

## **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 the Coordinator of Housing and Residential Life and/or the Managing Director of the Webster Village Apartments who will determine what, if any, further action needs to be taken.

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

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

### **Air Conditioners**

Air conditioners are not permitted in the residence halls or apartments.

### **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.

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), or any device with open heater coils or flames are not permitted within campus housing. 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. See the WVA clubhouse regarding the use of the community grill located adjacent to the pool area.

## **Bicycles and Scooters**

Please store bicycles outside the buildings on the racks provided for this purpose. 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 or balconies in the WVA. WVA residents will receive a warning first, and \$40 fine for the second offense and their bike will be confiscated for a third offense. 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 these 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. The Webster Village Apartments remain open year round. Requests for summer housing should be submitted to the Managing Director of the WVA. 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**

The main entrances to East and West Halls will be open weekdays until 6:00pm; at that time the door will be locked, permitting entry only to residents of East and West Hall by swiping their ID card through the electronic reader. All other entrances to East and West Hall will be accessible by card access at all times. Public Safety will encode East and West Hall residents' cards to work with this card swipe system.

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 need to bring their ID to the WVA office for coding. This will allow access to the laundry and computer rooms. WVA residents that receive a parking permit for the WVA parking lots, will also receive a remote control key fob that opens the gate. To avoid damage to your car and to the limited access gates, wait for gates to open fully and proceed carefully. Please resist the urge to be courteous and helpful and do not admit any person you do not know through the automobile entry gates.

Students help keep the residence halls and apartments 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 a door, loaning their student ID to another person to gain access or assisting an unauthorized entry faces disciplinary action.

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

Any items that can produce smoldering or open flame, including, but not limited to, candles, incense, kerosene lamps, 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. 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 condition 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 above and beyond normal wear and tear.

Upon check out, residents are also responsible for cleaning all room and bathroom areas. 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.

### **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 charge of \$20 per day will be assessed for items from public areas found to be in student rooms. 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.

## **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.

## **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, 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 or the Managing Director of the Webster Village Apartments.

## **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 Department 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 or the Managing Director of the WVA 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 Cancellation**

The housing contract for the residence halls is for the full academic year. WVA leases are generally for 9 or 12 months. Students must petition to be released from their contracts or leases if they feel that extenuating circumstances prevent them from continuing to live on campus. Request for Release forms can be obtained from the Office of Housing and Residential Life or the WVA Clubhouse. All petitions for release are subject to requests for appropriate documentation. Contract and lease breakage fees will apply if the release is granted.

## **Cooking**

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

## **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. Use of duct tape and mounting tape is not permitted. Painting walls 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 for 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.

## **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, 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, cloves 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.

## **Electrical Outlets**

Electrical outlets cannot be modified in any way. Do not attempt to overload electrical outlets with multiple adapters. 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 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 fire fighting 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. Additionally, criminal and/or civil prosecution is possible for pulling false fire alarms and for damage or injury resulting from the unauthorized use of fire fighting equipment.

## **Fire and Life Safety Equipment (continued)**

Prior to moving into the WVA, staff members will test the smoke detector(s) in the apartment for proper operation and working batteries. **Thereafter, it is the resident's responsibility to replace batteries as needed, which are available free of charge from the WVA office.**

### **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, 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.

### **Garbage disposals**

If your garbage disposal shuts down, simply reset it by pushing the button underneath the disposal canister under the sink.

### **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.
- 4) Any guest may be asked to leave the premises at the discretion of Residential Life Staff.
- 6) All guests must be at least 17 years of age. Residents having guests under age 17 need to receive written permission from the Assistant Director of Housing and Residential Life or Managing Director of the WVA. 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 Coordinator of Housing and Residential Life or the WVA Managing Director 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 during fall, winter, and spring breaks. If you are in violation of the health and safety standards your RA will notify you. WVA residents are subject to a \$75 fine if apartments fail these routine inspections.

## **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.** WVA Residents need to bring their ID to the WVA office for coding. Your coded ID will provide entry to the parking lot and laundry room (in addition to other locations on campus). Residence hall students can have their ID encoded for hall access at the Public Safety desk in Maria Hall. Lost or stolen cards should be reported immediately to a member of the residential life staff.

ID cards should be validated each semester (upon registration) by obtaining an appropriate validation sticker from the UC front desk. Access to residential facilities is terminated upon expiration or release from the housing contract or apartment lease.

## **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.

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.

## **Keys - Replacement and Lockout**

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.

## **Keys - Replacement and Lockout (continued)**

If a resident is locked out of his/her room, a residential life or 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) During regular office hours, 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, call the Resident Assistant on-call. He or she will let you back into your room.
- 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 for East Hall and West Hall are available for rental through the Office of Housing and Residential Life. Loft kits may not be used in the WVA. Residents are not permitted to build their own lofts or make use of any loft other than lofts rented through 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.

## **Mental and Physical Health Emergency Policy (continued)**

### *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 and other public areas is permitted.

## **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 Maria Hall. WVA residents should obtain their permits directly from the WVA Office. The cost for replacing a 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. 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. Any flyers, posters, etc. that are not properly approved will be removed.

### **Pranks and Practical Jokes**

Pranks such as 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 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 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.

### **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.

### **Rental Payments (WVA only)**

For WVA residents, rental payments are due on or before the 1<sup>st</sup> day of each month (if the 1<sup>st</sup> falls on a holiday, it is due the next business day). It is the responsibility of each resident to make rent payments on time. You will not be sent a bill or reminder that rent is due. Late payments are subject to a \$30 late fee. Special incentives are provided for students who pre-pay rent at least five days in advance. Should you ever require rent deferment or an exception to the rental policies, please contact the Assistant Director of the WVA prior to the due date to make acceptable arrangements. Rent is payable at the apartment office during regular office hours, or at your own risk may be left in the office night drop. Returned checks are subject to a charge of \$30 plus an additional late charge. After two insufficient fund payments, the resident will be required to make all subsequent payments by money order, cashier's check, or credit card. A hold may be placed on a student's account for failure to pay rent.

### **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**

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. Contact the Office of Housing and Residential Life or WVA office to see if a room change is feasible. Often times, the office will contact the RA for additional information about the situation and may re-direct you back to your RA.
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 room evaluation. 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. Residents in the WVA that request to move into an apartment requiring cleaning will be charged \$75.00.

### **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, telephones, and window screens. Bed 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 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, and limited access gates and doors 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 a 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.

## **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 Coordinator of Housing and Residential Life or the Managing Director of the WVA. 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.

## **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 are 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 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 in the laundry room. 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.

### **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, nunchaku (num chucks), bolas, slingshots, 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. Throwing objects out of the residence halls, apartments, or houses or hanging items in or from windows are prohibited.

### **Work Orders**

Routine maintenance requests for the halls and houses 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**

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.

## 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, the Assistant Director of Housing and Residential Life or the Managing Director of the Webster Village Apartments, 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.

### **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.

### **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.