

# Residence Life and Housing

## Resident Handbook

2015-2016



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The contents of this book are important for a resident student to read and understand. Please take the time to do so and share this information with your family.

In addition, as a member of the SUNY Dutchess Community College, it is **VITALLY IMPORTANT** to read the Student Code of Conduct in order to get acquainted with the campus' regulations regarding students' personal conduct. The Student Code of Conduct can be found online through the myDCC portal.

## **1.0 Welcome from Director of Residence Life and Housing**

Welcome to on-campus living at Dutchess Community College, one of the best learning opportunities you will have in your life! Why? Because you have a unique opportunity to immerse yourself in learning more about yourself, as well as those with whom you live and interact.

While living in Conklin Hall you will have a multitude of opportunities to learn, develop, and grow as a student, as a leader, as an engaged citizen, and as a member of the residential community. Each of these opportunities will help prepare you for life beyond college. We strive to provide our students with a remarkable community living and learning experience. We do this by helping our residents develop connections in their community; connections to their learning; and connections across campus.

Realistically, there will be times when you feel challenged by those opportunities, but those are the moments that you learn the most – and the beauty of that is that you don't have to go through it alone. The Residence Life staff is here, around the clock, to help you. Your Resident Assistant and your Directors are here to help and are committed to assisting you with your personal and academic growth.

I encourage you to enter this chapter in your life with an open mind and an eagerness to learn. It is truly one of the most enlightening times of your life. Taking advantage of the many positive opportunities that come your way while living on-campus will broaden your horizons and assist you in future endeavors.

On behalf of the Residence Life and Housing Staff, welcome to your home away from home!

All the best,

The Office Residence Life and Housing

## **1.1 Important Dates**

### **FALL 2015**

#### **August 21, 2015**

10:00 a.m.-3:00 p.m.: New housing students move in. Orientation begins.

#### **August 23, 2015**

10:00 a.m.-5:00 p.m.: Returning housing students move in. *Brunch service will be available.*

#### **October 30, 2015**

5:00 p.m.: Last day to turn in Spring License Waiver form to the Office of Residence Life and Housing.

#### **November 25, 2015**

5:00 p.m.: Residence Hall closes for Thanksgiving Break. Residents will not be allowed to enter the hall during the break and are expected to take all belongings they will need during this time. *The last meal served before Thanksgiving Break is Wednesday lunch.*

#### **November 29, 2015**

12:00p.m.: The residence hall opens. *Dinner services will be available.*

#### **December 11, 2015**

8:00p.m.: Last day of regularly scheduled classes and in-class finals. All students who do not have block finals must vacate the residence hall at this time. *The last dining plan meal before Winter Break is dinner on the last day of classes.*

#### **December 12, 2015 – December 15, 2015**

All residential students who have block finals, upon presenting verification to their RA, will be permitted to stay in the Residence Hall up to 24 hours after their last final exam. *Flex dollars, cash and credit cards will be accepted during block finals.*

#### **December 16, 2015**

12:00p.m.: The building is officially closed. All residents who were permitted to stay for block finals must vacate the residence hall.

### **SPRING 2016**

#### **January 18, 2016**

10:00a.m.-2:00p.m.: New housing students check-in.  
12:00 p.m.-5:00p.m.: Residence Hall Opens for returning students. *Dinner service will be available.*

#### **March 2, 2016**

10:00 a.m.: Returning student applications for the Housing Assignment Process (HAP) for 2016-2017 opens.

#### **March 11, 2016**

5:00 p.m.: The Residence Hall closes for Spring Break. Residents will not be allowed to enter the hall during the break and are expected to take all belongings they will need during this time. *The last meal served before Spring Break is Friday lunch.*

#### **March 22, 2016**

12:00p.m.: Residence Hall reopens for all residential students. *Dinner services will be available.*

#### **May 11, 2016**

8:00 p.m.: Last day of regularly scheduled classes and in-class finals. Students who are not graduating and had in-class finals must vacate the premises. *Last day for dining plan meal.*

#### **May 12, 2016 – May 15, 2016**

All residential students who have block finals, upon presenting verification to their RA, will be permitted to stay in the Residence Hall up to 24 hours after their last final exam. *Flex dollars, cash and credit cards will be accepted during block finals.*

#### **May 16, 2016**

12:00 p.m. The building is officially closed. All residents who were permitted to stay for block finals must vacate.

#### **May 19, 2016**

12:00p.m.: Students who are graduating and participating in the graduation ceremony, and/or who are receiving an award at the afternoon Honors Convocation, must complete the move-out process at this time.

## **1.2 Residence Life Mission Statement**

The mission of the Office of Residence Life and Housing is to encourage the development of an environment that supports the academic mission of the College, and provides services which promotes the retention of and advocates the graduation of students.

This is accomplished through the following objectives:

- To provide personal support for the individual student in transitioning to the College environment and to provide academic advising and related services.
- To provide a sense of belonging in the Residential Community and the College through supportive social, recreational, athletic and cultural programming.
- To maintain community and an academic supportive environment by establishing limits and enforcing policies that follow College regulations, and limit damage to property.
- To promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation.
- To encourage the retention of residents and to facilitate student growth and development through Residence Life services and educational programs and through support of selected College programs.

The Residence Hall environment includes several opportunities to become involved in the College experience in a living/learning community that will help students to develop lasting and memorable relationships with peers and others on campus. Students will soon find that their academic work in the College will be enhanced by the experiential out-of classroom initiatives provided in your Residence Hall. It is our goal to provide students with as many new learning experiences as possible that will benefit their overall growth and development as a productive citizen in society. We encourage students to take the time to learn new things, experience new ideas and develop new friendships while living in our community.



### **1.3 Hours of Operation**

The Office of Residence Life is open Monday through Friday from 9:00am-5:00pm. Our office staff is always willing and ready to assist you with all of your questions.

#### **Contact our Office:**

Dutchess Community College  
Office of Residence Life and Housing  
Conklin Hall 118  
53 Pendell Road  
Poughkeepsie, NY 12601

Phone: (845) 790-3676  
Fax: 1-855-262-2746  
Email: [studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu)

**\*Please note, all phone numbers located in this handbook begin with an (845) area code.\***

### **1.4 Residence Life Staff**

#### **Director of Residence Life and Housing**

The Director of Residence Life & Housing reports to the Director of Student Conduct and Community Standards and is the principle communicator with other department heads within the Division of Enrollment Management & Student Services, as well as the college community. The Director is the chief administrative officer of the department and consequently is responsible and accountable for the total operation of the residence hall system. Additionally, the Director is responsible for the policy making function of the residence hall system.

#### **Assistant Director**

The Assistant Director is responsible for assisting the Director in coordinating and administering all activities and functions of the Office of Residence Life and Housing. S/he directly supervises student employees working in the Residence Hall, specifically the Front Desk Assistants; coordinates hall association development; staff recruitment, selection, training, and evaluation. Additionally, s/he oversees the methods for obtaining student feedback about campus living, participates in the building wide on-call response rotation, and serves as a hearing officer for housing conduct hearings.

#### **Housing Operations and Business Manager**

The Housing Operations and Business Manager oversees the day-to-day operation of housing incoming and current students. Additionally, the Housing Operations and Business Manager handles all housing-related concerns and issues, including room assignments, vacation and summer housing, the spring housing lottery, and the room-change process. Residents may schedule an appointment to meet with the Housing

### **Administrative Assistant**

Operations and Business Manager in the Residential Life and Housing Office located in Conklin Hall 112.

### **Residence Hall Coordinator (RHC)**

Administrative Assistants provides support in the implementation of various operational functions within the Department of Residence Life and Services, serves as a central office support staff professional participating in all major programs and system-wide activities.

The Residence Hall Coordinator is a professional live-in staff member who supervises the Resident Assistants (RAs), and helps to coordinate educational, cultural, and social programs. He/she is also available to meet with residents who may be experiencing personal or academic concerns. Additionally, the Residence Hall Coordinator coordinates room changes throughout the semester within the residence hall, participates in the building wide on-call response rotation, and serves as a hearing officer for housing conduct hearings.

### **Resident Assistants (RAs)**

Resident Assistants (RAs) are student staff members who live in the Residence Hall. They assist residents with concerns and everyday issues. RAs serve as resources, role models and peer educators for residents. RAs work cooperatively as a member of a residence hall staff and assist the Director in coordinating a vital and engaged living-learning community by providing programs and services that celebrate diversity and foster student learning and development. RAs are responsible for the effective functioning of the living environment in their respective residential areas.

### **Student Staff Employees**

*Front Desk Assistants (FDA)*  
*Student Administrative Assistant*

Student Staff Employees assist in maintaining a safe and comfortable residence hall environment. The FDA is responsible for checking in each resident and their guest(s) according to established procedures, provides rentals for building items, and assists students with campus and housing questions. The Student Administrative Assistant assists students with lockouts, mail services, and work order requests. All student staff employees assist housing staff with administrative related tasks and participate in the check-in and check-out procedures at the beginning and end of each semester.

## 2.0 Living in a Residence Hall

### 2.1 Cable Service

Basic cable service is provided free of charge in each residential bedroom as well as in the suite living room. This service consists of 47 HD-DTV channels. Most flat screens TV (those with a QAM digital tuner) will be able to directly connect to the cable outlet. Older analog televisions (those with NTSC tuners) are not compatible with the system without the use of a DTV to analog converter. These converters, along with RF splitters and other assorted cables, will be available for purchase in the DCC Bookstore. Please see the front desk for up-to-date channel listing.

### 2.2 Computer Services

The DCC campus and residence hall are equipped with wireless Internet service. All DCC students receive a student account, which is used for registering residential students' computers. To utilize these services, bring a computer with 802.11b/g/n wireless capability. External wireless routers are not permitted. For questions or problems regarding Technology services contact the DCC Help Desk:

- Call the DCC help desk at 431-8000, ext. HELP (4357)
- Send an inquiry to [helpdesk@sunydutchess.edu](mailto:helpdesk@sunydutchess.edu)
- From the web use the myDCC Help Desk channel found on your My Courses Tab.

#### ***Disclaimer:***

- *The student system consists of around 9,000 accounts, which are automatically created and deleted based on student record information. There are no implied warranties or guarantees regarding the security and/or reliability of the system. While every effort has been made to maximize system uptime, reliability, and security, we cannot guarantee it. Further, while the student regarding the security and/or reliability of the system. While every effort has been made to maximize system uptime, reliability, and security, we cannot guarantee it. Further, while the student system is backed up, we will not restore individual accounts or messages. The backups exist for disaster recovery purposes: in case the server or servers crash, we can restore the entire system. Please keep your own backup copies of everything that is related to your class work as well as anything else that is important to you.*

### 2.3 Laundry

Swipe card-operated washers and dryers are located on the lower level. The laundry room is always open and there is no additional fee to wash or dry clothes.

For student convenience, we've implemented a "laundry alert" system that provides real-time, online access that enables residents to determine the availability of washers and dryers. The laundry alert website will let students know whether a machine is available, in use or if the cycle is complete –and will automatically send a notification to pre-registered users. Please report any problems with the washers and dryers to 790-3676 immediately. Dutchess Community College Association, Inc. is not responsible for lost, stolen or damaged items left unattended in the laundry room.

## **2.4 Heating and Air Conditioning**

For best heating results, do not block the air vents, and keep all windows closed. Poughkeepsie winters are cold; cooperation in helping to conserve energy is appreciated. If there are questions about heating/air units, please contact a member of the Residence Life and Housing staff for assistance.

## **2.5 Mail Service**

Each resident is assigned a mailbox and receives a key upon arrival. All mailboxes are located on the lower level of the Residence Hall. Mail is delivered daily, with the exception of Saturdays, Sundays, federal holidays and during breaks when the hall is closed. If there are any questions concerning mail delivery or if your mail key is lost/stolen, please speak with the Residence Life and Housing Administrative Assistants located in Conklin 112. When a resident receives a package, they will receive email notification through their MyDCC account from the Mail Room.

The mailing address for residents is as follows:

*Student Name*

*Conklin Hall*

*53 Pendell Road Box (Number to be assigned upon arrival)*

*Poughkeepsie, NY 12601*

Every resident is responsible for checking his or her on-campus mailbox daily. Important, dated intercampus mail will be sent to residents via resident mailboxes. If you wish to have your mail forwarded at the end of the academic year, please complete the mail forwarding form before departing from the residence hall.

## **2.6 Fitness Center**

The fitness center is located in the lower level of Conklin hall. All residential students have 24 hour access to the fitness center and must use their student ID to gain entry.

- 2.7 Telephones** There are no provisions for land lines in the suites and rooms; residents are responsible for bringing their own cell phones.
- 2.8 Falcon One-Card** This is your student ID card. Residential students may add money (via cash or credit card) to their cards at kiosks located on the lower level of Conklin Hall, Dutchess Hall, or via credit card online, at [www.onecard.sunydutchess.edu](http://www.onecard.sunydutchess.edu). Money added to this card may be used to purchase additional food in the dining hall, K & D Deli, and/or vending machines.
- 2.9 Vending** Vending machines with snacks and beverages are conveniently located on the lower level of the residence hall. If a machine is broken, be as specific as possible about which machine is not working and about the nature of the problem. If a machine fails to dispense a product, please report the loss to the Bookstore at 431-8080.
- 2.10 Deliveries** Residents who order takeout food, flowers, balloons, etc. from off campus must provide the vendor with their room number and their cell phone number. The vendor is to call the resident upon arrival at the hall. It is the resident's responsibility to meet the delivery person at the lobby door to pick up and pay for the food. No delivery person will be allowed to enter the living areas of the residence hall.
- 2.11 Late Night at the Atrium** Students are able to purchase food items and snacks at the Atrium in Conklin Hall after dinner hours. Located on the first floor of Conklin Hall, students are able to purchase individual items, snacks, and beverages using their Flex Dollars, credit card, or cash.
- 2.12 Meal Plan Options** Those living in Conklin Hall are required to have a meal plan. Dining services at DCC are provided by Sodexo, a well-established company that operates college dining facilities locally and nationwide. Meal plans may be upgraded at any time; for more information please contact call 431-8080. Residents can refer to the Residence Life and Housing web page on myDCC for updates and information regarding meal options.
- 2.13 Shuttle Service** All residential students with a valid DCC student ID are able to utilize the shuttle service available. For more information regarding hours of operation, please see the front desk.

## **2.14 Parking**

All Dutchess Community College Campus Traffic and Parking Regulations are in effect and applicable for on-campus residents. Residence hall parking permits are available at no charge and must be obtained in person from Campus Security and Public Safety located in the Orcutt Student Services Center. Residents will park in Parking Lot D. Each resident will be permitted to register one vehicle. During inclement weather, you may be asked to move your vehicle to assist with snow removal.

## **2.15 Pest Control**

Please notify a Residence Life and Housing staff member if there is any problem with insects or rodents in a room or suite. A service request form detailing the problem must be submitted. All non-perishable food should be stored in airtight containers and be well wrapped. Food must be properly stored or discarded during vacations.

## **2.16 Maintenance**

The staff is responsible for cleaning the hallways, lounges and other public areas. Our custodial staff is provided to remove trash and clean common areas of the residence hall. Part of responsible community living is picking up after personal items and not littering. The staff is not responsible for cleaning individual suites or bedrooms.

If problems with furnishings or other items in the Residence Hall rooms arise during the semester, it is the responsibility of the resident(s) to submit a Student Maintenance Request. A member of the maintenance staff will make the repair or assess the damage.

### ***2.16.1 Submitting a Work Order for Routine Room/Suite Repairs***

As previously stated, completing the Maintenance Request Form grants permission for maintenance personnel to enter a room in order to make repairs, whether or not the occupants of the rooms are present.

#### **Step 1 - The Resident**

The resident is responsible for completing a Maintenance Request through the Residence Life tab. Residents are responsible for describing what the issue is and inputting their contact information and the date and time of their availability.

#### **Step 2 – Physical Plant**

Work requests will be reviewed by Physical Plant. All Maintenance Requests are distributed by the Physical Plant to the appropriate shop (i.e., electrical, plumbing, construction, moving crew, grounds, etc.). All Maintenance Requests are prioritized and given a target date of completion.

### **Step 3 - Follow-Up**

Should a Maintenance Request not be completed by the Estimated Completion Date, or an item breaks again or is not repaired in a satisfactory manner, it is the responsibility of the student to contact their RA or the Director of Residence Life, who will follow up with the Physical Plant.

#### **2.16.2**

#### ***Emergency Work Requests***

Maintenance problems occurring in the following areas are generally considered to be emergencies:

- Plumbing
- Electrical
- Outside Lighting
- Fire Safety Equipment health and safety of residents
- Entrance/Exit Doors
- Heat and Hot Water
- Locks

Any situation that compromises the safety and security of the community should immediately be brought the attention of Security and/or a Residence Life staff member, who will contact the Physical Plant.

#### **2.17 Trash and Recycling**

Students are required to remove all personal and suite garbage and recycling to the dumpster located on the West end of the building. Access to the dumpster is provided on a lit path from the first floor entrance to the Residence Hall. Garbage bags are available in the Resident Assistant's Office, Conklin Hall 117. Garbage left in suites and/or public areas will result in a garbage removal fee beginning at \$25.

#### **2.18 Roommates**

The quality of the environment that each resident establishes will be very important. This will be greatly affected by the personal belongings that students elect to bring with them as well as the relationship they establish with their roommate(s) and suitemates. Living with a roommate(s) and suitemates can be a rewarding learning experience, but as at home, some ground rules need to be established. Talking to one another before difficulties arise is essential. It will be important to remain open-minded, respectful, and cooperative when sharing space with another person(s). Establish expectations of each other early in the year, before the stress of classes, a new environment, or other pressures get in the way of dealing with issues in an appropriate manner.

Please note the Office of Residence Life will work to accommodate all roommate requests based on availability.

### **2.18.1 Roommate and Suite-mate Agreements**

Resident Assistants will assist students with establishing community living standards between roommates and suitemates by providing suite/roommate agreement forms and assisting with suite meetings as necessary. Residents are given agreement forms at the beginning of each semester and can make any changes throughout the semester as needed or as expectations change. Students are responsible for establishing a meeting with their new roommates during the first few days after move-in. Students and their roommates should talk through the information and establish some rules or standards for living together. Failure to comply with the agreement may result in further documentation and a possible conduct violation.

### **2.18.2 Conflict Mediation with Roommates**

An integral part of community living is learning to resolve concerns and issues in an appropriate and effective manner. Conflict is part of life. Dealing with conflict as a student can be challenging, especially when the conflict is with someone you interact with each day. When trying to address a concern, or resolve a conflict, here are some things to keep in mind:

- When a conflict arises, talk with the other party regarding your concerns. Chances are they may not even know their behaviors are affecting you.
- Try not to procrastinate from resolving the problem...avoiding conflicts usually means they will escalate and become more difficult to address later.
- Find a time and place when and where you will both be able to comfortably and openly discuss your concerns.

## **2.20 Lost & Found**

A lost and found bin is located at the front desk of the residence hall.

- A. Articles found in a residence hall should be turned in to the hall front desk staff.
- B. Items will be logged in the Lost & Found log sheet noting a description of the item, location where it was found and the date it was found. If the item contains identification, the front desk staff and/or Security will attempt to contact the individual.
- C. Items of value (jewelry, watches, wallets, check books, keys, fobs, etc.) will be locked up in a secure location within the hall or brought up to the Security Office.



- D. Items will be disposed of on the closing day of each semester or no earlier than 30 days from the noted date the item was found. The disposal date will be noted on the Lost & Found log sheet.

## **2.21 Painting of Student Rooms**

In an effort to control the condition of all the student rooms on campus, rooms are painted on a routine schedule during the summer months.

- A. Students are not allowed to paint residence hall rooms or suites.
- B. Requests for room, apartment or common area painting will be approved on the basis of need.
- C. The Physical Plant will review each request and make a painting determination.
- D. Public area painting is prohibited.

## **2.22 Storage**

Storage of resident belongings on College property is not provided. Please contact the Office of Residence Life and Housing for information about off-campus storage options. The DCC Association, Inc. assumes no responsibility for loss of personal property on the campus. The Office of Residence Life and Housing may dispose of any belongings left by residents who have withdrawn, have been dismissed, removed from housing or who vacate their room/suite for any other reason.

## **2.23 Mandatory Floor and Hall Meetings**

During each semester, certain wing and hall meetings will be designated as “mandatory” by the Office of Residence Life and Housing staff. Residents must attend mandatory wing/hall meetings with their Resident Assistant and/or the Director of Resident Life. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.

## 2.24 Prohibited Items

The following are prohibited in or around the college residence hall and violators are subject to immediate action and/or removal by college personnel. The Office of Student Residence Life and Housing reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up may be disposed of by the Office of Residence Life and Housing staff. Students will be subject to disciplinary action for repeat offenses. To ensure the health, safety and well-being of our students, the following are not permitted in the Dutchess Community College Association Inc. residence hall:

1. Liquor and related items, including kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated “non-alcoholic”).
2. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors).
3. Animals or pets of any kind including fish, snakes and turtles.
4. Upholstered furniture, other than that provided by the College.
5. Dartboards of any kind including magnetic, felt or plastic tipped darts.
6. Electrically amplified instruments, including DJ equipment and drum sets.
7. Extension cords or multi-plug outlets, outlet adaptors. (Power strips with internal surge protection are permitted.)
8. Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall.
9. Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives (other than kitchen cutlery) and hazardous athletic/recreational equipment (including nun-chuck sticks, throwing stars, swords and archery equipment).
10. Halogen lamps, clamp-on or clip-on lights, sun lamps, black lights, lava lamps or high-intensity lamps including torcher lamps, spider lamps and any upward-facing bowl lamps.
11. Air conditioners, space heaters.
12. Refrigerators exceeding 2 cubic feet (1 permitted per bedroom).
13. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay.
14. Christmas trees, flammable decorations.
15. Neon signs and federal, state, college, local or other signs.
16. Strings of lights (including holiday).
17. Candles (with or without wicks; decorative or otherwise)
18. Fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e., gasoline, benzene, flammable liquids, chemicals).
19. Liquid-filled furniture. Waterbeds, air mattresses, hot tubs, Jacuzzis.
20. Cinderblocks and non-College lofting hardware.
21. Weightlifting apparatus ( barbells, free weights, exercise machines).
22. Hot plates, toaster ovens, toasters, George Forman and similar grills, rice cookers, hot

- pots, portable ranges, electric fry pans, woks, waffle, sandwich and quesadilla makers, open-element popcorn poppers, oil fryers.
23. Appliances in need of electrical repair or which may be considered hazardous.

24. Curtains (not UL approved), curtain rods that are require drilling or screws, and other window coverings.
25. Hoverboards (self-balancing scooters, battery-operated scooters, and hands-free Segways.)

The State of New York will occasionally instruct campuses to add items (especially new products) to the list of prohibited items if it is determined that they pose a health or fire hazard. Residence Life will inform students if this happens. At that point, any student in possession of such an item will need to remove it from the premises immediately.

## **3.0 Safety and Security**

The College has an outstanding security record due to features like secure card access readers, blue light emergency phone stations, state-of-the-art smoke/heat alarm systems, camera monitoring system, and 24-hour public safety surveillance around campus.

Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Residence Life and Housing staff member or Campus Security and Public Safety. Potential criminal actions and other emergencies on campus can be reported by any student, faculty member or employee directly to Campus Safety and Security. It is extremely important to notify them so they are aware and involved with any action or investigation. If calling from a residence hall phone, dial 4911 to contact Campus Safety and Security. If calling from a cell phone or off-campus line, call Dutchess County 911 for emergency assistance. You may also dial 431-8070 to reach the DCC Office of Safety and Security from a non-campus phone. Emergencies also can be reported by using blue-light emergency phones located throughout campus. Upon receiving a call, Security Officers are dispatched immediately to the site of the complaint. The College encourages accurate and prompt reporting of all crimes or suspected criminal activity. Reports may be made anonymously to the Security office by dialing 431-8070.

### **3.1 Personal Property**

DCC and the Office of Residence Life and Housing assume no responsibility for the theft, damage to personal property or loss of money, valuables, or personal effects of any student or guest. It is essential that each student check with their family concerning the extent of coverage under existing insurance policies. Students are encouraged to consider obtaining some form of personal property insurance if they are not covered under their family's homeowner's or renter's insurance policy.

#### **3.1.1 Personal Safety...What you can do**

##### Personal Safety Tips

- Use the peephole on suite doors to see who is knocking before opening the door.

**\*Please note, all phone numbers located in this handbook begin with an (845) area code.\***

### **3.1.2 Tips for Personal Belongings**

- When leaving the hall at night, residents should inform room/suitemates of the time they expect to return.
- When walking alone at night, stay in well-lit areas or use the Campus Escort Program (431-8070).
- Any resident who is a victim of a crime should immediately notify Safety and Security at 431-8070.
- Emergency call boxes are located in the residence hall and around campus, and can be used to contact Campus Safety and Security directly.
- *Record serial numbers of computers and other valuable items*
- *Record the numbers of all credit cards and bank accounts. Keep a list of the contact information of these companies and banks so that they may be notified if cards are lost or stolen.*
- *Keep money and valuables in a secure place. Do not keep excess amounts of cash in the room.*
- *Keep room and suite doors locked whenever unoccupied or when occupants are sleeping.*
- *If keys/ID cards are lost or stolen, notify Residence Life and Housing immediately so that a lock change can be completed.*
- *Establish a checking and/or savings account at one of the local banks or credit unions.*
- *Record the serial numbers of all electrical appliances and valuable items.*
- *Students are encouraged to take valuables home during breaks.*
- *Ensure vehicle doors are locked and windows are rolled all the way up when the vehicle is to be left out of sight of the owner.*
- *Place valuable items left in vehicles in places that are not visible to people walking by, for example, the trunk or hidden under a jacket.*

### **3.2 If You Are the Victim of a Crime**

The first thing to do is notify the authorities at once. Whether the incident happened on campus or off campus, you may dial 911 or DCC Safety and Security at 431-8070.

### **3.3 Mental Health Emergencies**

Students may access the Counseling and Career Services Office weekdays 8:00 a.m. -5:00 p.m. at 431-8040. Campus Security is available 24 hours/day at 431-8070 or ext. 4911. The Dutchess County Helpline is a crisis counseling hotline available 24 hours/day at 485-9700.

### **3.4 First-Aid Medical Care**

In case of sickness or injury of a serious nature, report the injury or illness to your Resident Assistant or, if not available, to the Campus Security. The Resident Assistant or Security Officer will call for emergency medical services and/or transportation to a local health care facility if necessary. Students are encouraged to use local health services whenever necessary. All students are financially responsible for all medical bills and transportation usage.

### **3.5 NY Alert Emergency Communication System**

SUNY NY Alert is an alert system that DCC has implemented in conjunction with the State Office of Emergency Management (SEMO) and SUNY System Administration. SUNY NY Alert enables the college to send out critical emergency information about the campus which can be disseminated concurrently through email, phone and text messaging. You can participate by logging into MyDCC and clicking on “Sign up for SUNY NY ALERT Emergency System.” This option will bring you to a screen where you enter your email address(es) and/or phone number(s). If there is a CRITICAL EMERGENCY on campus, college officials will notify SUNY NY Alert with appropriate information. You will then be notified by email, by phone and/or text messaging within a very short period of time. You must reregister for NY Alert every September.

### **3.6 Dangerous Behavior**

Students demonstrating any of the following behaviors may be subject to disciplinary actions that may include the loss of housing privileges, expulsion from the College and/or criminal prosecution:

1. Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when there is no fire.
2. Setting a fire, or possessing or using flammable or highly combustible materials.
3. Tampering with or misusing (accidentally or intentionally) individual room or public area fire safety equipment, including fire extinguishers, sprinklers, smoke or heat detectors, exit signs, alarm pull stations, evacuation maps or floor/room signs.
4. Possessing, using, or manufacturing fireworks or explosives.
5. Failing to leave a building at the sound of a fire alarm or when so instructed by residence hall staff, fire department or campus official.

### **3.7 Security Escorts**

The Office of Safety and Security officers can escort college community members who are on campus. Call 431-8070 to utilize this service.

### **3.8 Residence Hall Entrances**

All entrances to the residence hall are under a 24-hour lock policy. Entrance doors may not be propped open for any reason. It is up to residents to make sure that residence hall doors are closed. The Office of Safety and Security officers on foot patrol conduct periodic checks of doors to ensure the security of the buildings.

### **3.9 Closed Campus Hours**

College community members are prohibited from entering any campus building, excluding the residence hall, between 11:00 p.m. and 6:00 a.m. unless permission for a special event is granted.

### **3.10 Class Cancellations**

A listing of daily class cancellations is available on message boards inside the residence hall, on the Internet at [www.sunydutchess.edu](http://www.sunydutchess.edu), or by calling 431-8000.

### **3.11 Emergency Relocation Plan**

In the event that all or a portion of the residence hall is rendered uninhabitable due to fire and smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

1. All existing vacancies will be used to relocate those persons who are displaced.
2. Should available vacancies and overflow spaces not suffice, rooms may be tripled as needed. A reduction in room rates will be applied to the accounts of those affected.
3. When feasible, and in appropriate situations (e.g. short-term dislocation and/or when no other options are available), residents may be housed at area motels, at no additional expense to the student or emergency shelters until other suitable arrangements are made. In this event, transportation to and from campus will be provided in order to accommodate academic and food service needs. It will be the responsibility of the College to identify transportation and housing locations for students requiring such provisions who have been displaced from the residence hall in applicable emergency situations.
4. If, as the result of some unforeseen calamity, the number of residence hall spaces affected renders the above actions impossible, the College will immediately formulate and adopt an alternate emergency response plan which addresses the academic and personal needs of those involved.

### **3.12 Fire Safety**

Fire safety is an issue the College takes very seriously. Violation of campus regulations concerning fire alarms and fire safety may result in expulsion. The residence hall is equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct

action, payment of any damages, and fines. Fines for misuse or abuse of safety equipment can range from \$100-\$1500 plus cost of damages.

### **3.12.1 Fire Safety Equipment**

1. The residence hall is equipped with a sprinkler system.
2. All activated fire alarms will automatically alert the Office of Safety and Security.
3. All student rooms have a direct wired, local smoke/heat detector.
4. The residence hall has a fire alarm system, which is activated by a pull box, a public area smoke detector, or by a smoke/heat sensor in a student's room.
5. All student rooms and suites have a solid core door, which offer a high level of protection from an active fire penetrating into the living space.
6. The residence hall mattresses and upholstered furniture in resident student rooms and lounges must meet the standards outlined in the Caltech 133 Fire Retardant Bulletin.
7. All carpets used in public areas must meet the State's fire retardant standards.
8. The residence hall has clearly marked exits and hallway fire doors where required by law, which close automatically during an alarm.
9. College personnel test the residence hall fire alarms twice a year. This includes the testing of all student room smoke/heat detectors and the activation of the alarm system to check that all systems are functioning properly.
10. The residence hall has fire extinguishers that are placed in specific locations as prescribed by law. These are inspected by the Campus Safety Coordinator.
11. All extinguishers are professionally inspected annually as prescribed by the National Fire Protection Association. An outside contractor administers pressure testing.

### **3.12.2 Fire Alarm Procedure and Evacuation**

1. Residents need to become familiar with all of the building's exits and know that the residence hall will have at least two planned fire drills per semester. One is always done "pre sunset" and one is always "post sunset". Refer to your RA for evacuation procedures and acquaint yourself with the evacuation plan located near the elevators on each floor.

*The following procedures must be followed during a fire alarm:*

1. When the alarm is sounded, consider it an emergency.
2. Failure to evacuate during a fire alarm will result in student conduct action as well as a \$150 fine.

3. Residents should immediately get dressed, taking weather conditions into account and putting on hard-soled shoes as they may be outside for an extended period of time or may be relocated to a safe place. Also, a towel may be used to cover one's face to assist with breathing if smoke is encountered.
4. Take your key and ID with you as you will be asked to show identification upon reentering the building.
5. BEFORE opening any door, you should feel it to see if it's hot. Also, you should look and smell for smoke. Should a door be hot or if you smell smoke, stay in the room/suite. Keep the door closed and place a towel under the door to prevent smoke from entering. Call 911 to let them know where you are in the building. Do not panic. Fire department personnel will assist you.
6. If there is no sign of heat or smoke, be sure your windows are closed before opening your door. Leave your room/suite and the building quickly, but carefully, via the shortest route to the safest exit. Close your room/suite door as you exit.
7. When evacuating the building, continue to check doors for heat, look and smell for smoke, and look for flames. Should you encounter any of these conditions, quickly change your exit route and report what you saw to personnel once outside.
8. Once outside, students must assemble at a safe distance from the hall (at least 150 feet away from the building), gathering at a predetermined locations.
  - a. The Southwest corner of Parking Lot D
  - b. Directly in front of the Tennis Courts
9. It is important that roadways and routes to the building are kept clear so that emergency vehicles and personnel can get through quickly.
10. Students must respond to directions given by Residence Hall Staff, Campus Safety and Security, the Fire Department, and/or other College officials.
11. Students will not be allowed to re-enter the building until directed to do so even if the alarm stops sounding.
12. Individuals with disabilities who require assistance to evacuate the building should go directly to the "Area of Refuge" and follow the instructions posted at the location. The "Area of Refuge" located inside a stairwell has two way communication to a constantly attended location. These stairwells will provide protection from fire and smoke until rescue personnel arrive. Persons unable to evacuate and that do seek shelter in a staircase should make every effort not to block the staircase for those who are evacuating via the stairs. The responding Fire Department personnel will be responsible for evacuating those occupant(s) in need of special assistance.

**A student who does not follow these evacuation procedures may face disciplinary actions and/or arrest.**



### 3.13 Fire Safety Rules

The following is a list of rules and regulations specific to fire safety. Students found in violation of those listed below may face student conduct charges and/or removal from residence.

1. Stairwell doors leading to hallways should be kept closed.
2. Hallways must be kept clear at all times. Furniture and personal belongings may not be placed in the hallways.
3. Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and sprinkler system. Room decorations shall be non-combustible or flame retardant.
4. No items are allowed to be placed on the top of the standing closets (armoires).
5. Wall decorations must be 18 inches below the ceiling height and cannot take up more than 20 percent of each wall. Wall decorations cannot cover windows, such as blankets or tapestry.
6. Bicycles are not permitted in the residence hall. Bike racks are provided by the College near the residence hall. Students are strongly encouraged to always lock up their bicycles.
7. Flammable holiday decorations such as live Christmas trees (cut or balled) and wreaths are not permitted in the building.
8. Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in student rooms or anywhere in the building.
9. Lighting or heating devices that can produce an open flame are prohibited. Please see the list of prohibited items located in Section 2.24.
10. Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence hall.
11. When cooking, do not leave your food unattended in the microwave and make sure to read all cooking instructions.

### 3.14 Active Shooter Guidelines

If you hear shots or see weapons:

1. If you are outside and hear gunshots immediately seek shelter in another building or escape to a safe area away from the sounds of the gunshots. Call 911 immediately.
2. Trust your instincts! Lock the doors; cover door windows if possible. Set your cell phone on vibrate or silent.
3. If you are present where a shooter is active: **Run, Hide, Fight!**
  - **Run:** Leave the area immediately. If necessary, break windows or glass to get out of the area. Run in the opposite

direction of the disturbance or shots. DO NOT stop running unless you are in a safe area. If police officers are in the area, listen and comply with all of their commands. Raise your hands or keep them in plain sight so you are not perceived as a threat to the police.

- **Hide:** If you choose to stay in your room. LOCK YOUR DOOR! Stay away from and below any window. Position furniture or other items in front of the door. Turn off the lights and call 911. Do not trust that it is safe to exit your hiding space unless a Police Officer physically identifies him/herself and directs you out of the area.
  - **Fight:** If the first two options do not work, defend yourself and those around you. Utilize any objects available to you to distract or interrupt the actions of the shooter.
4. Stay low to the ground and away from windows and doors.
  5. Remain in a safe location unless you receive instructions from police.
  6. As soon as possible, call 911 or Campus Security at 431-8070.
  7. Give the police dispatcher as many details as possible about your location, the location of the individual with the weapon, or the location of the gunshots.
  8. Include the number of persons involved, description of armed subject(s), weapons displayed, locations of victims, direction of travel, threats made, etc.
  9. Remain calm!

## 4.0 Getting Involved

An essential component of the living-learning experience at Dutchess Community College involves encouraging students to become conscious of their ability to make a positive impact as a responsible citizen in their surrounding community, society at large, and the world through service-learning opportunities that may enhance their awareness of critical issues in society.

### Volunteer Opportunities in Conklin Hall

The Residence Hall Coordinator, Resident Assistants, and Residence Hall Council will often work together to organize charity events such as food drives, collecting donations, and/or volunteering at a local agency.

If you have any suggestions, ideas, or would like to know more information, contact your Residence Hall Coordinator.

## **4.1 Leadership Opportunities**

Members of the Residence Life and Housing Staff, in conjunction with the Residence Hall Council, are committed to providing you with opportunities to enhance yourself personally, socially, and academically. In order to accomplish this, a variety of programs and leadership opportunities are made available to you.

We strongly encourage you to get involved. Not only is participating a great way to meet people and have fun, it also provides you with opportunities to develop skills in working with others and a chance to have something to say about what life in the residence hall is like. The Residence Hall Council is interested in making residence life a positive experience by providing activities for you to become involved during your leisure time.

### **Residence Hall Council**

Students will have a representative body (Residence Hall Council) that provides resident input into all phases of residence hall life. This is accomplished by providing a method whereby residents can work together to facilitate program activities and recommend changes in residence hall policies. The Council plans and supports programs throughout the year that offer a variety of social, cultural, recreational, and educational activities. The student leaders holding these offices are eager for student input and encourage your involvement. The primary purpose of the Residence Hall Council is to facilitate communication, to provide leadership training, to provide programming, and most importantly, to work on behalf of residents in the investigation and resolution of issues and policies related to residence hall living.

### **The Resident Assistant Role**

Resident Assistants (RAs) are student leaders who live in the halls among their peers and positively impact their floors/wings through educational and social activities, advising, and everyday interactions. They are selected through a thorough application process and series of interviews, typically beginning in the early part of the spring and fall semesters.

Resident Assistant candidates are expected to have skills in human relations and leadership and must be open to different viewpoints and ideas. Becoming involved with the Residence Hall Council is a great way to learn and demonstrate these skills! Interested candidates should look for information about the RA opportunities to be posted within their hall or speak to current Residence Life staff about the selection process.

## 5.0 Contracts and Assignments

The Residence Hall License covers the academic year (fall and spring semesters), or from the time the license is submitted to the end of spring semester. All students who submit a license at the beginning of, or during the academic year will be required to remain in the residence hall for the entire period covered by the license. This provision is in effect if the student is enrolled in 12 or more credits for the entire period covered by the license.

### 5.1 Important Housing Deadlines for Housing Applicants

The following deadlines are for the 2015-2016 academic year. All applicants must be accepted to Dutchess Community College prior to applying for housing. Applicants who are interested in living on campus for a specific term please see the dates that apply for the term you are interested in. Please note housing contracts are for a full academic year.

DEADLINE	FALL 2015	SPRING 2016
Application Opens New Housing Student	February 28, 2015	October 19, 2015
Returning Student Application Opens	March 2, 2015	N/A
Complete FAFSA All Housing Students	April 6, 2015	September 7, 2015
Early Housing Award Notice for NEW housing students who apply by <b>April 6, 2015</b> (must confirm within 5 days or by May 2)	April 17, 2015 (on a rolling basis)	December 1, 2015 (on a rolling basis)
Priority Housing Deadline (all applications received after this date will be considered after those who have applied by May 2, 2015) Deposit Refund Deadline for ALL Students is May 2, 2015	May 2, 2015	N/A
Register for Classes All Housing Students	May 15, 2015	December 2, 2015
Submit Immunization Records and Health Forms to Health Office(New Housing Students)	May 15, 2015	November 2, 2015
Submit Insurance Verification Form and Copy of Insurance Card to Health Office (ALL STUDENTS)	May 15, 2015	November 2, 2015
Final High School Transcript Submitted to Admissions (New Housing Students)	July 15, 2015	November 2, 2015
College Transcript Submitted to Admissions (New Housing Students)	July 15, 2015	November 2, 2015
Student Bill Paid in Full All Housing Students	July 15, 2015	Payable by date included in bill sent from Student Accounts
New Housing Student Move-In Day	August 21, 2015	January 18, 2016
Returning Students Move-In Day	August 23, 2015	January 18, 2016
Meal Plans Begins	August 23, 2015 (brunch)	January 18, 2016 (dinner)
Meal Plans End	December 11, 2015	May 11, 2016

Block Finals: Flex dollars, cash & credit cards	December 12 -18, 2015	May 12-16,2016
Move Out Day	December 11, 2015	May 11, 2016

## 5.2 HOUSING LICENSE AGREEMENT FOR FALL 2015 – SPRING 2016

This License Agreement sets forth terms and conditions upon which a Dutchess Community College (the "College") student (the "Resident") may apply for occupancy of, and may occupy, the residence hall (the "Residence Hall") operated by the DCC Association ("The DCC Association"). Each actual or prospective Resident, by his/her submission of Housing Application/License form, agrees to these terms and conditions. This License Agreement does not create an interest or right in real property, and may be terminated by the DCC Association as provided herein.

### 5.2.1 Eligibility

In order to be eligible to reside in the Residence Hall, a student must comply with the terms of this License Agreement and:

- Submit a Housing Application/License form.
- Remit a \$300 housing/security deposit. Housing may be limited, therefore the DCC Association will refund the \$300 housing/security deposit for applicants who cannot be accommodated in the Residence Hall.
- Remit a non-refundable application processing fee of \$25 for Dutchess/Putnam residents or \$50 for all others.
- Be a full-time matriculated student enrolled in no more than three credits in online courses. Full-time is defined as 12 credit hours or more; this includes courses added or dropped during the add/drop period.
- High school transcript (students from outside Dutchess and Putnam must have a cumulative average of 70 or above or college transcript with a cumulative GPA of 2.0 or above). Transfer students who have less than the required GPA and reside within Dutchess or Putnam will be evaluated on an individual basis.
- Be 18 years of age by December 31 of the academic year he or she is planning to live on campus or by March 1 for those entering in the spring semester.
- Arrange payment of all housing and meal plan related costs according to financial aid and billing deadlines.
- Complete submission of health, immunization records and a copy of insurance card to Health Office.  
<http://www.sunydutchess.edu/assets/residentialpackagefinal.pdf>
- Submit Health Insurance Verification on the Residence Life tab in MyDCC.
- **As a result, part of the housing award process for students with a cumulative high school average between 70-74.9 is a required interview with an Admissions Counselor.**

New students accepted for the Fall 2015-Spring 2016 academic year, who live in counties other than Dutchess and Putnam must have a high school average of 70 or higher in order to live in the Residence Hall. Those who do not meet this requirement may attend the College, but not live on campus until completing at least one full-time semester at the College and demonstrating satisfactory academic progress by achieving a GPA of 2.0 or higher.

Students are required to maintain 2.0 overall GPA in order to remain in housing. Students who are placed on Academic Probation will go before the housing committee on an individual basis to determine if the student is eligible to return to housing.

The DCC Association reserves the right to elect to terminate this License Agreement if the Resident fails, at any time, to meet the eligibility criteria, or as otherwise specified in the Agreement.

Housing is limited, rooms are not guaranteed, and the DCC Association reserves the right to make all room assignments and re-assignments of a Resident and other occupants of the Residence Hall in its sole discretion.

Individuals who, in the opinion of the College's Vice President and Dean of Student Services or the Behavioral Assessment Team (BAT), pose a danger to themselves or to other residents will not be permitted to live in the Residence Hall. Persons registered as sex offenders pursuant to state or federal law are deemed to represent a danger within the meaning of the preceding sentence and, as such, may not live in the Residence Hall. Individuals who, in the opinion of the College's Vice President and Dean for Student Services or the Behavioral Assessment Team are not age-appropriate for housing designed for traditional college-age students, will not be accepted to live in the Residence Hall.

Prospective residents must satisfy all applicable health requirements prior to placement in the Residence Hall. The New York State Public Health Law requires all post-secondary students living in a residence hall at a college and university to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or a signed meningitis waiver). Immunization for Hepatitis B is strongly recommended.

Anything to the contrary notwithstanding, the DCC Association reserves the right to reject applicants or to terminate this License Agreement at any time if it determines, in its sole discretion, that such action is in the best interests of the DCC Association, the College, their respective residence life programs and operations, and/or other Residents. Without limiting these absolute rights, the DCC Association may reject an applicant or terminate this License Agreement if a prospective or actual Resident fails to meet the eligibility criteria, or otherwise to comply with the terms and conditions, specified in this Agreement.

### **5.2.2 Other Conditions**

Resident must comply with Dutchess Community College's Rights and Responsibilities Handbook, Code of Conduct, Conklin Hall Policy Manual, and any federal, state or municipal laws, codes, rules or regulations applicable to the use and occupancy of the Residence Hall, each as they may exist from time to time. Without limiting the DCC Association's absolute right to terminate this Agreement at any time as described above, the DCC Association may terminate this License Agreement in accordance with the procedures set forth in the DCC Code of Conduct Handbook and/or the DCC Residential Hall Policy Manual (as applicable) in the event a resident violates any of the aforementioned requirements.

### **5.2.3 Term**

Except in circumstances in which the DCC Association permits a student to commence occupancy during an academic year, the term of occupancy under this Agreement shall be for the Fall 2015 -Spring 2016 semester. Accommodations will be available only when classes are in session. Resident must vacate his/her room prior to the official closing time of the Residence Hall or, earlier if within 24 hours after his/her last final exam.

In the event the Resident withdraws during a semester, he/she must vacate the Residence Hall within 24 hours after withdrawal, or within such shorter or longer period as the Residence Life office may prescribe in its sole discretion.

### **5.2.4 Fees**

*Fall 2015-Spring 2016.* The housing fee per semester is \$4,050 for a single occupancy room and ranges from \$3,400 to \$3,600 for a double occupancy room depending on suite configuration. All students living in the residence hall must choose a meal plan ranging in cost from \$1,210 - \$1,440 per semester. The housing and meal plan fees are payable in full prior to the Fall 2015 move-in day according to the due date designated on the bill generated by Student Accounts. Students who do not meet the Early Housing Award deadline of April 3, 2015 may be placed in a triple occupancy room. These rooms are two-person bedrooms which have been converted into designated triples

that are appropriately furnished with a bed, armoire, dresser, and desk for each student in the room. Students placed in a triple room will be charged \$3,050 if they occupy the triple for the entire semester. However, as the semester goes on and more rooms open up, residents in a designated triple may be offered a chance to “de-triple.” In this case, when one of the three students moves to a new room all students will then be required to pay a proration of the full rate of their room. If the “de-tripling” offer is declined, those residents may not be offered another chance during the semester.

Without limiting the DCC Association’s absolute right to terminate this Agreement at any time as described above, the DCC Association may terminate this License Agreement in the event that Resident fails to make any payment on or before the date due.

If Resident intends to pay for housing, meal plan, tuition and fees with financial aid, he/she should file the Free Application for Federal Student Aid (FAFSA) as soon as possible with respect to the 2015-2016 academic year. Any balance due after estimated aid is applied, or deferred against financial aid, must be paid prior to the Fall 2015 move-in day according to the due date designated on the bill generated by Student Accounts. **If Resident’s payment for housing includes approved financial aid, he/she will be fully obligated to pay the balance of any housing and meal plan fees remaining as a result of financial aid not materializing or being forfeited (as a result of withdrawal, dismissal, dropping of classes, failure to meet academic progress requirements, or other reasons).**

### ***5.2.5 Terminations/Refunds***

The housing/security deposit is not considered advance payment of the housing fee. The deposit will be retained by the DCC Association until Resident first occupies his or her assigned room, after which time it will serve as a security deposit to be retained by the DCC Association as security against (a) damage to the Residence Hall or furnishings and (b) payment of housing related fines and charges. Thereafter, the housing/security deposit will be refunded within sixty (60) days of the expiration or termination of this License Agreement, provided damage charges have been paid in full and there are no additional damage, housing or college related fines/charges. If the housing/security deposit is insufficient to pay for any damage assessments, fines or charges for which Resident is responsible, he/she shall pay the difference to the DCC Association upon demand.

Without limiting its right to revise the terms and conditions of this License Agreement at any time, the DCC Association reserves the right to modify any or all of the fees payable by Resident at any time upon written notice to Resident. If Resident is unwilling to pay the revised fees, he/she may terminate this License Agreement upon written notice to DCC Housing provided on or prior to the date specified in the DCC Association’s billing statement.

Resident shall pay to the DCC Association on demand all costs of collection incurred by the DCC Association in enforcing its rights to payment under this License Agreement, including collection agency fees, attorneys' fees and court costs.

Notwithstanding the foregoing, if an applicant is advised that a room is not available, the student will remain on a waiting list, unless he or she requests a refund of the \$300 deposit by emailing [studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu) from the student’s myDCC email account.

### ***5.2.6 Orientation Fee***

New housing students will be charged a \$50 New Resident Orientation fee. This fee as well as the orientation is mandatory for all new residents.

### **5.2.7 Activity Fee**

An activity fee of \$50 per semester is charged to all resident students and used specifically for activities and programs for residential students. It is a mandatory fee and only refundable for students who cancel or are denied housing prior to move-in day. Resident students who withdraw from housing after move-in day are not entitled to a refund of this fee.

### **5.2.8 Housing Fee**

Once Resident has been assigned a room, he/she is responsible for payment of all room and dining charges under this License Agreement except as provided below.

If Resident notifies the DCC Association in writing ([studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu)) of his/her desire to terminate this License Agreement voluntarily prior to the fall 2015 move-in date, he/she is entitled to a refund of prepaid housing fees (other than the housing/security deposit, which is subject to the refund provisions set forth above) and/or release of liability for unpaid housing fees as outlined below.

### **5.2.9 Housing Notification Timetable and Deposit Refunds**

Housing assignment notifications for new housing students will be made via telephone and email ON A ROLLING BASIS beginning April 15, 2015 and continuing throughout the spring as space becomes available. Specific suite/room assignments will be made in August. All housing communication will be sent to the student's myDCC email, so students must check often for this important information. Students (new and returning) who are notified that they have received a housing assignment have until May 1, 2015 or within 5 days of receiving notification (whichever is later) to decline the assignment and request a refund of the \$300 deposit. Within this period, declinations of housing and refund requests should be emailed from students myDCC email to: [studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu). Application processing fees are not refundable.

If you do not receive a housing assignment, your deposit will entitle you to be moved to a waiting list, and you will be notified if a room becomes available. If you do not wish to remain on the waiting list for housing and would like a refund of your \$300 deposit, submit a request in writing to: [studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu). Application processing fees are not refundable.

#### **Important:**

**Cancelling your housing application/award does NOT automatically withdraw you from college classes. You must contact the Registrar's office to withdraw from the college.**

### **5.2.10 Involuntary Terminations**

Notwithstanding the foregoing, the DCC Association will retain Resident's housing fee and terminate this License Agreement, and Resident will remain responsible for any unpaid balance due for the 2015-2016 academic year, if Resident is involuntarily withdrawn from the College or removed from residency in the Residence Hall during the term of the License.

### **5.2.11 Voluntary Terminations/Release from the License**

As previously stated, by submitting a Residence Hall License a student agrees that he/she will live on campus for the entire period the license is in effect. The license is in effect from the day a student moves onto campus, until the Residence Hall closes at the end of the spring semester of the academic year covered by the License.



Dissatisfaction with a roommate, room, and/or meal plan does not meet the criteria necessary to justify a release from the license.

Residents wishing to depart voluntarily must complete and get approved for release from this agreement prior to departing the resident hall. Applications for Release may be obtained at the Office of Residence Life. Upon release approval, resident will remain responsible for any unpaid balance due for the Fall 2015– Spring 2016 academic year covered by the License. Students who are granted a release must vacate their room within 24 hours.

Residents who, due to a professionally documented physical or psychological condition that makes it impossible to continue to live on campus, wish to move out of the residence hall during the period covered by the License, must apply for a release from the Residence Hall License. Under these extenuating circumstances, a prorated refund **may** be applied to the student's account, based on the date he/she checks out of the residence hall. Prorated refunds are approved on a case-by-case basis.

**A resident who moves out during the term of residency covered by the license will continue to be liable for room and meal charges that accrue against his or her account for the entire semester, unless there are extenuating medical circumstances that lead an appeals committee to rule otherwise. Failure to remove personal belongings from the Residence Hall will result in storage fees based on a daily rate of \$25.** After 3 days, any and all personal belongings remaining at that time may be dealt with as the Office of Residence Life deems appropriate.

### ***5.2.12 License Revocation***

The Office of Residence Life and Housing plays a primary role in fulfilling the College's responsibility to maintain a safe and orderly environment within the residence hall. Therefore, it reserves the right to cancel a student's Residence Hall License if he/she engages in behavior that may include but not be limited to the following:

1. Behavior that poses a danger to others;
2. Behavior that is disruptive and/or destructive to the Residence Hall environment;
3. Behavior that interferes with the educational mission of the College and the academic pursuits of other residents; and/or
4. Behavior that is in violation of – or promotes the violation of – the Housing Agreement, Housing Handbook, DCC Rights and Responsibilities Handbook or DCC Campus Code of Conduct.

**If a student is removed from the Residence Hall as a result of disciplinary action, no refund will be granted and the student will remain responsible for room and meal charges that accrue against his or her account for the entire semester. Failure to remove personal belongings from the Residence Hall will result in storage fees based on a daily rate of \$25.** After 3 days, any and all personal belongings remaining at that time may be dealt with as the Director of Residence Life deems appropriate.

### ***5.2.13 Withdrawals/Leave of Absences***

Students who officially withdraw or take a leave from the College during a semester must vacate the residence hall within 24 hours after the date of their withdrawal or leave of absence takes effect.

**Residents who move out during the term of residency covered by the license will continue to be liable for room and meal charges that accrue against their account for the entire semester, unless there are extenuating medical circumstances that lead an appeals committee to rule otherwise. Failure to remove personal belongings from the Residence Hall will result in storage fees based on a daily rate of \$25.** After 3

days, any and all personal belongings remaining at that time may be dealt with as the Director of Residence Life deems appropriate.

#### **5.2.14 Students Called to Military Service**

If resident is enlisted and called to military service, he/she may be exempted from some or all of the foregoing provisions as provided in the DCC Residential Hall Policy Manual.

#### **5.2.15 Spring License Waiver**

The Housing License is in effect for the entire academic year (fall AND spring semesters), terminating at the end of the spring semester. All students who submit a license at the beginning of, or during the academic year will be required to remain in the residence hall for the entire period covered by the license. This provision is in effect if the student is enrolled in 12 or more credits for the entire period covered by the license. A Resident who wishes to terminate their license after the fall semester must request a release in writing, by use of this License Waiver no later than October 30, 2015. In the event that the license waiver is granted, the damage deposit will be refunded within sixty (60) days of the move-out date above, less any damage, housing or college related fines/charges. If the damage deposit is insufficient to pay for any damage, housing or college related fines/charges for which the Resident is responsible, he/she shall pay the difference to the DCC Association upon demand.

A Resident who requests a License Waiver after October 30, 2015 is subject to a Housing Withdrawal Fee of \$300 and remains responsible for any additional damage, housing or college related fines/charges.

A Resident who requests a License Waiver after January 4, 2016, will be subject to a Late Housing Withdrawal Fee of \$500 and remains responsible for any additional damage, housing or college related fines/charges. Late housing withdrawal notifications are subject to the Late Housing Withdrawal Fee of \$500.

Residents who fail to officially cancel their housing assignment and meal plan by use of this License Waiver prior to move-in day will be responsible for housing and meal plan charges for the entire 2016 spring semester.

**Important Note: Withdrawal from the Housing License does not include withdrawal from the College. Students who plan to withdraw from the College must contact the Registrar's Office located in the Orcutt Student Services Center.**

#### **5.2.16 Use**

Resident's assigned suite and room shall be occupied exclusively by Resident (and other assigned residents) for residential use only. Resident shall not use the suite or room, or any other part of the Residence Hall, for any commercial business or purpose without the prior written consent of the DCC Association. Resident may not assign, sublease or otherwise transfer his/her right of occupancy created by this License Agreement in whole or in part. Students may not change rooms without permission from the Office of Residence Life and Housing. Failure to obtain permission will result in a fine.

#### **5.2.17 Roommates**

If a Resident is given the opportunity to request a roommate, the DCC Association shall have no obligation to have one or more other residents of his/her suite be the specific person or persons identified by Resident. In the event that any other resident of the suite shall fail to take occupancy, or shall cease to occupy the suite pursuant to a Housing License Agreement with the DCC Association, the DCC Association shall have the right, but not the obligation, to make the space available to replacement residents. The DCC Association has no obligation to obtain permission from Resident with respect to alternative or replacement residents of the suite and shall have no obligation to inform Resident of new resident assignments.

### **5.2.18 Resident's Duties upon Termination**

If this License agreement expires or is terminated for any reason, Resident must return all keys and vacate his/her room within 24 hours, or within such shorter or longer period as the Residence Life Office may prescribe in its sole discretion. **Failure to remove personal belongings from the Residence Hall will result in storage fees based on a daily rate of \$25.** After 3 days, any and all personal belongings remaining at that time may be dealt with as the Director of Residence Life deems appropriate.

### **5.2.19 Right of Inspection and Occupancy:**

- The DCC Association reserves the right to authorize College/DCC Association staff or appropriate designees to enter any part of the Residence Hall, including Resident's room and suite, at any time without prior notice.
- Public Safety and Resident Life Staff may, at any time for any reason, deny person(s) access to the residence hall and/or require person(s) to leave college property
- All residence hall students are responsible for the whereabouts, possessions and behavior of their guests when guests are allowed in the residence hall.
- All person(s) entering the residence hall are **required** to present a valid photo ID and may be subject to search of person or property.
- The Residence Life Staff will inspect rooms/suites on a regular basis.

### **5.2.20 Damages**

Residential students are responsible for any damage to their rooms and suites, and any DCC Association or College property in them. Any damage in Resident's room or suite that cannot be attributed to individual resident(s) will be considered the joint responsibility of the occupants of the room or suite. Damage in public areas of the Residence Hall will be assessed to Residence Hall residents at the discretion of DCC Housing. Residents are personally responsible for damage caused by the acts of their guests or invitees.

### **5.2.21 Permission**

Resident grants permission to the DCC Association and the College, acting through their respective employees, agents and representatives, to contact at any time his/her parent(s) or guardian(s) regarding any issue related to Resident's occupancy of the Residence Hall. The purpose of this disclosure is to enable the DCC Association and the College to exercise their respective rights and responsibilities in connection with the operation of the Residence Hall.

### **5.2.22 Personal Injury, Property Loss or Damage**

Neither the DCC Association, the College, nor the County of Dutchess shall be liable for any personal injuries sustained by Resident or by any of Resident's guests or invitees in or about Resident's room, suite or other areas in or about the Residence Hall, or for any loss of, damage to or theft of Resident's personal belongings or those of his/her guests or invitees, resulting from any cause whatsoever unless the injury, loss, damage or theft is caused by the gross negligence or willful misconduct of the DCC Association or the College or the County of Dutchess.

### **5.2.23 Interruption of Service**

Resident will receive no reduction or refund of housing fees, nor will the DCC Association or the College be liable to Resident, as a result of interruption of services to utilities, appliances, or other equipment due to repairs, defects or circumstances not caused by the gross negligence or willful misconduct of the DCC Association or the College.

### **5.2.24 Notice Regarding Temporary Housing**

If necessary, the DCC Association may temporarily assign Resident to alternative housing facilities not on the campus of the College ("Temporary Housing Facilities") or make other arrangements. The DCC Association will provide notice to Resident of such Temporary Housing Facilities or other arrangement. This License Agreement will remain in full force and effect during Resident's occupancy of the Temporary Housing Facilities, shall apply to such occupancy as appropriate to the context, and the housing fees due and payable hereunder will continue to be due and payable without adjustment or reduction.

### **5.2.25 Kerry Rose Fire Sprinkler Notification Act Compliance**

Conklin Hall is equipped with addressable fire alarm systems including smoke and heat detection devices. Activated fire alarm systems notify building occupants with distinctive audible and visual notification devices. All fire alarms ring into the Office of Safety and Security, which is monitored 24 hours a day. EVERY alarm of fire is reported to Dutchess County 911 and the Fairview Fire Department. Evacuated buildings are not re-occupied until the fire department has arrived on scene, investigated the alarm, and has given its approval to re-occupy the building.

Conklin Hall has a full fire sprinkler system, and all residential rooms have a direct wired, local smoke/heat detector. The hall is provided with emergency illumination through emergency lighting and illuminated exit signs. Mattresses and upholstered furniture in resident rooms and lounges meet the Standards outlined in the Caltech 133 Fire Retardant Bulletin. Additionally, all carpets in public areas meet the State's fire retardant standards. Fire alarm systems are inspected, tested and maintained in accordance with the National Fire Alarm Code. This work is completed through contract with a third party. Fire sprinkler systems, fire pumps, and fire hydrants are inspected, tested and maintained in accordance with NFPA 25 "Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems". This work is completed by trained employees of Dutchess Community College. Fire extinguishers are placed in specific locations as prescribed by law and extinguishers are professionally inspected. Emergency illumination is inspected, tested, and maintained by trained employees of Dutchess Community College. The commercial kitchen hood fire suppression system is inspected, tested, and maintained through contract with a third party. Dutchess Community College's Annual Clery Security and Fire Safety Report can be accessed at <http://www.sunydutchess.edu/studentlife/securityandsafety/>

### **5.2.26 Amendment of Terms and Conditions**

The DCC Association may revise these terms and conditions at any time. The revised terms and conditions shall be binding upon Resident and the DCC Association as of the date they are first posted on the Housing tab on myDCC.

## **5.3 Dates of Operations for Fall 2015 - Spring 2016**

**Friday, August 21, 2015:** Move-in day for new housing students from 10 a.m. to 3 p.m.

**Sunday, August 23, 2015:** Move-in day for returning students from 10 a.m. to 5 p.m.

**October 30, 2015:** Last day to turn in Spring License Waiver due.

**November 25, 2015:** Residence Hall will close for Thanksgiving at 5 p.m.

**November 29, 2015:** Residence Hall will re-open at 12 p.m.

**December 11, 2015:** Last day of regularly scheduled classes and in-class finals. Residence Hall closes at 8 p.m. The last dining plan meal before Winter Break is dinner on the last day of classes.

**December 12, 2015 – December 15:** All students who have block finals between must vacate the building within 24 hours of their last final.

**January 18, 2016:** Residence Hall opens for all residents at 12 p.m.

**March 11, 2016:** Residence Hall closes for Mid-semester recess at 6 p.m.

**March 20, 2016:** Residence Hall re-opens at 12 p.m.

**May 11, 2016:** Residence Hall closes at 6 p.m. for all students who don't have block finals. All residents must vacate within 24 hours after their last final. All students who have block finals between May 12-16 must vacate the building within 24 hours of their last final.

**May 19, 2016:** Honors Convocation and Graduation

## 5.4 Dining Plan Dates for Fall 2015 – Spring 2016

Sunday, August 23, 2015	Meal plan begins – brunch and dinner served.
Wednesday, November 25, 2015	Breakfast and lunch served – no dinner.
Thursday, November 26, 2015 through Saturday, November 28, 2015	Thanksgiving Break – Residence Hall is closed
Sunday, November 29, 2015	Residence Hall opens at 12 p.m. – dinner is served.
Friday, December 11, 2015	Last day of meal plan
Saturday, December 12, 2015 through Wednesday, December 16, 2015	Dining is open for flex dollars, credit and cash sales
Monday, January 18, 2016	Meal plan begins – dinner is served
Friday, February 12, 2016	Breakfast and lunch served – no dinner.
Saturday, March 11, 2016 through Saturday, March 19, 2016	Mid-semester recess – Residence Hall is closed
Sunday, March 20, 2016	Residence Hall opens at 12 p.m. – dinner is served
Wednesday, May 11, 2016	Last day of meal plan
Thursday, May 12, 2016 through Monday, May 16, 2016	Dining is open for flex dollars, credit and cash sales.

## 5.5 HOUSING LICENSE AGREEMENT ACKNOWLEDGMENT

By signing below you acknowledge and agree to the terms of this license and furthermore agree to accept your housing assignment. Students who are notified that they have received a housing assignment have until May 1, 2015 or, if after May 1, 2015 within 5 days (whichever is first) of receiving notification to decline the assignment and request a refund of the \$300 deposit. Within this period, declinations of housing and refund requests should be emailed to: [studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu). Application processing fees are not refundable. Failure to decline your assignment within the timeframes above will result in forfeiture of your housing deposit.

### **5.5.1 No Shows/Late Check-in**

Students who do not check-in by 5 p.m. on move-in day and have not notified the Office of Residence Life & Housing of a late check-in, will forfeit their assignment and are not eligible for a refund of their \$300 housing deposit.

### **5.6 Returning Student Housing Assignment Process**

The returning Student Housing Assignment Process (HAP) is the system we use to assign enrolled students to their 2015-2016 academic year housing. All full-time students who are currently enrolled at DCC **and** are planning to be enrolled in on-campus classes during the Fall 2015 semester are eligible to participate in this process. This process **is not** open to students who have withdrawn from the College or have been dismissed from the College.

## **6.0 Residence Hall Policies**

Life in the residence hall is exciting, fun, and challenging. You will learn about different cultures, interests and values while your roommates and community members learn about you. While the Office of Residence Life and Housing strives to provide a pleasant and safe building, each individual who lives, works, or studies in our environment has a responsibility to be courteous to neighbors and to observe basic personal safety practices. To make positive contributions to your hall's community, you must recognize and respect the rights of your neighbors. This collaboration allows for your growth as well as the growth of others.

### **6.1 Rights and Responsibilities as a Housing Student**

The DCC Association Inc. seeks to provide a living environment that facilitates the accomplishment of students' academic, vocational and social goals. The expectations and requirements for on-campus residents are intended to ensure an optimal learning environment for all students, and to create a vibrant and engaging community. In order to meet these goals, the DCC Association Inc. supports the following rights and responsibilities regarding student housing residents, in accordance with living condition standards adopted by the Association of College and University Housing Officers International.

#### **Students have the right:**

2. To have access to their living accommodations
3. To live in a clean and secure environment
4. To expect a regionally competitive price on housing accommodations and/or food service
5. To have access to copies of College housing rules and regulations or individual building policies which govern individual and group behavior
6. To the respect and safety of personal property
7. To study without interruption or interference
8. To be free from unreasonable noise
9. To be free of intimidation or harassment
10. To express themselves creatively within established guidelines
11. To expect enforcement of the housing agreement/contract
12. To direct access of staff who provide assistance, guidance, and support as needed
13. To equitable treatment when behavior is in question
14. To enjoy individual freedoms without regard to race, gender, national origin, disability, age, religion, sexual orientation, or political affiliation
15. To participate in student governmental bodies, and housing departmental committees
16. To individual and group educational and developmental opportunities in their living community

#### **Students have the responsibility:**

1. To adhere to rules and regulations
2. To comply with reasonable requests made by staff or College officials
3. To respect the rights of others, as stated above
4. To monitor and accept responsibility for behavior of guests
5. To report violations of rules and regulations to appropriate staff
6. To actively participate in self-governance

7. To participate in housing departmental committees as requested
8. To express themselves as individuals, as well as by association with groups
9. To participate in disciplinary proceedings to determine appropriate standards of behavior
10. To positively contribute to the community by participating in educational and developmental activities
11. To meet expected room and board payment schedules

Dutchess Community College supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status or sexual orientation in education, employment or in any of its policies or programs. All actions toward employees and students are based upon performance related criteria. Further, Dutchess Community College will not tolerate sexual harassment of employees or students.

## 6.2 Policies

Residence Life and Housing policies and community standards may be found online through the MyDCC portal under the Residence Life tab. All residents, students, their guests, and visitors are expected to follow all College and Housing policies. In addition to the housing policies, all residents must abide by the Dutchess Community College Student Code of Conduct. Students in violation may be referred to the Dean of Students Office for disciplinary action.

Violation of Residence Hall policies and procedures may lead to disciplinary action that will be referred to either the Department of Residence Life or to the Office of Student Conduct. All students are responsible for reading and understanding the University's Student Code of Conduct section of the Student Handbook. Below are examples of behavior that are prohibited in and around residential facility:

1. **Alcoholic Beverages:** Possession, distribution, transfer, and/or consumption of alcoholic beverages, having alcoholic containers and/or drinking game devices and/or paraphernalia (i.e. empty cans, bottles, decorative containers, beer pong tables, funnels, etc.) in a room and being in a room with alcoholic beverages, or on your person is prohibited in the residence halls.
2. **Candles/Incense:** The burning of incense, candles, aromatic herbs, or anything with an open flame is strictly prohibited in the residence hall, all suites/rooms, offices, and public spaces.
3. **Cohabitation:** The DCC Association, Inc. does not allow cohabitation and cannot ignore any infraction of this policy that comes to its attention. Failure to comply with these requirements may result in disciplinary action. A cohabitant is defined as a visitor who adopts daily activities analogous to those of an assigned resident with respect to unlimited use of the room, using the amenities of the hall (such as a bathroom or laundry room) on a frequent basis, and any combination of these or similar activities.
4. **Courtesy Hours:** They are observed 24 hours a day throughout the residence halls. When asked by another resident or Residence Life staff member to reduce noise level, residents are expected to immediately comply as a courtesy to fellow community members. This may be achieved by:
  1. Keeping music and televisions turned down so as not to disturb others.
  2. Keeping doors closed when entertaining guests.
  3. Refraining from loud talking or laughing, running, and/or congregating in hallways and stairwells.



5. **Cooking:** Because of fire safety and health regulations, all cooking and food preparation is limited to kitchenette areas only. Students must not leave any cooked food unattended. Deep frying and use of any cooking apparatus with heated coils is prohibited. Using barbecue grills or gas/electric grills in any residence hall facility is prohibited.
6. **Disruptive Behavior:** Behavior that infringes upon academic pursuits or is disruptive to orderly community living, including infringing on the privacy and privileges of the residential community members is not allowed. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residence hall. Hall sports such as throwing items in the hallways, lounges and suites including rollerblading, wrestling or bouncing balls are prohibited. Sports/ recreational equipment is not to be utilized in the residence halls as they can lead to injury, activation of the sprinkler system or damage to a person or property. Students/ guests will be subject to disciplinary action and possible restitution.
7. **Drugs:** Possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia is prohibited in the residence hall. Individuals involved with the illegal possession, use, sale, transfer, or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the residence hall without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to College student conduct action.
8. **Electrical Appliances:** Because of the danger of fire and the limits on the amount of electricity which can be safely used on any given electrical circuit, the Department of Residence Life and Housing requests that good judgment be exercised in using electrical appliances in College housing facilities. Televisions, DVD players, stereos, and computer equipment are permitted provided that all occupants of the room agree. Refrigerators must be UL approved, cannot exceed two (2) cubic feet in volume and must require three (3) or less amps of electrical power. Limit one refrigerator of this type per bedroom. (A full-size refrigerator is provided in the kitchen of the suite). Microwave ovens are not permitted in student rooms; the one provided by the College is to remain in the suite's kitchen.
9. **Failure to Comply:** Failure to comply with directions of College and/or Housing officials acting in the performance of their duties, and/or failure to comply with College and/or Housing regulations.
10. **Fire Alarms, Sprinklers, Heat and Smoke Detectors:** Devices have been installed in every Residence Hall room and fire drills are held periodically. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate in a timely manner may result in separation from the Residence Halls. Students found intentionally activating, tampering and/or covering fire safety equipment, heat or smoke detectors, or the fire alarm system will be subject to disciplinary action and possible restitution. Criminal charges may also result.
11. **Gambling:** All forms of gambling are prohibited within the residence halls and on college property.
12. **Hall Visitation/Guests:** The conduct of visitors in the residence halls, whether they are friends or family members of a student, is the responsibility of the resident student with whom they are visiting. Guests are permitted within the residence hall between the hours of 10am-11pm nightly and must be escorted by their host at all times. All guests must provide a valid photo ID at time of arrival and keep their guest pass on them at all times. All guests must vacate the residence hall by 11pm unless given an extension by a residence life staff member.
13. **Health and Safety inspections:** For the health and safety of each resident, the Residence Life Staff conduct Health and Safety Room Inspections of each student room once a month and during breaks.

Students are notified of inspections at least 24 hours in advance through postings on bulletin boards and floor entryways. This is to ensure that safety issues such as overloaded electrical outlets, extension cords, prohibited electrical appliances and other health and safety concerns or violations are discussed with residents. This allows the resident to become aware of safety issues within the room or suite. Health and Safety checks include visual checks of the entire room and/or suite. Is the room too dirty? Have bathrooms been cleaned properly and consistently? Have work requests been completed? Does anything need to be repaired? The inside of the closet may only be visually inspected and the same applies for looking under the beds. At no time will residence hall staff go through any resident's belongings. The purpose of checking these areas is not to invade a student's privacy but to ensure health and safety hazards are not present. Should a resident fail a safety inspection, he or she is given a written Official Request/Warning describing the violation and requesting that said violation is removed or corrected. Residents will have 24 hours to comply with the request(s). If a student is found in possession of prohibited items, or has misused restricted items, these items will be confiscated by the Residence Life staff. Residents who have continued violations may face removal from housing.

14. **Keys/ID:** Residents will be issued one suite key and one mailbox key. It is the resident's responsibility to carry their keys and DCC Student ID at **all** times and present their ID when requested by a college official or member of the Office of Residence Life and Housing Staff. Residents must report lost/stolen keys to the Office of Residence Life and Housing as well as Security. Students are responsible for replacement costs of lost keys and ID cards, as well as lock changes and reprogramming of card readers. A lost ID card must be reported to Campus Security and Public Safety. A locksmith will change the locks on the suite door and all bedroom doors in the suite within a reasonable timeframe of the resident reporting the key lost or stolen. Please refer to the Damage Responsibility Sheet for fees. Keys/cards issued to a student are not to be duplicated, loaned, given, or transferred to another individual under any circumstances. Any student violating this policy may be subject to both campus and criminal judicial proceedings.
15. **Lounges/Community Area Furnishings:** Public area furniture is provided for the use of all residents and may not be taken to student rooms. A charge may be assessed for common area furniture that is damaged or found in student rooms. Damage to common area furniture will be charged to the responsible individual(s).
16. **Noise:** Noise or behavior that disrupts other residents in the residence hall and/or interferes with their ability to study. Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their suite/roommates or other residents. Excessive noise and disorderly behavior will not be tolerated. The residence hall has a mandatory 24-hour Courtesy policy. The residents of each floor, with the assistance of the Resident Assistants, enforce the Courtesy policy. During this time, students are asked to conduct themselves in a manner that will not disturb those around them.
17. **Noxious Odor Policy:** A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong. Some examples are: cigarette, marijuana, cigar or pipe smoke, perfume, air freshener or large amounts of dirty laundry. When the source of a noxious odor can be traced to a particular room, the occupants of that room may be subject to disciplinary action.
18. **Online Communication Policy:** Participation in any online communities or social media networks which include, but are not limited to, Facebook, Twitter, Instagram, Tumblr, MySpace, and YouTube,

where residents are violating or promoting the violation of any of the Conklin Hall or College policies and/or where College staff can identify the location as being Conklin Hall is prohibited. Examples of such behavior include, but are not limited to: sending verbal threats which harm or cause reasonable apprehension of harm, sending messages that are malicious or that a reasonable person would find to be malicious; posting photos or videos of staff members or residents without their expressed permission, distribution of inappropriate information and/or confidential correspondence, posting

19. **Other Residence Hall Policies:** Other residence hall policies, as defined by the Director of Residence Life and Housing or their designee. These policies shall be properly communicated to the College Community in a timely manner. Examples of these violations include, but not limited to, playing the drinking game “beer pong” and violating the 24-hour quiet hours policy during study and final examination period.
20. **Pets:** Animals of any sort are not permitted anywhere in the residence hall. This includes any pet that is just visiting. If an illegal pet is found in the residence hall, the Office of Residence Life will contact the owner of the pet and he/she will be informed that there was an illegal pet found in their room. The owner will be told where the pet was taken as well as the steps that they must take to retrieve their pet. All expenses that are incurred due to the removal of the animal will be billed back to the student. Any bills not paid will result in a hold on the student's records. All bills must be paid prior to returning the animal. The billing charge will be \$50.00 per pet.
21. **Publicity and Posting:** All promotional material must be approved by the Office of Residence Life and Housing. Only events that meet one or more of the following criteria will be allowed to be advertised in the residence hall:
  1. Sponsored by a recognized DCC club/organization or department
  2. A function taking place on the DCC campus
  3. Residential student run program supervised by Residence Life staff
22. **Quiet Hours:** Specifically, students are expected to maintain Quiet Hours, Sunday through Thursday, 10:00 p.m. to 9 a.m., and Friday and Saturday, from 11:00 p.m. until 11:00 a.m. During final exam periods, Quiet Hours are in effect 24-hours a day in the hall. In addition, at all times students are expected to be considerate of the rights of other students who may be studying or sleeping.
23. **Room Cleanliness and Decorating:** It is the sole responsibility of each resident to provide the cleaning of their room, suite, and bathroom. It is the responsibility of all roommates to provide cleaning for the common areas. Inspections will take place periodically. The DCC Association Inc. expects that reasonable standards of cleanliness will be maintained. Students are permitted to decorate their rooms within fire/safety guidelines. Residents are reminded they are responsible for any damage to walls and/or furniture as a result of their decorations. All residents are expressly prohibited from attaching any item to the ceiling, sprinklers, and heat/smoke detectors.
24. **Room Occupancy Limit:** The policy states that the residence hall room capacity should be no more than double the occupancy of the suite and/or room.
25. **Room Furniture:** Furniture is not to be removed from the room and/or suite, under any circumstances, without permission from the Residence Life and Housing Office. Students found with lounge and/or suite furniture may face student conduct as well as fines and damage fees. Students may not bring upholstered furniture into the residence hall at any time.

26. **Signs:** Signs are subject to all published College policies; in particular, signs of an advertising or commercial nature may not be displayed in any window or exterior surface of the residence hall or other locations where they can be viewed by persons in public areas (i.e. hallways, parking lots).
27. **Smoking:** There is absolutely no smoking in the residence hall. This includes cigarettes, cigars, aromatic cigarettes, e-cigarettes, vaping paraphernalia, herbal cigars, hookah, and burning incense. With the exception of hookah, smoking is permitted only in designated areas outside of the residence hall. Students found in violation of the smoking policy may be removed from housing.
28. **Solicitation:** Solicitation and sales of any service or product door to door, within students' rooms or by the mail system is prohibited in the Residence Hall and on College property. Commercial sales will not be allowed from individual resident rooms or other areas within the residence hall. Residents may not use the residence hall room or common areas as a place of business or for the purpose of solicitation or for any purpose other than as a residence. Advertisement, sale, or solicitation of alcoholic beverages is not allowed in the residence hall, College property, or resident mailboxes. Individuals or organizations seeking an exemption to this policy must contact both the Director of Student Activities and the Office of Residence Life and Housing for approval in advance. Solicitation is defined as:
  1. The sale of services or products, or the seeking of funds, signatures, merchandise or supplies.
  2. Attempts to urge, incite, request, or advise a person or persons to adopt an idea, political solicitation, or purchase merchandise or services for personal profit or organizational gain.
  3. Receiving business offers or goods in the residence hall for business purposes of any nature.
29. **Students Transported to the Hospital:** Students who are transported to the hospital due to alcohol, drug or other substance abuse and/or medical must establish contact and/or make an appointment with a Student Affairs Designee within 24 hours of the next business day. The College is not responsible for any costs for ambulance services or treatment. Transportation back to campus is the responsibility of the student.
30. **Theft of Personal Belongings:** Students must lock their room at all times. Students should not keep valuables in conspicuous places, but should report suspicious circumstances to a staff member immediately, whether it involves them or not. If a personal item is stolen, the student should report the theft to Campus Security and Residence Life staff. The College does not carry insurance for personal thefts.
31. **Unauthorized Entry.** These include, but not limited to:
  1. The residence hall roof, windows, ledges, and walls;
  2. Restrooms designated for use by members of the opposite sex;
  3. Another resident's room or suite without permission;
  4. Front desk and staff office space.
  5. Mechanical rooms, electrical closets, IT closets, and Housekeeping closets.
32. **Vandalism and Damages:** Students are responsible for any loss/damage to personal property, College property, or the property of the DCC Association, Inc. Anyone causing damages or witnessing someone causing damage must report the incident to their Resident Assistant. Damages occurring during the academic year will be billed to the resident(s) responsible. Students found responsible for vandalism to individual, College or DCC Association, Inc. property may face removal from housing. Damage or vandalism that occurs in a community space and cannot be attributed to an individual(s) will be billed to all residents of the community. As a reminder, residents can be held responsible for the actions of their

guests. All residents are encouraged to immediately report incidents of damage or vandalism to their Hall Director, Resident Assistant, or to the front desk.

33. **Windows:** Throwing, dropping or causing anything (an object or liquid) to fall through or/and out of a window is prohibited. Entering and/or exiting any residence hall through a window is prohibited. Residents are not allowed to hang or place any items out of windows, including posters, flags and/or any type of decorations.
34. **Window Screens/Blinds/Blockers:** Removing window screens in bedrooms, suites, lounges and hallways is prohibited. Students who remove screens from the windows may be subject to disciplinary action and a fee may be assessed to the responsible individual. Window blocks are in place as a safety measure, at no time should these blocks be removed. A fine will be assessed for all missing or damaged windows, screens, and window blocks. All rooms/suites are furnished with window blinds. Bedrooms are furnished with black out window blinds for added comfort and privacy. The blinds furnished to each room must remain installed at all times.

### **6.3 Residence Hall Check-In/Check-Out Procedure**

#### **6.4 Room Changes**

When students move into the hall, they will find staff ready to check them into their rooms. Each student will complete a Room Condition Report that specifies the current condition of the room and the furniture provided. All residents are held accountable to the original Suite and Room Condition Report. It is the responsibility of the student to check over the room carefully, noting any damages at the time of check in. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24 hour grace period has expired, the resident is responsible for the condition of the room/suite. The student will be assessed a damage charge for any deviation in the condition of the room or the furniture at the time s/he checks out. (See Damage and Fine Responsibility Sheet located in Section 6.14)

#### **6.5 Room Vacancies**

Residents may not change rooms without the prior approval from the Office of Residence Life and Housing. Room changes are permitted (based upon space availability) after the second week of classes and cease three weeks before the end of each semester. If a student desires to change their room assignment, the proper paperwork may be obtained from the Residence Hall Coordinator in Conklin Hall 122. Students must check out of their old room then check into their new room during RA office hours, unless otherwise pre-arranged with the Office of Residence Life and Housing.

Room charges for double rooms are based on two persons per room occupancy. If a student fails to occupy a room or moves out after the beginning of the semester, Residence Life staff may assign another student to the room at any time.

Residents may not use or occupy a vacant space in their suite without the proper authorization from the Office of Residence Life and Housing. Empty spaces should always be ready for an incoming resident to occupy. Using an empty space could result in being charged for said space, as well as additional fees for cleaning and/or repairing damages.

## **6.6 Room Consolidation**

Room consolidations are required in semesters where there are many rooms in which only one student resides. Consolidations are done in order to ensure equity amongst residents and to maximize use of available space.

The Office of Residence Life and Housing understands that the house and hall community is very important. In order to not disrupt this community, consolidations will be conducted and every attempt will be made not to perform them beyond the midpoint of the semester.

In semesters where consolidations are necessary, students living alone will get a written notice explaining that consolidations will take place at a later date. It will be the student's responsibility to find a roommate of their choice before the consolidation process takes place. Students who do not find a roommate will be paired up randomly. One of them (also chosen randomly) will be required to move into the other's room.

## **6.7 Room Entry**

The College recognizes and respects the student's right to privacy. However, the Office of Residence Life and Housing has the responsibility of maintaining the Residence Hall. For this reason, the Office of Residence Life and Housing reserves the right to authorize personnel to enter into any area of a suite in the absence of the resident. Authorized personnel include, but are not limited to: maintenance/repair personnel, Campus Security, Resident Assistants, Director of Residence Life, Assistant Director, and professional Residence Life staff. Entrance into a resident's suite will be for the purpose of health and safety inspections, securing the premises, and making necessary repairs.

By submitting a Maintenance Request, a resident gives permission for College personnel to enter a room in order to make repairs, whether or not the resident is present when staff arrives.

The College and DCC Association Inc. accepts the responsibility to maintain a safe and orderly environment in the Residence Hall, and therefore, reserves the right to enter a suite or a student's room:

1. To ensure the building has been evacuated when a fire alarm is sounded.
2. When there is reason to believe that the health and/or safety of an occupant is threatened.
3. There is reasonable cause to believe that federal, state or local laws or College Regulations are being violated.

Except in emergency situations, no suite/room will be entered without first knocking and allowing a reasonable period of time for response.

## **6.8 Room and Hall Furnishings**

Students are permitted to decorate their rooms within fire/safety guidelines. Residents are reminded that they are responsible for any damage to the walls as a result of hanging objects. Walls may not be painted. Room/suite walls are not to be vandalized or written upon. All residents are expressly prohibited from attaching any item to the ceiling of the room or suite. Students are not permitted to place holes in the walls to hang items. Additionally, residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. When attaching items to the walls, use one of the following, available in the DCC Bookstore.

- 3M Command White Picture-Hanging Strips
- White Loctite Fun-Tak Mounting Putty

## **6.9 Hall Visitation/Guests**

For the purpose of this policy, a "guest" is defined as any non-resident of the Residence Hall. Students are responsible for their guest behavior when on College property, in the residence hall, or attending any College sponsored events. Any guest in violation of College or Housing policy will be asked to leave College property immediately. Residents are responsible for all activities that occur within their rooms.

A resident's right to privacy and comfort takes precedence over the community member's privilege to have guests. No resident may have more than **one** day or overnight guests at any time. At no time may a suite be occupied by more than twice the number of students who live in the suite (For example, no more than 10 people can assemble in a 5-person suite.). All guests must be in the presence of their host resident at all times. The visitation policy will be strictly enforced.

**Please note, resident students will not be allowed to sign in any guests for the first two weeks of a semester and for the last two weeks of each semester. This policy is in place to allow students to acclimate to their new home as well as to allow students to study within their own space.**

Any guest may be asked to vacate the Residence Hall at the discretion of the Director, Assistant Director, Residence Hall Coordinator or Campus Security. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the Residence Hall as well as the campus. Failure to comply with this issuance may result in the arrest of the individual and disciplinary action upon the host.

Students are reminded that entertaining guests is a privilege, not a right. It is vital that suite/roommates discuss the entertaining of visitors (other residence hall students) and guests prior to anyone visiting or staying overnight. The DCC Association Inc.'s commitment is to a student's right to privacy as well as to a comfortable, safe and quiet place to live and study. Students should never assume that having an overnight guest is OKAY with their suite/roommate without discussing the matter first.

#### *Day Guest*

The day guest is required to notify the host that they are present in the lobby and waiting to be escorted. The resident must come down to the front desk with their ID to register their guest at the front desk and to escort the guest into the building. Guests are required to leave a photo ID at the front desk until such time as their host escorts them back to the desk to be checked out. A photo ID is defined as any identification card with the individual's photo and full name present on the card. Credit cards are never accepted as a form of ID, nor are non-photo identification cards.

Day guests are permitted in the Residence Hall from 10 a.m. until 11 p.m. nightly. Host residents who fail to have their guest sign out by this time are subject to student disciplinary action and may lose guest privileges. All guests must carry their visiting passes with them at all times and show to Security upon entering the Residence Hall.

#### *Overnight Guests*

Overnight guests are permitted on Fridays and Saturdays only. No resident may have more than **one** overnight guest at any time. Overnight guests must be 18 or older and must register with the front desk. Overnight guest passes are valid for a maximum of 48 hours or as determined by the Office of Residence Life. Overnight guest passes must be picked up at the front desk and returned to the Assistant Director's Office, located in Conklin



Hall 118, by the host resident by noon on the Friday upon their guest's arrival. Upon arrival, the guest will call their host to meet them at the Front Desk to sign in and pick up their overnight guest pass. Overnight guests will be allowed to sign in beginning at 12:00PM. All guests are required to turn over a valid photo ID.

## **6.10 Lockouts**

Residents who are locked out between the hours of 8:00PM and 8:00AM should come down to the front desk on Conklin Hall and fill out a lock out form. Once completed, the resident should contact the Resident Assistant on duty. Residence Life staff will only let students into their assigned rooms. Resident ID must be presented at the time of lockout. If ID is in their room, the resident must provide their banner ID number. Staff members will not give access to other resident's rooms. Staff will not unlock doors for guests or visitors.

Residents are required to carry their student ID and keys at all times. Repeat offenses for lockouts will result in lock change charges and lockout fines as well as student conduct action.

## **6.11 Building Entry**

All residential students must show their student ID to Security every time they enter Conklin Hall. Students without an ID will be asked to go to Security for a new ID. Additionally, anyone entering Conklin Hall is subject to a random bag inspection. This is done to ensure the safety of our community. All weapons, drugs, and/or alcohol found in a resident or non/resident bag will be confiscated and local authorities may be called. Prohibited items found during random bag checks will be subject to disciplinary action.

## **6.12 Academic Dismissals**

Should a student be academically dismissed between the fall and spring semester, it is their responsibility to make arrangements to check out of their room prior to spring semester. If he/she fails to do so, the student will continue to accrue room and meal liability until s/he checks out.

## **6.13 Damages**

*Individual and Community Damage  
Billing and Excessive Cleaning*

It is our hope students will form a community that is supportive and holds its members accountable. Occasionally things become broken or damaged. When something in the building and/or suite is not functioning properly, residents need to complete a maintenance request through their MyDCC portal.

Residents should be concerned with the safety and handling of Residence Life and Housing property - in individual rooms and public areas - and should do their best to insure property is not misused or stolen. Respect for the residential environment is crucial to developing a residence hall or suite community all members can be proud of.

Students are responsible for any damage, misuse or theft of Housing property that occurs in their room or suite, and must pay replacement, reassembly, or repair costs for any missing or damaged property.

Normal wear and tear are expected, however, it is difficult to specifically define this for each item in a residential living area. Some examples of normal wear and tear include: wobbly chairs, loose screws, minor scuffs on walls, and slight scratches on bed ends. Each room is not painted every summer, as wall paint should last for several years.

### **6.13.1 Damage-Billing Charges**

Damage-Billing is a charge related to damage or vandalism assessed to residents or resident groups living in close proximity to the location of the actual damages. The purpose of Damage-Billing is to reduce residence hall fees rather than increase room rates by adding built-in charges for room or public area damages.

Residence Hall Staff initiate the individual and public area Damage-Billing Charges and Excessive Housekeeping Charges. The Residence Hall Coordinator and Assistant Director investigate charges to ensure fairness in the billing process. The following are examples of incidents that often result in Damage-Billing:

- Broken exit signs
- Broken windows, screens, blockers, or blinds
- Re-assembly or replacement of broken room or lounge furniture
- Recharging or replacing discharged fire extinguishers
- Removal of any Housing furniture from its designated location (considered theft)
- Replacement of towel rods or brackets
- Holes in walls - deliberate or accidental damage
- Holes in walls - improper use of decorating tools
- Graffiti and spray paint removal

When an individual is personally responsible for damage, the charge(s) are billed directly to them. Students are responsible for the cleaning of their individual rooms and suites. Residence Life and Housing holds each student accountable for loss or damage to property beyond normal wear and tear. When an individual cannot be identified, the cost of damages are assessed to the community or community groups.

### **6.13.2 Community/Public Area Damage-Billing**

Upon vacating a room a student is expected to complete a checkout process that includes an inspection of their room with the Resident Assistant (RA). Using the Room Condition Report that was completed when the student moved in, both the student and the RA will check together for damage and missing property. Once the inspection has been conducted, the RA will forward the completed form to the Residence Hall Coordinator. If damage is indicated on the student's Room Condition Report, the Residence Hall Coordinator will inspect the living space to compare the check-in condition of the room listed on the form to its present condition after the student checked out and take pictures of damages, etc. If the Residence Hall Coordinator determines that the space has been damaged beyond normal wear, or that Housing property is missing, the student and their roommate/s will be billed accordingly. Room property includes beds, dressers, desks, chairs, armoires, wall surfaces, interior and exterior door surfaces, windows, and all other items listed on the Room Condition Report.

1. Where damage occurs in a room shared by residents, the occupants of the room are equally responsible for a proportion of the damage charge unless the responsible party voluntarily assumes the total charge. This includes the common area of suites as well.

Appeals of billing charges related to the 2015-2016 academic year must be received within 30 days of the date posted on the students deposit refund notice. Appeals received after the date listed will not be considered.

Community/Public areas are defined as lobbies, hallways, lounges and recreation rooms, bathrooms, dining area, elevators, etc. Residents may be liable for damages that occur to College property within a specific building.

When damage occurs in a residence hall the Residence Hall Coordinator will work with the students and staff to determine, if possible, who is responsible for the damage. Common area damage affects everyone in the community. It impacts students' use of the building and results in increased housing costs.

The Residence Hall Coordinator will notify residents of damages as they occur. Students have two business days from the time of notification to provide information regarding who may be responsible for the damage. After that time, the cost is evenly divided among all students who share the space where the damage occurred. These damages are deducted from the students housing deposit.

1. When public area damages occur, students are encouraged to identify the specific individual or group who may have caused the damage, in order to avoid damage-billing charges. Those individuals thought to be responsible should be reported immediately to the Residence Hall Coordinator.
2. Community/Public Area Damage-Billing: minimum charges are \$15.00 and are deducted from student's housing deposits..
3. Appeals of these charges can be made to the Director of Residence Life and Housing. Appeals of billing charges related to the 2015-2016 academic year must be received by the last business day in July, 2016. Appeals received after the date listed for the academic year will not be considered.

Students can avoid damage billing by doing the following:

- Carefully completing the Room Condition Report prior to signing at check-in and checkout to ensure it appropriately reflects the condition of the living space.
- Personalizing the space in ways consistent with current housing policies.

### **6.13.3 Excessive Cleaning Charges**

Excessive Cleaning is defined as any housekeeping situation that is not considered part of the Residential Facilities normal daily routine. This includes items such as fire extinguisher powder, clumps of mud, food stuff, bodily fluids in public areas, rooms, or suites, and trash that has not been disposed of in the designated receptacles (i.e., dumpsters). Excessive Cleaning Charges are imposed in an effort to correct the behavior of a specific room/floor/suite. These charges do not always reflect the time and material necessary to complete cleaning tasks, but act as a deterrent against future Excessive Cleaning problems. Excessive Cleaning occurrences are determined by the Director of Residence Life and Housing or designee. Following are examples of incidents that often result in Excessive Cleaning Charges:

- Adhesive-backed decorations/colored putty
- Body fluids: (blood, urine, mucus, feces, vomit)
- Broken glass

- Tile and upholstery damage
- Contact paper
- Deliberate floods
- Fire extinguisher debris
- Food/trash left in sinks/water fountains
- Graffiti
- Liquid spills
- Mud
- Removal of personal furniture left in room/building
- Room trash in public areas and/or suite/room
- Sprinkler head discharges due to causes other than fire
- Tape/tape residue

*Repairs*

We need all residents to pay **attention** to the **condition** of their community. If something in your room, building or suite is not functioning properly or is damaged or broken, please submit a maintenance request to have it repaired.

**6.14 Examples of Potential Charges for Damages and Fines**

Any damages involving Residence Hall rooms and common areas will be assessed to the student or students who live in that area. Below is an estimated listing of damage charges which are subject to change. Other damages will be assessed on a case-by-case basis. Additionally, below are fines associated with several policy violations.

<b>DAMAGES</b>	
A/C thermostat	\$100
Armoire	\$500
Armoire mirror	\$60
Art work	\$150
Bathroom cabinets	\$200
Bathroom mirror	\$60
Bedposts	\$100
Bedroom desk	\$250
Bedroom chair	\$125
Cable outlet	\$35
Ceiling vents	\$75
Coffee table	\$150
Door Stopper	\$35
Drawer for desk	\$60
Dresser Drawer	\$90
Dresser	\$250

Drywall repair	\$100+
End table	\$125
Kitchen cabinets	\$25-\$150
Kitchen stools	\$125
Light fixture cover	\$25
Light fixtures	\$40
Lockset for suite/room door	\$250
Loveseat	\$500
Mattress	\$100
Metal bedframe	\$100
Microwave	\$80
Outlet cover-electrical	\$3 per cover
Outlets	\$25
Plunger	\$35
Refrigerator	\$600
Replacement/repair of bedroom door	\$750
Replacement/repair of suite door	\$600
Shower Curtain/Rod	\$25
Shower unit replacement	per estimate
Smoke/Heat detectors	\$250
Tile repair	per estimate
Toilet	\$150
Toilet paper dispenser	\$35
Toilet seat	\$15
Towel hook	\$35
Trash can	\$15
Wall damage requiring room painting	\$50+
Window Per pane/broken or cracked	\$60-\$125
Window Blind	\$100+
Window Chain	\$30
Window Guard	\$30
Window Screens	\$50

# FINES

Window tampering	\$50 and conduct charges
Tampering with Fire Extinguisher sign/apparatus	\$70 and conduct charges
Tampering with Smoke Detector/Sprinkler System	\$70 and conduct charges
Student ID	\$25
Smoking within building and/or non-designated smoking areas	\$25 and conduct charges
Room/Suite cleaning	\$50 per person
Replacement mailbox key	\$25
Replacement suite key	\$50
Lock change for lost key	\$25
Lockouts	\$10 for second lockout and each lockout thereafter. All students who have a third lockout may face conduct charges or loss of privileges
Failed Health and Safety Inspection, First Offense	\$50 per violation (if not corrected within 24 hours of inspection) and conduct charges.
Failed Health and Safety Inspection, Second Offense	\$50 per violation (if not corrected within 24 hours of inspection)
Garbage/cleaning/personal item removal	\$50 each time per person and conduct charges for repeat offenses
Illegal cooking appliances	\$25 per item and conduct charges
Illegal check-out	\$100 in addition to cleaning, damage, and key charges
Illegal room change	\$50 and conduct charges
Failure to vacate during Fire Alarm	\$150, conduct charges, and possible removal from housing
Fire Alarm Activation, first offense (minor offense)	\$50 fine and warning
Fire Alarm Activation second offense (minor offense)	\$150 fine and conduct charges
Fire Extinguisher (for non-emergency/foul play)	\$100 fine and conduct charges
Conduct Educator Modules	\$25 and conduct charges
Candles/Incense	\$25 per item and conduct charges

## 7.0 Housing Conduct Process

Every student may be subject to this code whether misconduct occurs on College premises, at College-sponsored activities, or at any location off-campus when such conduct is brought to the attention of the College. As a member of this community, each individual must recognize that all members of this community have the same rights as a resident and as a student, and that their rights stop where another's rights begin. For this reason, it is important that each individual learn to compromise with others in order to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience.

In order to maintain a positive environment that is conducive to sleeping, studying, and academic success, all residents and guests in the Dutchess Community College's residence hall must abide by all residence hall and college policies, as well as state and federal laws. A demonstrated inability or unwillingness to establish and maintain a reasonable level of civility with your roommate and/or community may result in an administrative room move, restriction from the residence hall, or removal from residence hall.

It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The Housing Handbook list includes, but is not limited to, conduct which may subject a student to disciplinary action. Please review and familiarize yourself with the Campus Code of Conduct which addresses College policy for all students.

In cases where allegations have been made regarding violations of this handbook, a hearing will be held to determine responsibility and further action. As outlined in the residence hall agreement and housing handbook, violations of this section may result in immediate removal from the residence hall. The Director of Residence Life or their designee will conduct hearings. The outcome of the hearing will be in compliance with the Residence Hall Handbook and Campus Code of Conduct.

### Learning Outcomes

The Office of Residence Life and Housing has developed the following learning outcomes for students that go through our process:

- Students will have an understanding of College policies - particularly the policy violations he/she is charged with.
- Students will be able to articulate how their actions impacted their personal wellbeing and academic goals as well as how their behavior connects to personal values and beliefs.
- Students will be able to articulate how their actions impacted the community.
- Students will be able to better identify their needs, understand the resources available to them, and problem solve as an leader.

### Removal from Residence Hall

Removal from the Residence Hall is justified if a resident remaining in the hall could prove detrimental to either the residential community or the resident. The decision for removal from the Residence Hall will be made by the Director of Student Conduct and Community Standards and Director of Residence Life and Housing.



## Removal from Residence Hall

*(continued)*

Offenses which may cause removal from the residences hall include, but are not limited to the following.

1. Continued disruption of the day-to-day activities of residents, including, but not limited to, disturbances to normal sleep and study habits and disregard of a roommate's rights and privileges to the room.
2. Behavior detrimental to the resident or others.
3. Behavior which presents a continuing health problem.
4. Criminal or civil offenses which may pose a threat to residents (i.e. drug or alcohol possession, theft, assault, vandalism).
5. Repeated or flagrant violation of published DCC rules and regulations as stated in the Student Code of Conduct, located in the DCC Catalog or the Housing Handbook.
6. Behavior that may be a safety issue or may be the cause of damage to anyone's property or person.
7. Any action deemed necessary by the offices of the Dean of Student Services.

## The Housing Conduct Process

The conduct system is a framework for the discipline process to ensure that the Conklin Hall community is built around personal growth, positive community development, and respect. As a student progresses through the disciplinary process, or repeatedly chooses to violate policies, potential sanctions may become more severe. In addition, the conduct hearing may be heard at progressively higher levels of housing or the Office of Student Conduct and Community Standards. Although the Office at Residence Life and Housing uses the framework outlined below for consistency purposes, the emphasis is on the circumstances and development of the individual student.

### Documentation

A student who is documented for alleged involvement in a policy violation should expect the following response, and has the following responsibilities:

- Verbal and/or written notice of documentation by a housing staff member for in-hall policy violations.
- A hearing officer will subsequently review filed documentation and decide specific policies that were allegedly violated.
- Notification of alleged policy violations will be delivered through campus E-mail. Students will be notified by E-mail through their myDCC account. It is the student's responsibility to check their myDCC provided account and failure to do so does not negate the student's responsibility to schedule or attend a scheduled hearing.
- If the Respondent has a conflict with the date and/or time of the hearing they have (3) three College days from personal notification or the postmark date of the notification letter to contact the

conduct officer to reschedule. It is the Respondent's responsibility to attend their hearing. If the respondent fails to appear at their hearing the conduct officer reserves the right to proceed with the hearing in the respondent's absence.

- The hearing will be conducted within a reasonable time frame in relation to when the incident report was submitted.

## Disciplinary Hearing

The conduct hearing is a formal meeting students are required to attend after documentation by a Residence Life staff member. This meeting is the forum for the student to share their perspective on the situation. During a conduct hearing, written documentation of alleged policy violation(s) will be reviewed and discussed with the student. An explanation of the student's rights and responsibilities during the accountability process will also be discussed. The student will be given the opportunity to state their recollection of the incident. The hearing officer may contact witnesses if further information is needed.

Following the conduct hearing, the student will receive a follow-up E-mail and/or letter denoting the student's level of responsibility regarding the alleged policy violations, as well as any related sanctions implemented following the completion of the hearing officer's investigation.

## Appeals

Students have the right to file a written appeal of the decision and/or sanctions in accordance with the following guidelines:

- Students may choose to appeal the decision based on one or more of the following:
  - Due process was violated (you believe the hearing officer violated your student rights/ responsibilities or didn't follow the written conduct process/procedures).
  - Presence of new information that was not available at the time of the hearing. The presentation of the new information must be considered sufficiently substantial to change the outcome in a significant manner.
  - The sanctions given were inappropriate given the nature of the violation.
- Students wishing to appeal must submit a typed statement within (5) college business days following the receipt of the results letter. The written appeal is reviewed by the Director of Residence Life and Housing and/or the Director of Student Conduct and Community Standards, and s/he may affirm or reverse the decision, or remand the case to another Hearing Body for further deliberation.
- **While the appeal is being reviewed, the student must comply with any given sanctions and deadlines.**

## Disciplinary Sanctions

Whenever a student is found to have acted in a manner contrary to the Residence Life and Housing Resident Handbook and Campus Code of

Conduct, he/she can expect that some form of official disciplinary action will be taken. The goal in selecting an appropriate sanction in every discipline case is to provide the students with an educational experience and to balance the perceived needs of the individual student with those of the entire community. Therefore, the type of action taken in any particular case will depend on several factors, including the degree of seriousness of the violations, the violator's awareness about the problems caused by their behavior, and the violator's willingness to accept responsibility for their behavior and readiness to make more positive decisions.

The following sanctions represent a range of actions starting with the less serious and ending with the most severe. The sanctions are considered in order of severity. Discipline is also progressive so a student who is already on "Warning" and is found to have violated another College and/or Housing policy can expect to receive a more severe sanction such as "Housing Probation" and so forth. The actions, which may be taken in disciplinary cases, are:

**Case Dismissed/No Finding**

An action which closes a case for any one of the following reasons: a) not responsible finding is reached by the Hearing Body, or b) there is a lack of sufficient information and/or evidence.

**Official Warning**

Written notification from a Hearing Body to a student containing an official reprimand and indicating that repetition of infractions of Housing policy regulations will most likely result in more severe disciplinary action.

**Written and Verbal Apology**

Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. At times, it is requested that students make either verbal or written apologies. This is based on the situation and documented behavior.

**Loss of privileges**

Is a sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. Exclusion from specifically stated facilities, services, or activities for a designated period of time. Examples include, but are not limited to, loss of guest privileges, restrictive access to the residence hall, prohibition from attendance at or participation in College-sponsored activities, room change restrictions, and prohibition from sponsoring events.

**Parent/Guardian Notification**

Hearing Body may contact the parents/legal guardians of dependent children involved in any alcohol or drug violations, or if there is an alcohol/drug related hospitalization. This notification advises that any further violation of the Code of Conduct may result in immediate removal from housing and suspension from the College.

<b>Community Billing for Damages</b>	In the case of damages to communal where the responsible party is unknown, all community members may be charged equally for repair/ replacement of damaged items. All reasonable efforts will be made to identify responsible parties; however, community members are expected to cooperate with investigations of vandalism and report any suspected individuals directly to housing staff.
<b>Conduct Educator Module(s)</b>	Is a web based sanction assigned to a student for a minor/major policy violation or because they have a history of multiple policy violations. This sanction has a one-time fine of \$25.00.
<b>Special Projects, Programs</b>	This sanction requires students to participate in, and/or develop, projects and/or programs, or the completion of a research paper on a relevant topic that specifically addresses a student's behavior. Failure to complete the project or program satisfactorily and by the assigned completion deadline may result in further disciplinary action.
<b>Restitution</b>	Restitution is used as an educational sanction when a student's policy violation has negatively impacted the community. Community restitution may be performed on-campus or at one of many off-campus locations.
<b>Housing Probation</b>	Housing probation means you are not in good standing with regard to your on-campus housing. Housing probation is typically assigned in situations where your behavior has been detrimental to the on-campus residential community. It is typically imposed in semester increments, e.g., 1 semester, 2 semesters, et cetera. Having another residentially-based violation of the Code while on housing probation will result in an evaluation to determine if continued on-campus living is in the best interests of the student and the on-campus residential community.
<b>Alcohol/Drug/ Psychological Health Assessment</b>	This sanction, typically to be completed through the Dutchess Community College Counseling Center, is given for repeat offense or when there is concern for the safety and well-being of the student.
<b>Interim Suspension/Interim Removal</b>	This action temporarily removes a student from housing and/or the College pending a conduct meeting or a hearing through the Dean of Student Services and/or designee. In this case, the student is responsible for finding alternative housing at their expense.
<b>Denial of Campus Residency Held in Abeyance</b>	For students living on campus, Denial of Campus Residency, Held in Abeyance, may be for a specific period of time or for an indefinite period of time as deemed appropriate by the hearing body. A person who has been denied campus residency, held in abeyance, may be permitted to reside on campus provided that there are no further violations of College policy. Further violations of College policy will result in the immediate imposition of this condition without further disciplinary proceedings.

## **Denial of Campus Residency**

For students living on campus, Denial of Campus Residency may be for a specific time period or an indefinite period of time as is deemed appropriate by the hearing body. A person who has been denied campus residency must vacate their room within 24 hours of the time the sanction is executed. Persons denied campus residency are prohibited from entering the Residence Hall. Any person violating this provision will be subject to arrest, possible fine and/or arrest for trespassing.

## **Non-renewal of Residence Hall Contract**

Students who are found in violation of residence hall rules and regulations may have their agreement deemed non-renewed. Any student who is continually disruptive of the residence hall community will be considered for non-renewal of the residence hall agreement. This includes, but is not limited to:

- A. Students who commit acts of vandalism, theft, and/or destruction of property.
- B. Students found responsible for multiple violations of the rules and regulations.
- C. Students on probation for any violation.
- D. Health and safety of themselves and others.
- E. Students who are convicted of a crime.
- F. Students who hinder the sleeping or studying of other members of the community.