ID Cards**

**All Webster University residents must carry their student ID card at all times and must present it to any university official upon request, including RA and Public Safety staff.** Students can have their ID encoded for access at the Public Safety Office at 536 Garden Ave. Lost or stolen cards should be reported immediately to a member of the residential life staff.

For residence halls, ID cards should be validated each semester (upon registration) by obtaining an appropriate validation sticker from their RA. Access to residential facilities is terminated upon expiration or release from the housing contract or apartment lease.

Residence Hall students use their ID cards to access their buildings. Continued failure (3 or more times) to bring your ID card to access your building could result in disciplinary action. If a student forgets their ID they can call the desk to gain access to the building.

If a guest leaves an ID at the desk, guests will be notified by the office, requesting them to pick up their ID within 5 business days. Failure to pick-up IDs could result in disposal of the ID.

## **Implied Consent**

All students in a room/area will be held responsible for their behavior/objects in that room or area. Residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. If a resident is not present when a policy violation is confronted in his or her room or apartment, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

## **Insurance**

All resident students are required to provide proof of health insurance (or be enrolled in the University Health Insurance plan), as well as provide an Emergency Contact form, and be up-to-date with required immunizations prior to receiving keys. Contact Health Services at (314) 968-6922 for specific information and a complete health packet. All international students are required to enroll in the University's student health insurance plan.

Personal property or renter's insurance is highly recommended for your personal belongings. In the event of a fire, flood, theft or other emergency, the University does not cover students' personal items. Policies can be very affordable and may be included with parents' homeowner's or renter's policies.

## **Key Replacement**

Students should carry their keys at all times and should be conscientious about their personal safety by locking their doors when they leave their rooms and at night. Keys must not be duplicated or lent to other people. If a student loses his/her key, he/she should notify the Residential Life Office or WVA office immediately so the lock can be re-cored. The \$65 cost of the recore will be billed to the student who lost the key and is not refundable if the key(s) are found later. Replacement of a bent or broken room key costs \$10. A replacement mailbox key is \$15.

## **Laundry**

Residents receive free laundry as a benefit of living on-campus. Off-campus guests are not permitted to use the laundry facilities. Residents allowing guests to use the facilities may be fined, and for continued offenses may lose their ability to use the laundry service. Residents should not abuse the laundry facilities by washing / drying items that could cause damage to the machines. Residents are expected to confront non-residents using the facilities or contact the residential life staff.

## **Lock-Outs**

If a resident is locked out of his/her room, a residential life staff member can let him/her back in. There are some stipulations, however:

- 1) The first two lockouts for the year are “free”; after your second lock out you will be billed \$20 for each subsequent lock out during the academic year.
- 2) For residence halls you may contact the Housing and Residential Life office to be let back into your room. WVA residents can go to the clubhouse office during regular office hours as well, but must return a lock out key within 5 minutes of receiving it.
- 3) During non-office hours, for the WVA call the Resident Assistant on-call, and for the Residence Halls contact the front desk.
- 4) You will be asked to verify your identity in order to be let into your room. If your ID is locked in your room with your keys, you will be asked to show it to the RA when s/he opens the door.

## **Loft Kits**

Loft kits are available for rental through the Office of Housing and Residential Life. Residents are not permitted to build their own lofts or make use of any loft without the permission of Housing & Residential Life.

## **Mental and Physical Health Emergency Policy**

The growth and development of students at Webster University is central to our goal of maintaining an environment conducive to student learning, academic achievement, individual responsibility, and respect for the rights and privileges of others. One aspect of this mission includes the availability of counseling, health services, educational programs, and policies to foster good mental and physical health.

### *Addressing Behavior and Emergencies*

Occasionally, a student’s psychological or physical condition manifests itself in such a way that it must be addressed. At times, emergency situations occur which require immediate response and important aftercare. Emergency situations may include:

- Destructive or other inappropriate behavior
- Drug and alcohol abuse
- Eating disorders
- Any behavior that points to possible imminent danger, foreseeable danger to oneself, or another member of the University community

In some cases, this will result in a hospitalization, or the student leaving campus for a period of time. After assisting the student with his/her particular mental and/or physical health emergency, the Dean of Students Office, Health Services, Counseling, and other essential student affairs offices must be involved with the student’s transition back into the University community. In these emergency situations, the University reserves the right to do any or all of the following:

- Consult with and refer the student to a mental and/or healthcare facility or provider (University’s Office of Counseling and Life Development, Health Services, an area hospital, or licensed mental health or healthcare professional) for a mental health or other medical evaluation. The cost for any off-campus referral will be at the expense of the student.

- Remove the student from campus (including on-campus housing) until such time that a full mental health and/or medical evaluation is completed and the Dean of Students (or his/her designee) approves the student's return to campus.
- Require the student to sign appropriate release forms allowing designated staff at Webster University to consult clinician(s) serving the student.
- Refer the student to the University judicial process if the student's behavior has violated any rules, policies or procedures.

#### *Involving Essential Parties*

In some circumstances, Webster University reserves the right to notify the parents of the student and appropriate University officials, including academic deans and faculty, due to the potentially serious nature of the situation.

#### *Returning to Campus After Treatment*

A student who has been hospitalized, or has left the campus, due to a psychiatric emergency, may be allowed to return to Webster University (and/or campus housing) if s/he agrees to take steps that will accommodate the needs of the student and the University community.

Prior to returning to campus, the student must meet with the Dean of Students (or his/her designee), following release from a health care facility for a mental health or medical emergency. The student must provide results of any mental health or medical assessments that were made and any other supporting documentation, which provides the clinician's assessment of the student's ability to return to the University.

The Dean of Students (or his/her designee) will assess information provided and reserves the right to make a determination as to whether or not the student will be permitted to return to campus. The University will assess whether the student can be reasonably accommodated to permit his/her participation in classes, educational programs and activities, including living in campus housing, without causing an undue hardship or presenting a direct threat to the health or safety of other members of the University community.

The University reserves the right to require the student to comply with a University-monitored treatment plan recommended by a licensed health care or mental health professional as a condition of returning to the campus community.

Any student who does not follow through with the assessment process, from the initial meeting through the recommendations given, may be withdrawn from classes and required to leave the campus.

This policy also applies to student residents who have been hospitalized for physical health emergencies.

#### **Off Campus Behavior**

While off campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the University or members of the campus community is governed by the Code outlined in the Webster University Student Handbook. Webster University reserves the right to take actions that address the violations through educational intervention or sanctions.

#### **Painting**

Students may not paint their rooms or they will be charged the cost of a re-painting. No murals or painting of hallways, room signs, building signs and other public areas is permitted. Any project involving paint, spray paint, spray adhesive cannot be completed within the Residence Halls.

#### **Parking Areas & Permits**

All campus residents' vehicles must display a current parking permit. Residence hall students should purchase their permits from the Department of Public Safety in 536 Garden Ave. Residence Hall

students can park in the Parking Garage. Students can submit a petition to receive a surface lot space to the Department of Public Safety. WVA residents should obtain their permits directly from the WVA Office. The cost for replacing a lost or stolen permit in the WVA is \$120, the full permit price. **All questions regarding parking policy should be directed to Public Safety.**

### **Patios & Balconies**

Webster Village Apartment patios and balconies must be kept clean at all times. Only appropriate patio furnishings for outside use should be used. Please do not store unsightly personal property on patios or balconies. University furniture is not permitted on balconies. No drying of clothing or linens will be permitted at any time on patios or balconies.

### **Pets**

The only pets allowed in the residence halls and apartments are animals that cannot live outside of water, including fish and other aquatic animals. Residents may not have a fish tank exceeding 20 gallons. Residents wishing to have pets such as these should have an agreement with their roommate(s). Anyone who does not immediately remove an unacceptable pet upon request will be subject to disciplinary sanctions.

### **Posting of Flyers**

Posting materials in University housing is the responsibility of the staff. Please bring all materials for posting to the Office of Housing and Residential Life in West Hall or the WVA office for approval. You must read and sign the posting policy before your postings will be permitted. Any flyers, posters, etc. that are not properly approved will be removed. No off-campus / non-Webster affiliated flyers will be approved and will be taken down immediately.

### **Pranks and Practical Jokes**

Pranks including, but not limited to, shaving creaming, water fights, etc. are not permitted. Violation can result in confiscation of items and disciplinary action.

### **Quiet Hours and Courtesy Hours**

Quiet hours exist so each student has a quiet place to sleep, study, and live regardless of the time of day. The quiet hours for all residential areas are as follows:

Sunday through Thursday	11:00 pm - 10:00am
Friday and Saturday	1:00 am - 10:00am

Residents in the WVA and residence halls should always observe 24-hour *courtesy hours*. During courtesy hours, individuals should act appropriately so as not to disturb residents who may be studying or resting. More restrictive quiet hours will be instituted during midterm and final exam weeks. Stereo speakers, televisions, etc. may not be placed in the windows of your room or apartment. Residents are expected to first ask persons being loud to be quiet before enlisting the assistance of the RA staff. The practicing of tap dance, musical instruments, or vocal performance in a student room is permitted, with doors closed, except during quiet hours. The Dance and Music Departments provide space for these activities.

### **Recycling**

Receptacles for recycling aluminum cans and paper can be found on each floor in the residence halls. WVA residents should bring their recyclable materials to the green bins between Buildings 2 & 3 and next to Building 4.

### **Refrigerators**

Refrigerators are allowed in residence hall rooms on a one per room basis. Their size cannot exceed 4 cubic feet. Units may not be placed in closets. The residence hall kitchenettes have full-size community refrigerators. The WVA apartments are equipped with refrigerators.

## Residency Requirement

All new freshmen students enrolling in classes at the Webster Groves campus will be required to live on-campus for the duration of their first two years, unless they plan to commute from the home of their parents or legal guardian, providing that this home is within a commutable distance (35 miles).

## Roof Access

Presence on University rooftops for any reason is strictly prohibited.

## Room Changes

No room changes are to be processed within the first 2 weeks of each semester. If a significant number room change requests / open spaces are occurring the department may hold a room change night. The room change night is not guaranteed, it is based off of need and availability.

All residents must follow this procedure when requesting a room change.

1. Notify your RA of the reason(s) you wish to change rooms/apartments. If it is a roommate conflict and there has been no previous attempt to solve the problem, then your RA will sit down with you and your roommate and attempt to find a solution to the situation. This initial step must always be taken.
2. To request a room change you must turn in the room change request form to the Main Office of Housing and Residential Life. Forms are available through the housing website. All room changes requested by the student will result in a \$25 room change processing fee and a \$50 room cleaning fee.
3. Once the request is approved, a Residential Life or WVA staff member will contact all involved parties. If everyone agrees to the changes (i.e., your roommate, if you have one, and all other affected residents), everyone involved must provide written confirmation of their approval of the intended moves.
4. Arrange a time for your RA to do an exit room evaluation and have your new RA do an incoming room evaluation for your new room. Everyone who changes rooms *must* do a new unit condition report. Improper checkouts result in a \$50 fine and a stoppage on all room moves.

Independently switching keys and moving in is not permitted. If this occurs, a \$50 improper room change fee will be assessed and each resident will be required to return to his or her original space. Room changes may not take place during midterm exams or final exams.

## Room Furnishings

All standard room furniture and furnishings must remain in the rooms where they were placed. University issued room furniture may not be stored in an off-campus facility of any kind. Removal of room furniture will result in replacement charges if it is not returned promptly upon request and in its original condition. Residents are responsible for all the furniture and furnishings in their rooms, including bed pieces and window screens. Furniture pieces may not be stored anywhere except in residents' rooms.

## Searches, Inspections and Entry

Residents have a right to privacy while living in the residence halls and the Webster Village Apartments. However, in some specific situations, it may be necessary for University staff to enter a resident living area or room. The University reserves the right to enter a room for the purpose of inspection, repair, inventory, or to correct a hazardous, disruptive, or life-threatening situation. Residential Life staff members may enter facilities if they believe a university policy or civil or state law may be being broken, or if they believe a person is in danger or needs assistance. Staff will also enter facilities during fire alarms or for noise violations if there is no response from the resident. Students are not required to be present for staff to enter unless a staff member specifically requests the

student's presence. Any illegal items found in plain view, which violate University policy, will be confiscated and students may be subject to disciplinary action. Please also refer to your housing contract or apartment lease and to the policy on routine Health and Safety Checks on page 15.

### **Security**

It is not possible for any housing (residence halls, houses, and apartments) operator to assure "security." For the convenience of our residents, many benefits such as deadbolt locks are provided. University Public Safety officers provide regular patrol, but residents should not assume the presence of these patrols. Residents agree to first notify Public Safety regarding any incident of theft, vandalism, or unsafe conditions, and whenever possible, furnish detailed information, such as a description of the offender, time and day; make, color of car, license plate number, etc. Please call Public Safety (24 hours at x7430 or, in the event of a current emergency, dial x6911) to report any criminal activity.

### **Signage**

Signage found in a resident's possession will be confiscated and taken immediately to the Department of Public Safety. Examples include but are not limited to university signs, street or road signs, barricades, parking meters, realty signs, and lawn decorations.

### **Smoking**

Smoking is not permitted in any public area of any Webster University building. Smoking is not permitted in resident rooms or common areas in the halls and apartments. Receptacles for disposal of cigarette butts are provided outside the residence halls and outside apartments in the WVA upon request. Students are responsible for the proper disposal of cigarette butts. Failure to do so could result in monetary fines imposed on all students living in units where cigarette butts are found in the vicinity. Possession of hookahs, cigars, and pipes is prohibited.

Students found smoking in prohibited locations can be fined up to \$100, as well as be financially responsible for any damage done to the facilities (i.e. smoking in a residential room may cause for the entire space to be cleaned and painted).

Per University policy, smoking is not permitted within 30 ft of any main entrance.

### **Solicitation**

Outside solicitation is prohibited in University housing. Solicitation is defined as door-to-door contact for the purpose of soliciting funds or sales; recruiting members or support for an organization or cause; compiling data for surveys; distributing advertising or other materials; or use of hallways, lobby, or lounge areas for any of these purposes. Requests for exceptions to this rule should be directed to the Assistant Director. Report door-to-door salespeople or other trespassers on the property to Public Safety.

### **Storage**

Storage space for residents' belongings is not available in the residence halls or apartments. All University furniture must remain in the room into which it was originally placed. There is a summer storage program available. Please contact the main housing office for additional information.

### **Technology Usage**

Many residential facilities have high-speed and wireless internet provided by the University. Students are prohibited from setting up their own wireless routers or other wireless access points. The possibility of conflict with personal wireless routers or access points and the Webster wireless network will expose the University to considerable security risk and network service disruptions. Discovery of unapproved installations of equipment that conflicts with Webster network services will result in termination of the network connection. In cases of residence hall students, the offending equipment must be immediately removed from connection to the Webster network. Disciplinary action will result

and sanctions will be determined based on the severity to damage caused, but could include restriction from continued use of the Webster network.

Within East, West, and the WVA students are allowed to set up their own wireless networks. Students must register these devices with the IT department. It is the students responsibility to make sure these devices are setup properly so that the do not interfere with the Webster network ([http://www.webster.edu/helpdesk/students/internet/router\\_setup.shtml](http://www.webster.edu/helpdesk/students/internet/router_setup.shtml)). At any time if personal wireless router impedes, interferes with, impairs, or otherwise causes harm to the Webster University networks and systems, IT and Residential Life reserve the right to remove personal wireless routers. Failure to comply with request to terminate the use of a personal wireless router will result in disciplinary action.

Students are expected to review the University's information technology polices at <http://www.webster.edu/helpdesk/students/policies/index.shtml> Any student found violating any of the IT policies will be sent through the judicial process.

### **Theft of Personal or University Property**

Theft or unauthorized possession or use of personal or university property is prohibited. Thefts should be immediately reported to the Department of Public Safety. The University is not liable for a resident's personal property that may be lost, stolen, or damaged. Those found removing University property will be subject to judicial action.

### **Trash Disposal**

Students are responsible for the proper disposal of their trash. In the residence halls, public trashcans and recycling bins for paper, plastics, and cans are located on every floor. In the WVA, there are trash dumpster stations along the length of the parking lot, and recycling bins are located outside next to buildings 2 &3 and next to building 4. There are also recycling bins in the laundry room of the clubhouse. The University provides for trash removal from these areas only. WVA residents must have garbage contained in tightly closed plastic bags, which should then be deposited in dumpsters provided at the property. Do not deposit refuse between the dumpsters and fence. A fine of \$40 will be imposed, after a first warning, for any refuse that is left outside a resident's unit or elsewhere on the property other than in the dumpsters. WVA residents that have an excessive amount of discarded cigarette butts in the vicinity of their apartments will be fined.

### **Unauthorized Student Entry**

Students are not permitted to enter or be present in the room of another person, or in an area to which they normally do not have access, without proper authorization. Likewise, students are not permitted to be present in normally closed or restricted areas, which may be unsecured, or in areas from which they have been prohibited or asked to leave. This includes all renovation and construction sites and projects throughout the campus. Entering these kinds of areas will be considered unauthorized entry and may result in disciplinary actions

### **Unit Condition Report**

Each student will receive a Unit Condition Report that outlines a description of unit at the time of check-in. The students will have 48 hrs to check their space and verify the UCR. If they find any additional issues or concerns they must submit the corrections to their RA or the WVA office within 48 hrs. After the 48 hr period the student will be responsible for any additional damages found in the room during check-out.

### **Vandalism**

Damage and vandalism to common areas in the residence halls will be attributed to the responsible individual or group who will then be charged for the repair or replacement of the damaged property.

Whenever it is not possible to assign charges for damage or theft of University property to specific individuals, those costs will be divided evenly among the smallest group of residents to which the damage can be attributed. For this reason, it is important that a staff member be contacted immediately with information regarding damage to or theft of University and/or personal property.

### **Visitors**

See "Guests and Visitors"

### **Waterbeds**

Residents are not permitted to have waterbeds in their rooms.

### **Weapons and Firearms**

Weapons and firearms of all kinds are strictly prohibited on campus. Weapons and firearms include, but are not limited to, guns, bows and arrows, hunting knives, switchblade knives, butterfly type knives, metal knuckles, paintball guns, throwing stars, nunchaks (num chucks), bolas, slingshots, swords and blow guns. Ammunition is also prohibited. Instruments such as B-B guns, pellet guns, wrist rockets, catapults, dart guns, etc., which are used to propel dangerous objects through the air are prohibited. Residents found storing any type of weapon or firearm will have that device confiscated by University staff members and will face disciplinary action.

### **Windows**

Windows are not to be used as entrances or exits. Screens may not be removed. Failure to abide by this policy will result in a maintenance fee for screen installation, a fee for screen repair, or a fee for screen replacement. Residents are prohibited from throwing objects out of the residence halls or apartments. Hanging items in or from windows is also prohibited.

### **Work Orders**

Routine maintenance requests for the halls should be directed to the Residential Life Office so that a work order can be filled out and forwarded to the Facilities Services staff. WVA residents should go to the WVA office to fill out work orders that will be forwarded to the WVA Maintenance Supervisor.

### **WVA Swimming Pool and Spa**

The pool area is for the enjoyment of Webster Village Apartment residents. Any guests must be escorted by a resident at all times. There is no lifeguard on duty so it is to be used at your own risk. There is no diving, running, or horseplay permitted. No glass is permitted in the pool or spa areas, and alcohol and cigarettes are not allowed. There is a limit to five people in the spa at one time, and minors under the age of 18 cannot use spa or pool without an adult in attendance. Use of bubble bath or soap is strictly prohibited in the spa. Residents found using bubble bath or soap will be fined for damages.

## The Judicial Process and Sanctions for Policy Violations

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### Judicial Process

All residents are subject to the student code of conduct listed in the *Webster University Student Handbook and Calendar*. The judicial process begins when there is reason to believe that one or more policies have been violated. The following is an outline of the steps taken for a typical judicial case.

1. The alleged policy violation is documented either by a Residential Life Staff member or Public Safety officer in an incident report. The report includes all details of the incident and the names of all students present. It is given to the appropriate hearing officer, depending upon the location and nature of the incident. Specific cases may be referred to an appropriate board or administrator. The university reserves the right to initiate meetings with students regarding alleged conduct without a documented incident report.
2. Students that are reported to have been allegedly in violation of policies receive a notice of the violations with which they have been charged, and are requested to meet with the hearing officer for an administrative hearing. This meeting will occur within ten (10) days of the alleged violation, unless the timing of the incident does not permit that (i.e., incidents that occur at the end of a semester, etc.). Students may request to have their case heard by the University Judicial Board, rather than a Residential Life hearing officer.
3. If a student is found to have violated a policy, then a sanction(s) is assigned following the meeting. Notification of sanctions will be made in writing within five (5) days of the hearing date. There are no automatic sanctions, but a level of consistency will be applied in most policy violation situations. Depending on the situation, Residential Life policy violations can exist on different levels. Sanctions are assigned based on the nature of the violation. Any time after sanctions are issued, a hold may be placed on the student's account until completion of the sanctions. Failure to complete sanctions within the designated time frame may result in further disciplinary action.
4. Any student may appeal the decisions that result from the hearing process. **All appeals must be submitted in writing within 10 days of receipt of a sanction letter (email is acceptable).** Residence hall students must direct their appeal to the Assistant Dean of Students. Webster Village Apartment residents must direct their appeal to the Dean of Students. The appeal should outline the reason for the appeal and should provide sufficient detail to determine whether or not a new hearing should be granted. The Dean/Assistant Dean may take any action deemed appropriate including upholding the initial sanctions, reducing the initial sanctions, or increasing the sanctions imposed. Please see a copy of the Student Life Policies and Procedures section of the Student Handbook and Calendar for further information on appeals.

## **Sanctions**

Disciplinary sanctions may result from violations of any local or state law or ordinance, Residential Life or University policies or rules. In some cases, more than one sanction may be appropriate. Sanctions may include, but are not limited to:

### **No Action**

When it is determined that the individual will not be held responsible for a documented incident, written notification will state this for the resident.

### **Admonition and Warning**

A warning is a statement to the individual that indicates that their behavior was not acceptable and any further violations will result in more severe disciplinary action.

### **Restitution of Damage**

This includes payment for theft or damages caused to property on the campus or to another individual's property.

### **Disciplinary Service Projects**

This can include, but is not limited to, assigned work with the Wellness Center, Office of Alcohol and Substance Abuse Prevention, Dining Services, Physical Plant, program development for the Peer Education Project or other appropriate projects.

### **Failure to attend Judicial Hearing**

If a student fails to attend the scheduled judicial hearing the incident will be adjudicated without their presence.

### **Fines**

Fines may be imposed in addition to educational and disciplinary sanctions. All fines are designed to compensate the community for any negative impact. Fines collected are placed into funds, which support positive community programs.

### **Referral to Counseling and/or Alcohol and Substance Abuse Prevention**

This is to provide support services and programs to assist the student in more effective management of personal crisis and/or alcohol/drug use and abuse.

### **Discretionary Sanctions**

The hearing officer reserves the right to initiate sanctions, which may be appropriate for specific and/or unique situations.

### **Residential Probation**

Due to the nature of the violation, the student is placed in a probationary period and any further misconduct may result in removal from campus housing and/or more severe disciplinary action. This action may include the recommendation that the individual be removed from University Housing and/or suspended or dismissed from the University.

### **Removal from University Housing**

This sanction is imposed when it is determined that behavior is unduly disruptive or dangerous to the residential community.