

## Residence Life Handbook Table of Contents

| <i><b>ITEM</b></i>                    | <i><b>Pg</b></i> | <i><b>ITEM</b></i>                                         | <i><b>Pg</b></i> |
|---------------------------------------|------------------|------------------------------------------------------------|------------------|
| <b><i>BUILDING STAFF</i></b>          | 3                | Bathrooms                                                  | 14               |
| <b><i>GENERAL POLICIES</i></b>        | 3                | Bicycle and Motorcycles                                    | 15               |
| Card Access System                    | 3                | Bodily Fluids                                              | 15               |
| FAQs                                  | 4                | <b><i>BUILDING SPECIFIC INFORMATION</i></b>                | 15               |
| Missing Student Notification Policy   | 5                | Bearkat Village, Campus Edge Apartments and Copper Village | 15               |
| Housing Contract Termination          | 5                | Belvin Hall                                                | 16               |
| Room Changes                          | 5                | Elliot Hall                                                | 16               |
| Unauthorized Room Changes             | 5                | Estill Hall                                                | 16               |
| Eligibility for Residency             | 5                | 4 West (Baldwin, Crawford, Creager, Mallon)                | 16               |
| Private Rooms                         | 6                | Jackson Shaver                                             | 16               |
| Resignations                          | 6                | Lone Star Hall                                             | 17               |
| Consolidation                         | 6                | Piney Woods Hall                                           | 17               |
| Single Occupancy of Double Room       | 6                | Raven Village/ Sam Houston Village                         | 17               |
| Un-Occupied Suites                    | 7                | San Jacinto Hall                                           | 18               |
| Holidays                              | 7                | White Hall                                                 | 18               |
| Refund Policy                         | 7                | Bulletin Boards                                            | 18               |
| Room Entry                            | 7                | Beds                                                       | 18               |
| Restriction of University Housing     | 7                | Bullying                                                   | 18               |
| Mail Services                         | 7                | Candles / Incense                                          | 18               |
| Packages                              | 8                | Check-out Expectation                                      | 19               |
| Television / Streaming                | 8                | Cohabitation                                               | 19               |
| Termination of Contract               | 8                | Communication                                              | 19               |
| <b><i>HOUSING MAINTENANCE</i></b>     | 8                | Concessions                                                | 19               |
| Maintenance                           | 8                | Cooking and Cooking Appliances                             | 19               |
| Material Safety Data Sheets (MSDS)    | 9                | Cooperation w/ University Officials                        | 20               |
| Damages                               | 9                | Craft Appliances                                           | 20               |
| Damage Appeal Process                 | 9                | Curtains and Curtain Rods                                  | 20               |
| Pest Control                          | 10               | Dishwashers                                                | 20               |
| Repairs                               | 10               | Disposal of Cooking Grease                                 | 20               |
| Refusal of Service                    | 10               | Doors (Room)                                               | 20               |
| Laundry Equipment                     | 10               | Drugs                                                      | 20               |
| Vending Machines                      | 10               | Electrical Car Charging                                    | 21               |
| <b><i>RESIDENCE LIFE POLICIES</i></b> | 10               | Electric Mobility Devices                                  | 21               |
| Resident Responsibility               | 11               | Electrical Outlets                                         | 22               |
| Abandoned Property                    | 11               | Electrical Power Strips                                    | 22               |
| Adhesives                             | 12               | Elevators                                                  | 22               |
| Alcohol                               | 12               | Exercise Equipment                                         | 22               |
| Alcohol Containers                    | 13               | Extension Cords                                            | 22               |
| Baby Sitting                          | 14               | Exterior Doors                                             | 22               |
| Barbecue Pits and Grills              | 14               | Fighting                                                   | 23               |
| Battery Charging                      | 14               | Fines                                                      | 23               |

| <b><i>ITEM</i></b>                    | <b><i>Pg</i></b> | <b><i>ITEM</i></b>              | <b><i>Pg</i></b> |
|---------------------------------------|------------------|---------------------------------|------------------|
| Fire Alarms                           | 23               | Responsibility for Damages      | 31               |
| False Fire Alarms                     | 23               | Roof Tops                       | 31               |
| Fire Doors                            | 23               | Room Cleanliness                | 31               |
| Fire Drills                           | 23               | Room Painting                   | 31               |
| Fire Extinguishers                    | 23               | Safety Equipment                | 31               |
| Furniture                             | 23               | Security/Ring Cameras           | 32               |
| Gambling                              | 24               | Self-Care                       | 32               |
| Grip-a-Strip                          | 24               | Signs and Banners               | 32               |
| Group Billing for Damages / Vandalism | 24               | Sinks                           | 32               |
| Guests                                | 24               | Smoke Detectors                 | 32               |
| Harassment/Bullying                   | 24               | Smoking/Vaping                  | 32               |
| Heaters                               | 24               | Solicitation                    | 32               |
| Holiday Decorations                   | 24               | Sporting Equipment              | 33               |
| Horseplay and Pranks                  | 25               | Suite Bathrooms                 | 33               |
| Icemakers                             | 25               | Tobacco/Nicotine                | 33               |
| Keys                                  | 25               | Toilets                         | 33               |
| Kitchen Dishwashers                   | 26               | Traffic Signs                   | 33               |
| Kitchens in Public Areas              | 26               | Trash                           | 34               |
| Laundry Rooms                         | 27               | Vandalism                       | 34               |
| Light Bulbs                           | 27               | Visitation (Residence Halls)    | 34               |
| Light Fixtures                        | 28               | Visitation (Apartments)         | 35               |
| Lockouts                              | 28               | Washing Vehicles                | 35               |
| Microwave Ovens                       | 28               | Water Balloons, Fights and Guns | 35               |
| Noise Concerns                        | 28               | Water Beds                      | 35               |
| Obscene Materials                     | 29               | Weapons and Explosives          | 35               |
| Parties                               | 29               | Wi-Fi                           | 36               |
| Personal Hygiene                      | 29               | Windows                         | 36               |
| Personal Property                     | 29               | Non-Discrimination Statement    | 36               |
| Pets                                  | 29               | Student Discipline Process      | 37               |
| Pest Control                          | 29               |                                 |                  |
| Plants                                | 29               |                                 |                  |
| Posting Guidelines                    | 29               |                                 |                  |
| Propping Doors                        | 30               |                                 |                  |
| Public Areas                          | 30               |                                 |                  |
| Personal Refrigerators                | 30               |                                 |                  |
| Public Refrigerators                  | 31               |                                 |                  |

## **POLICIES AND PROCEDURES for RESIDENCE HALLS / APARTMENTS**

### **BUILDING STAFF:**

**Residence Hall Director (RHD)** – The Residence Hall Director supervises the hall staff of a group of residence halls and is responsible for the complete operation of those buildings.

**Assistant Residence Hall Director (ARHD)** – The Assistant Residence Hall Director assists the Residence Hall Director in the operation of the assigned building/area.

**Resident Advisor (RA)** – The Resident Advisor is a student staff member that is responsible for a particular area of a residential facility. In addition to policy enforcement, they present educational and social programs for their area.

### **GENERAL POLICIES:**

Your Bearkat OneCard will serve as your student ID and will be required to access campus services as well as your residence hall. Request your Bearkat OneCard here. Your card will be provided to you on your orientation day. If you lose your card or require a replacement, please contact Student Account Services at [saservices@shsu.edu](mailto:saservices@shsu.edu) or 936-294-2273 (CARD).

**CARD ACCESS SYSTEM.** The Department of Residence Life offers increased security through the use of the Bearkat OneCard system. All residence halls are equipped with exterior door card access. White Hall only has card access for its lobby and Bearkat Village only has card access for the club room and laundry rooms. Exterior doors are locked 24 hours a day after move-in. Each of the main doors is equipped with a card reader. Sliding or tapping the magnetic stripe on the back of the ID card will give access to the assigned hall. Only the residents of your hall are coded for access to your hall; **therefore, it is important not to admit non-residents without an escort.** This system offers better security because once a lost card is reported, the ID card can be quickly deactivated so that no one else can use it. Some other features of this system and related security policies are:

1. Should any card be used in a reader that is not authorized to access that particular hall, the system will identify the ID number, record the unauthorized attempt, and deny access.
2. Should there ever be a power outage, back-up batteries will allow the system to continue to operate for a limited time.
3. Contact hall/apartment staff if a temporary hall entry card is needed.
4. Guests should contact their host, and must be escorted within the hall by their host.

5. Damages to a card reader can be assessed to an individual or group-billed.

Typically, during the check-in process at the beginning of each semester, the exterior doors will be unlocked during posted move-in hours to assist with students moving in.

A lost Bearkat One Card requires immediate action due to building security, personal identification as well as potential meal plan and money theft. Report lost cards immediately to staff and the Bearkat One Card Office.

## FAQs (Card Access)

### 1. What if my ID card does not work in the reader?

**First, make sure your card has been activated.** Next, make sure that you are attempting to enter the residence hall where you have been assigned. Finally, try another door into the building in case that particular reader is out of order and then report malfunction to staff. If your card still does not work in any reader of your assigned building, please contact the Bearkat OneCard Office or hall staff.

### 2. What happens if I want to change halls?

If you are granted a hall change, you will receive immediate access to your new assignment. Your access to your old building will only continue to work for another 48 hours; therefore, you must be moved within the 48-hour period.

### 3. Will I be able to get into the hall during the (Winter and Summer) break periods?

All students will be denied access to residence halls during any of the Winter or Summer break periods unless they have permission from the residence life office, or reside in Bearkat Village, Campus Edge or Copper Village.

### 4. Can I loan my card to another resident or a guest?

**Cards are not to be loaned to anyone for any purpose.** This card is for official University identification purposes, and should be carried at all times. It is non-transferable and its use is the responsibility of the named student. Misuse of the card may subject bearer and/or student to whom it is issued to disciplinary actions including possible contract termination. Students must present their ID card when requested by any official of the University, including University Police, dining hall personnel, and residence hall staff.

**MISSING STUDENT NOTIFICATION POLICY.** Federal law requires that the University report to the University Police Department (UPD), Huntsville Police Department (HPD) and to the student's designated contact person when campus residents are determined missing for 24 hours (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian. Campus residents have the opportunity to provide a contact person to the Residence Life Department during the application process. UPD will always be notified if a campus resident has been determined to be missing for over 24 hours, regardless of whether the student has provided confidential contact information.

**HOUSING CONTRACT TERMINATION.** Refer to the housing contract for details.  
[https://www.shsu.edu/dept/residence-life/gettingstarted/2025\\_2026\\_Housing\\_Contract.pdf](https://www.shsu.edu/dept/residence-life/gettingstarted/2025_2026_Housing_Contract.pdf)

**ROOM CHANGES.** Room changes are allowed at certain times and dates throughout each semester. No moves are allowed during **FREEZE PERIODS**. Room changes within hall/apartment of assignment may be requested and approved at the building office. All building transfers must be requested and approved by the Residence Life Office. If a building transfer is approved to a hall that is more expensive than the current assignment, the student will be required to pay the cost difference.

After a hall/apartment transfer is approved, the resident will be given a room change card and must coordinate the check in during posted office hours. All room changes must be completed within 48 hours of receiving a room change card. If an approved transfer is not completed within 48 hours, the student must adhere to the following:

1. Once a student receives clearance to move and fails to complete any move within 48 hours, the student will still be permitted to move and will incur a fee of \$100.00.

NOTE: THE 48 HOURS ALLOWED INCLUDES CHECKING OUT OF YOUR PREVIOUS ROOM AND CHECKING INTO THE REQUESTED ROOM.

**UNAUTHORIZED ROOM CHANGES.** The room change policy was developed to help promote the safety and security of the residents by allowing University officials to know exactly where students are residing. All room changes should be completed in full compliance with the room change policy. This also includes the unauthorized use of an empty suite room. Any student who moves from their assigned room or building without written consent of the Department of Residence Life will be charged an administrative fee of \$100.00 and will be subject to disciplinary proceedings. It will be the decision of the Department of Residence Life to approve or disapprove any resident staying in the unauthorized room. Regardless, the resident will be charged the \$100.00 unauthorized room change fee.

**ELIGIBILITY FOR RESIDENCY (Bearkat Village, Campus Edge, Copper Village, and San Jacinto Studio Apartments).** All residents in Bearkat Village, Campus Edge, Copper

Village and San Jacinto Studio Apartments must be enrolled at Sam Houston State University during the term of their occupancy, except for summer sessions. Summer residents must be enrolled in at least 1 summer session, or pre-registered and living on campus for the fall semester. Most apartments are rented on a double occupancy basis, and students are expected to share the apartment with the assigned roommate. Apartment space may not be sub-leased under any condition. First Year Required students are not eligible to reside in Bearkat Village, Campus Edge, Copper Village, or San Jacinto Studio Apartments during the academic year.

**PRIVATE ROOMS.** For the purpose of this policy, the definition of private room is requesting a shared double space be redefined as a single space for the duration of the academic year. This is only eligible in traditional, upgraded traditional, and semi-private floorplans. A student seeking to change their current room into a private room will need to make an appointment with the Residence Life Office to discuss availability and the associated rate increase. If approved, the student will be responsible for the increased private rate for the remainder of the academic year.

**RESIGNATIONS.** Residents who resign during the academic year are required to check out within 48 hours of resignation. Residents who do not meet the 48 hour deadline will be assessed a fine of \$100.00 for failure to complete the move. Residents who do not properly check-out with their hall staff will be assessed an improper check-out fee of \$50.00. The student must officially resign from the University via the Registrar's Office and complete the resignation process as instructed by the University.

**CONSOLIDATION.** The University reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students living in double rooms without roommates will be required to consolidate to fill all half-filled rooms. Consolidation may be required *as needed* as determined by the Department of Residence Life. When consolidation is required, students occupying an eligible room must select one of the following options:

1. Elect to contract and pay the additional fee for the private room.
2. Choose to move to another half-filled room in the same building.
3. Find another on- or off- campus student willing to move into the room/apartment.

This policy does not require a student to move to another residence hall, but rather requires a student to pay for the private room or move in with a person who is living singly in a double occupancy room. It is the student's responsibility to find a roommate when consolidation is warranted.

All moves must have the written approval of the RHD or Residence Life Office before residents can change rooms. Residents who are directed to consolidate, but fail to do so, will be billed automatically for a private room. Residents who refuse to accept an assigned roommate will also be automatically charged the private room rate prorated from the date single vacancy occurs.

**SINGLE OCCUPANCY OF A DOUBLE ROOM.** If a resident is occupying a double room without a roommate, the resident must:

1. Keep the unoccupied half of the room/apartment in such a condition that would allow

someone to move into the room at any time. Any resident found using the unoccupied half of the room/apartment will be documented and required to remove their belongings from the unoccupied half of the room immediately. Residents found with a second violation for using the unoccupied half of the room/apartment will be charged the private room fee prorated starting on the date of the second violation. The University reserves the right to periodically inspect half-filled rooms/apartments.

2. Agree to accept a roommate assigned by the Department of Residence Life at any time and without prior notice.

**UN-OCCUPIED SUITES.** Residents may not enter or use un-occupied suites that are connected to your assigned space unless it is for emergency evacuation purposes. Violations will result in disciplinary action which can include charges for damages/custodial. Subsequent violations can result in a new room assignment, or a contract break and referral to the Dean of Students.

**HOLIDAYS.** Room rates for residence halls do not include Winter Break or periods just prior to the Summer and Fall semesters. Students interested in staying the break should contact the Residence Life Office well in advance. The University is not responsible for any loss or damage to personal property stored during break periods or holidays. During the break periods, all University and Residence Life rules and policies apply.

**REFUND POLICY.** Refer to the housing contract for details.

[https://www.shsu.edu/dept/residence-life/gettingstarted/2025\\_2026\\_Housing\\_Contract.pdf](https://www.shsu.edu/dept/residence-life/gettingstarted/2025_2026_Housing_Contract.pdf)

**ROOM ENTRY.** The University reserves the right to enter a resident's room for the following reasons:

- to conduct periodic maintenance, custodial, and safety inspections.
- to perform necessary maintenance
- when the University reasonably believes any person(s) occupying the room may be physically harmed or in danger
- when the University reasonably believes that University rules, regulations, and/or policies are being violated.

When University officials enter a resident's room, the University officials may perform administrative searches of residents' personal property in the room.

**RESTRICTION OF UNIVERSITY HOUSING.** To be consistent with the University's high expectations of its students, the Department of Residence Life reserves the right to refuse a request (or revoke current assignment) for campus residency to any student who has been convicted of a felony, offenses involving moral turpitude, or who, in the University's sole judgment, otherwise poses a danger or threat to him/herself or others.

**MAIL SERVICES.** All items mailed to students living on campus will be delivered to the campus post office, the KatPost. The KatPost will notify the student via their SHSU email when

they have items to pick up. The student must have their SHSU Sam ID to receive the items.

**PACKAGES** – KatPost delivers packages to the Student Package Lockers located in various areas around campus. Once a student package is placed in a locker, KatPost will notify the student via their SHSU email where, when, and how to retrieve the package.

The following is the mailing address for students living on campus to receive mail.

Student's Name

Sam Houston State University

1627 Sam Houston Ave

<SAM ID>

Huntsville, TX 77340

**TELEVISION/STREAMING.** Due to federal copyright laws and court cases concerning dvd rentals and video streaming, the Department of Residence Life does not permit the showing of dvds, or video streaming (Netflix, Hulu, Amazon Prime etc.) in lounges or public areas without specific authorization from the owner of the copyright. However, you may view dvds, or video streaming in the privacy of your room. Students who refuse to comply with this policy will be subject to disciplinary action by the University. Belvin Hall Theatre (CAM Creative Community) is exempt from this policy if viewing for educational purposes.

**TERMINATION OF CONTRACT.** The University may terminate the contract and take possession of the room/apartment for violation of the contract, University rules, regulations or policies. Failure to complete the move by the given deadline may result in a \$100 fine. A new \$100 fine may be assessed every 48 hours thereafter. If the University requires the contract to be terminated for behaviors including, but not limited to, violations of the Code of Student Conduct and Discipline, or Residence Life Handbook, refunds will be distributed or withheld, based on the refund schedule outlined in the housing contract.

### **HOUSING MAINTENANCE:**

**MAINTENANCE.** Students are required to promptly report any maintenance problems or damage. Routine repairs/work order requests should be submitted by the student online. To place a “Non-emergency” work order, go to the Residence Life home page and click on “Maintenance” then follow the directions provided. PLEASE LIMIT ONE PROBLEM PER WORK ORDER. Our Residence Life Maintenance staff work daily to ensure that all work order requests are completed in a timely manner. **If you have an emergency repair during business hours between 8am-4:00pm, notify Residence Life Maintenance at 936-294-4474.** After business hours, call the RA on duty in your building for emergency repairs. The RA Duty Phone number can be found on the back of the resident's entry door.

Non-emergency Repairs – Problems that can be scheduled, and do not require immediate attention, even though the resident would like it taken care of as soon as possible. Examples are burned-out light bulb, broken or sticking drawers or cabinets, a/c filter changes, broken blinds, rodent/pest control and washer/dryer issues.



Emergency Repairs – Anything that may result in serious injury or building damage. Examples include: broken water or gas pipes, main sewer pipe stoppage, power failure, broken windows, water backing up out of a drain, smoke detector beeping or malfunctioning, potential fire or shock hazard, and all air conditioner and heating problems.

Custodial Call-outs (After Hours) – There is a minimum charge of \$75.00 if custodians have to be called out after hours.

WI-FI - All Wi-Fi issues should be reported to the IT Help Desk at 936-294-1950.

Inspections - Every month, maintenance and safety inspections will be conducted by the Residence Life staff. Hall/Apartment staff will go through resident's room/apartment and note any maintenance problems, safety concerns, or policy violations. The staff will notify students in advance that they will perform these maintenance and safety checks. If residents are not home, the staff will leave a notice of entry. (See ROOM ENTRY)

Vandalism - Residents causing damage or vandalism to University property will be charged at a labor rate of \$31.50 per hour during normal business hours and at a rate of \$47.25 per hour (minimum of two hours) for all calls after 4:30 pm on weekdays and weekends and holidays. Student labor rate is \$10.00 per hour. In addition, material needed to replace or repair damaged property will also be billed to the resident's student account.

A few examples of damages or vandalism would include: broken door, broken window or stopped up toilets caused by flushing anything other than toilet paper.

For damage, vandalism and tampering with life safety equipment, such as exit signs, smoke detectors and fire extinguishers, residents will be billed a fine of \$250.00 plus the cost to repair or replace the item.

**MATERIAL SAFETY DATA SHEETS (MSDS).** Material Safety Data Sheets can be obtained by contacting Residence Life Facilities Maintenance at 936-294-4474 or our custodial contractor at 936-294-3771.

**DAMAGES.** Residents are expected to report any repair or maintenance needs throughout their contracted term using the on-line maintenance request system. Residents will be held responsible for damages that have not been reported or are believed to have occurred due to resident neglect and/or direct actions. Staff will review and evaluate the condition of each room or apartment when the resident officially checks out and will notify resident of a repair charge in a TBD (to be determined) amount.

**DAMAGE APPEAL PROCESS.** From the date the billing statements are sent, students will have **30 days** in which to contest the damage/fine. If the discrepancy is with the amount of the charge, they must contact the Associate Director for Residence Life and Risk Management. If the discrepancy is with assessment of the charge, students must fill out a damage appeals form available from your hall/apartment staff or the Department of Residence Life Office. The

damage appeals form can be turned in to the hall/apartment staff or at the Residence Life Office. The form will be forwarded to the appropriate Residence Hall Director.

The damage appeal will be reviewed by the Residence Hall Director to determine if the request will be approved or denied. The student will be notified through their student email account concerning the status of his/her appeal. If the appeal is not approved, the decision may be appealed to the Student Conduct Officer or his/her designated representative within **10 days** by emailing the Student Conduct Officer indicating the reason for the appeal. The decision of the Student Conduct Officer will be final. All information obtained by the Residence Hall Director will be placed in the student's file so that it may be reviewed by the Student Conduct Officer if the decision is appealed. Group vandalism charges can NOT be appealed.

**PEST CONTROL.** Pest control service is provided by SHSU through a contracted firm. All residential facilities are exterminated quarterly. If there is a medical reason as to why your room/apartment cannot be treated, you must provide a written statement from your physician to the Residence Life Office prior to pest control.

**REPAIRS.** Sam Houston State University is committed to improving the quality of life for our residents. Occasionally, Residence Life Maintenance personnel will need to enter student rooms/apartments to make needed/requested repairs. Residents should not attempt to make repairs on their own, including patching holes and painting walls. Requests can be made by residents, hall staff, or Residence Life Maintenance personnel. Residents will need to allow access into their room/apartment for these personnel. Due to the large number of maintenance requests, residents will usually not be notified in advance of these repairs. Residents that turn down the Residence Life Maintenance personnel, will be charged \$50.00-\$75.00 for the time spent to reschedule the work. Please be cooperative with these personnel to help us make on campus housing a better place to live. (See ROOM ENTRY)

**REFUSAL OF SERVICE.** Residence Life Maintenance employees must be allowed access to resident rooms in order to complete repairs and/or routine maintenance. Residents who refuse service between 8:00 am – 4:30 pm Monday through Friday, will be charged \$50.00. Refusal of service between 4:30 pm – 8:00am & on/during weekends will result in a minimum charge of \$75.00.

**LAUNDRY EQUIPMENT.** Laundry machines are located throughout the residence halls/apartments. There is no charge for laundry equipment usage. Problems with the laundry machines should be reported immediately via an online work order.

**VENDING MACHINES.** Vending machines are located throughout the residence halls/apartments. Follow the instructions on the vending machines for reporting concerns.

### **RESIDENCE LIFE POLICIES:**

Sam Houston State University Residence Life policies are guidelines for group living and are essential elements in forming a good community. In order to educate residents to develop a good

community, it will be necessary to follow policies and procedures for health and safety, to learn how to care for facilities, and to obey all state and federal laws.

**RESIDENT RESPONSIBILITY.** Residents are required to cooperate with University Officials and other residents at all times. Students are expected to become familiar with and responsibly follow all published procedures, policies, rules and regulations, including those which are explained in this handbook. Residents will respect the rights of other residents, and each resident will be responsible and held accountable for their behavior. Residents must comply with directions of University officials, which include all Residence Life & Residence Life Maintenance staff. Policies and procedures in all residential facilities will be consistently and strictly enforced by University officials at all times. The following policies and procedures have been established by the Department of Residence Life and must be followed by residents at all times.

**ABANDONED PROPERTY.** Abandoned property is defined as items of value that are left when residents leave or check-out of their rooms/apartments. This “owner known” property will be inventoried and stored. A \$200 fee will be assessed to the responsible resident(s). If a resident fails to return to their assigned room without officially checking out with Residence Life, any personal belongings left in the room will be treated as Abandoned Property and processed as described above, including the assessment of the \$200 abandoned property fee. If the student wishes to claim their abandoned property, they should contact Residence Life. If the student does not pay the charge and collect the abandoned property within 120 days of the date of abandonment, the items will become the property of Sam Houston State University and the owner will still be required to pay the \$200.00 fee.

Property that is found in public areas of the residence hall will be handled as follows:

**Owner Known** The staff will make an attempt to contact the resident so the property can be retrieved. If the staff is unsuccessful in contacting the resident within 24 hours, the property will be deemed “abandoned” and processed as above with the following exception: any computer, tablet, cellular phone or other technologies capable of storing digitized data, state or federal identification, wallets, purses, car keys, credit cards, watches, jewelry, prescription medication, cameras, textbooks, or backpacks shall be turned over to the campus police department for safekeeping and standardized handling.

**Owner Unknown** Any computer, tablet, cellular phone or other technologies capable of storing digitized data, state or federal identification, wallets, purses, car keys, credit cards, watches, jewelry, prescription medication, cameras, backpacks, and anything else of value shall be turned over to the campus police department for safekeeping and standardized handling.

Clothes left in laundry rooms will be inventoried and boxed (if dry) or bagged (if wet). If clothes are not recovered by residents within 5 business days, dry boxed items will be designated Abandoned Property and handled accordingly. Wet, bagged clothes will be disposed of as trash after 5 business days.

All other items will be kept in a designated “Lost & Found” area in the staff office. If a resident

comes in seeking property a detailed description of the item(s) will be required. The interaction will be documented and the resident required to sign a confirmation of the documentation. On the first business day of each month, all remaining items will be treated as one Abandoned Property lot and processed as above.

**Note:** Any liquid, perishable, or hazardous item(s) found abandoned or lost will be disposed of immediately.

**ADHESIVES.** *Scotch tape and 3M Command Strips* may be used in small houses, White Hall, Jackson Shaver, Belvin Hall, Elliott Hall and Estill Hall.

*Push pins and tacks* may only be used in Sam Houston Village, Raven Village, Bearkat Village, Campus Edge, Copper Village, San Jacinto Hall and Lone Star Hall.

Nail grooves are provided in most rooms for the convenience of hanging larger pictures. Jackson-Shaver has one wall which will allow students to use tacks; contact your hall staff for more information and instructions. Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Be aware that holes and paint tears of any kind will result in a damage charge. Residents must assume full responsibility for correction and payment for any damage that results. See SUMMARY OF DAMAGE COSTS at the end of this section.

*Rationale: Some types of tape almost always leave damages or marks that are difficult to remove. The student must choose to use only adhesives that do not cause damage, or be responsible for cleaning and/or paying for the damages that result.*

**ALCOHOL.** THE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER THE LEGAL AGE IS STRICTLY PROHIBITED. The legal age for possession and/or consumption of alcoholic beverages in the State of Texas is 21 years of age. For those of legal age, the possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University is limited to individual student residence hall rooms/apartments and areas specified in other published alcoholic beverage policies. Students of legal age who choose to consume alcohol in their rooms/apartments must keep their door closed. All of age residents and guests who are 21 years of age and choose to drink within a resident room/apartment are still responsible for their behavior and abiding by the Residence Life expectations and policies. All private parties held in student rooms/apartments must be confined to the specific room/apartment with the door closed. For safety reasons, no more than 8 people should be in a residence hall room or apartment and no more than 12 per suite. Any public advertisement of private room/apartment parties is prohibited. Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in university housing sponsored events.

If both residents of a room/apartment are under 21 years of age, no alcohol may be consumed or possessed in that room/apartment. If both residents of a room/apartment are under 21 years of age, there can never be alcohol containers in the room/apartment, even if they are empty. Empty containers of alcohol may be considered evidence of prior consumption. At any given time, if there is a combination of 21(+) year old students (of which one must be an occupant of the

room/apartment) and underage students in a room/apartment, there should only be one open alcohol container per 21 (+) year old student. Each Alcohol container must be disposed of before another is opened, otherwise, the minors in the room/apartment are in violation of the alcohol policy. The University Police Department will be called during EVERY alcohol incident/violation.

If an alcohol violation takes place in a residence hall room or apartment, the occupants of that room/apartment may be fined \$100.00 for providing a habitat for illegal alcohol consumption and/or violation of the Residence Alcohol Policy. The occupants of the room will be responsible for all actions of guests whether the occupants are in the room/apartment at the time of the violation. In addition, students that make a conscious decision to remain present during, or fail to report, illegal activities (being present during the presence or consumption of alcohol) will be found in violation of the Department of Residence Life alcohol policy.

Possession of alcoholic beverages in public areas will be permitted only in the process of transporting the beverages to and from the resident's room/apartment. While in transit, the beverage must be in a closed container and the beverage container must be in a sack or a sealed box. Kegs, party balls, and alcoholic beverages in punch form are not permitted in residents' rooms/apartments. The use of alcoholic beverages in any public area or any area accessible to the public, including hallways or lounges, is prohibited. Alcoholic beverages may not be brewed or distilled in residence halls/apartments.

All University regulations, including the Code of Student Conduct and Department of Residence Life policies, and local and state laws with respect or application to the possession and consumption of alcoholic beverages will be strictly enforced, and the individuals in violation will be subject to university discipline, fines, and/or civil charges. Illegal alcohol will be destroyed immediately.

For the first alcohol violation, students will be assessed a \$50.00 fine, required to take an online alcohol educational component at the students expense, and referred to the Dean of Students' Office for possible further disciplinary action. Failure to complete the educational component will result in an additional fine of \$200.00 as well as Residence Life probation. A second alcohol violation will result in a \$75.00 fine, Residence Life probation, and a referral to the Dean of Students' Office for further disciplinary action. Any additional offense will result in a \$200.00 fine and immediate referral to the Dean of Students' Office. In addition, the housing contract will be terminated. Students should be aware that an amendment to the Family Educational Rights and Privacy Act (Warner Amendment) allows University officials the option to contact parents of students who are under 21 years of age and are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the consumption or possession of alcoholic beverages.

**ALCOHOL CONTAINERS.** Bottles, cans, and any other container packaged as an alcoholic beverage container may not be displayed in student rooms/apartments. Alcoholic beverage containers will be destroyed immediately. Empty alcohol containers should not be displayed or used as a decorative item at any time. Residents 21 years or older who are found in violation of this policy are issued a warning for their first offense. Residents 21 years of age and older who

display open alcohol containers after their first offense are referred to the Dean of Students' Office for further disciplinary action. (See ALCOHOL)

*Rationale: University officials can't determine when alcohol has been consumed when there are empty "open" containers in a room/apartment. Any occupant of the room/apartment that is 21 years of age or older can be issued a ticket for "contributing to a minor" if there are open containers present while minors are in the room/apartment.*

**BABY-SITTING.** Baby-sitting is not allowed in residence halls/apartments because it may create a disturbance. University facilities are not designed for this purpose. Students who have children may have them as visitors in the hall/apartment during regular visitation hours providing other students are not disturbed. (See CONCESSIONS) *Rationale: Overnight guests must be 16 years of age or older to visit the residence halls/apartments. In addition, a resident's room/apartment is not to be used for commercial purposes of any kind. Our facilities are not designed for small children, and baby-sitting in a resident's room/apartment can create a disturbance in the suite and throughout the hall.*

**BARBECUE PITS AND GRILLS.** Some buildings provide barbecue pits/grills for residents' use. The area used should be cleaned by the responsible parties after the meal is completed. Ashes should be disposed of in this manner: let the coals cool until they can safely be disposed, or extinguish them with water; put the coals in a sack and place in the dumpster. Personal BBQ grills are not permitted.

Combustible fluids (lighter fluid, gasoline, etc...) may not be stored in resident's room/apartment. There is a \$50.00 fine (per item) not to exceed \$250.00 for the first violation. A second violation will result in the housing contract being terminated and a \$250.00 fine. Additional disciplinary action may be taken. *Rationale: The State Fire Marshal considers any combustible fluid a fire hazard if stored in resident rooms/apartments and has mandated that they not be permitted in the halls/apartments.*

**BATTERY CHARGING.** Residents must monitor their electronic devices for the entire duration of the charging period. Under no circumstances should devices be left charging unattended while no one is in the room. This is to prevent potential fire hazards and other safety risks. Residents are required to use the original chargers provided by the device manufacturer. The use of aftermarket or third-party chargers is strictly prohibited as they can pose safety risks and may not meet the necessary safety standards. Residents found in violation of this policy may face further disciplinary actions, as well as be responsible for any damages caused due to negligence.

**BATHROOMS.** Residents are responsible for cleaning bathrooms throughout the term of their contract. Staff will perform inspections throughout the year and will address unsanitary bathroom conditions as they are found. Unsanitary conditions, including mildew issues, will need to be cleaned within 48 hours. There will be a \$100.00 fine for bathrooms that are not cleaned within the 48-hour deadline. This fine will be assessed between all residents who share the bathroom. An additional TBD charge will be assessed to all residents sharing the bathroom for charges associated with having custodial staff clean the bathroom. It is highly recommended

that you temporarily leave your bathroom door open after showering to help with ventilation and humidity issues. Residents are responsible for reporting any water leaks for immediate repair. Residents that fail to report leaks which cause damage to University property will be charged for repairs. Repeated issues with failure to report will result in further disciplinary actions. (See ROOM CLEANINESS)

Residents may not enter their suitemates room unless they have been given permission to do so by their suitemates or unless it is the only means to evacuate during an emergency. Due to the fire safety regulations, residents may not use devices that block your suitemates from using your room as an evacuation route via the bathroom.

**BICYCLES AND MOTORCYCLES.** Bicycles may be stored in individual student rooms, but may not be ridden in residence halls.

Bicycles or motorcycles MAY NOT BE STORED or chained in the following locations: student rooms (motorcycles only), hallways, outside walkways, stairwells, or any other location in the residence hall/apartment. Storage of bicycles and motorcycles in these areas will block fire exits and create other problems. BICYCLES STORED IN AN UNAUTHORIZED MANNER WILL BE IMPOUNDED AND A STORAGE FEE OF \$25.00 WILL BE ASSESSED. If a student stores their bicycle in an unauthorized manner and discovers that it is missing, they should contact the RA or A/RHD before calling UPD.

Bicycles may also be stored in bicycle racks which are available near residence halls/apartments. All bicycles must be removed from public storage racks by the end of the Spring semester except for buildings used for summer school housing. Bicycles that are left by residents will be removed.

**BODILY FLUIDS.** Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas or inappropriate locations is prohibited and will lead to disciplinary action which could include dismissal from University housing. The person responsible will be billed for cleanup and/or damage charges.

### **BUILDING SPECIFIC INFORMATION.**

**Bearkat Village, Campus Edge, and Copper Village.** **Furniture:** Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. To clean stains on upholstery, please see hall staff for instructions. **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Kitchen:** These areas come equipped with full kitchens. Please use all provided kitchen appliances for the intended purposes. Disposing of food or grease down the sinks or toilet will result in clogs and occupants will be billed for Housing Maintenance services. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Residents may use small picture hanging kits, push

pins and tacks. No adhesives may be used.

**Belvin Hall. Furniture:** Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. To clean stains on upholstery, please see hall staff for instructions. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Scotch tape and 3M Command Strips may be used to hang decorative items. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **CAM Creative Community:** No food or drink allowed in the CAM Creative Community outside of the Concession area except for bottled water or when approved in advance for a program. Violations will result in a \$25.00 fine and possible disciplinary action.

**Elliott Hall. Furniture:** Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. To clean stains on upholstery, please see hall staff for instructions. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Scotch tape and 3M Command Strips may be used to hang decorative items. **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting.

**Estill Hall. Furniture:** Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. To clean stains on upholstery, please see hall staff for instructions. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Only scotch tape and 3M Command Strips may be used to hang decorative items. **AC Units:** Do not move or place furniture in front of AC units. Placement of furniture in front of the AC unit can cause unit malfunction and electrical shortage.

**4-West (Baldwin, Crawford, Creager, Mallon). Security Cameras:** Non-monitored security cameras are located throughout the buildings. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave the microwave unattended while cooking. Do not overcook. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Scotch tape and 3M Command Strips may be used to hang decorative items.

**Jackson-Shaver Hall. Furniture:** Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. To clean stains on upholstery, please see hall staff for instructions. **Thermostats:** Residents with individual room thermostats are not



allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Scotch tape and 3M Command Strips may be used to hang decorative items. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook.

**Lone Star Hall.** **Thermostats:** Thermostats should be placed on “auto” setting. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Push pins and tacks may be used to hang decorative items. Please do not use adhesives of any kind.

**Piney Woods Hall.** **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Tack strip is provided and must be used when hanging anything on the walls **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook. **Trash Chute Policy:** All trash must be bagged. No loose trash. No cardboard boxes, except pizza boxes which must be flattened, folded and placed in a bag. At any time other than hall opening, boxes will need to be disposed of in the closest dumpster (White Hall or Raven Village). Residents will place bagged trash in cart within the trash room. Bags must be tied shut. In the event the cart is full please place a maintenance work order. Violations of the policy may result in a fine of \$25.00 per bag or box.

**Raven Village and Sam Houston Village.** **Furniture:** Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. SHV- No dressers should be moved into or stored in the closet. To clean stains on upholstery, please see hall staff for instructions. **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Kitchenette:** Disposing of food or grease down the sinks or toilet will result in clogs and occupants will be billed for Housing Maintenance services. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not over cook. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Residents may use small picture hanging kits, push pins and tacks. No adhesives may be used. **Security Cameras:** Non-monitored security cameras are located throughout the building.

**San Jacinto Hall. Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook.

**White Hall. Furniture:** Do not drag any furniture across the tile or carpet floor. There are no glides on the furniture, so it must be picked up in order to move it. To clean stains on upholstery, please see your hall staff for instructions. **Kitchenette:** Disposing of food or grease down the sinks or toilet will result in clogs and residents will be billed for related Housing Maintenance services. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not over cook. **Walls:** Alterations, installations, modifications, repairs or remodeling of the premises and equipment are not permitted. Scotch tape and 3M Command Strips may be used to hang decorative items.

**BULLETIN BOARDS.** Bulletin boards are used to provide residents with important information and educational programming. Any resident who is caught damaging a bulletin board or removing items from a bulletin board will be fined \$50.00 plus the cost to repair/replace the board.

**Beds. Bed Adjustment:** Bed height in the following locations can be adjusted: Baldwin House, Bearkat Village, Belvin, Crawford House, Cregaer House, Elliott, Estill, Mallon House, Piney Woods Hall, Raven Village, Sam Houston Village, San Jacinto Hall, White Hall. If a student is not comfortable with the height of their bed, they can request that the bed be lowered or raised by placing an online maintenance request. **Bed Rails:** Baldwin House, Bearkat Village, Belvin, Crawford House, Cregaer House, Elliott, Estill, Mallon House, Piney Woods Hall, Raven Village, Sam Houston Village, San Jacinto Hall, White Hall Bedrails may be requested by placing an online maintenance request/work order. Bedrails that are installed by SHSU must be left in the room at checkout. A charge of \$75 will be assessed for missing bed rails. Bedrails are limited in number and will be provided in the order requested. **Bunk Beds:** Resident constructed bunk beds or lofts are not permitted. Please ask hall staff for pegs needed to bunk University beds (if applicable). End of semester check-out materials will contain a deadline for non-returning residents to un-bunk beds.

**BULLYING.** (See Harassment).

**CANDLES AND INCENSE.** Candles, candle/oil/wax warmers, plug-ins, diffusers, Scentsy devices, wax sculptures, potpourri pots, paraffin baths, incense, and any open flame are prohibited in residence halls/apartments for fire safety reasons. Candles should not be used during power outages or in decorations. Violation of this policy will result in a fine of \$50.00 (for each candle or item) not to exceed \$250.00 for the 1<sup>st</sup> violation. Candles/Incense that are

unused, have the wick removed or still in their original packaging (unopened) are also considered a violation and will be subject to the fine. The student must remove the candle or incense from the building immediately. Subsequent violations will result in a \$250.00 fine and disciplinary action which may include housing contract termination. *Rationale:*

*Candles/Incense are considered extreme fire hazards and have been banned by the State Fire Marshal for all residence halls/apartments.*

**CHECK-OUT EXPECTATION.** Residents are expected to follow ALL check-out procedures and deadlines each semester. Staff will conduct mandatory informational meetings to discuss and review procedures. **Residents are responsible for obtaining the information from their hall staff if they are unable to attend the meeting.** In addition, each resident will receive an email (SHSU student email account) from Residence Life which details check-out procedures and deadlines. Residents who choose to live off-campus even though they are assigned an on-campus room will be responsible for meeting all expectations and deadlines (including signing up for a check-out time) or they will be charged the applicable fines.

**COHABITATION.** Cohabitation is not allowed in the residential facilities. Cohabitation is defined as a person (not assigned to the room/apartment) staying for an extended period of time or giving the impression that the person is showering or sleeping in the space or has permanent belongings in the space.

**COMMUNICATION.** The University's primary means of communication with future and current residents is through their SHSU student email account. Residents are expected to check their SHSU email accounts frequently and consistently. Failure to monitor your student account will not exempt you from adhering to information and deadlines communicated. Residents are expected to respond to requests from Residence Life staff members via email within 24-48 hours.

**CONCESSIONS.** State law prohibits using state property for private enterprise. No concessions or business of any type may be operated by the resident, or other person, from the residence hall/apartment. This applies to baby-sitting, haircut services, nail services, Etsy and other similar businesses typically run from the home.

**COOKING AND COOKING APPLIANCES.** Cooking and cooking appliances are allowed in Bearkat Village Apartments, Campus Edge Apartments, Copper Village Apartments, and San Jacinto Studio Apartments. For all other residential facilities, cooking and cooking appliances are not allowed in student rooms. This includes flame-less Chemical Heaters (found in military M.R.E.'s and commercial Heater Meals). Open-coil heating devices (for heating liquids, cooking, etc.) are not allowed in residence halls. Drip coffee, tea makers and blenders are allowed when used for their intended purpose only. The use of microwave ovens is also prohibited in all residence hall rooms (unless provided by the university). When a prohibited cooking appliance is found, the student will be charged \$25.00 (for each appliance). The student must remove the appliance from the building immediately.

*Rationale: A large number of appliances could overload electrical circuits in the hall. Cooking in student rooms may create fire hazards, problems with waste disposal, and may contribute to*

*pest problems.*

**COOPERATION WITH UNIVERSITY OFFICIALS.** All residents and guests in the halls/apartments are expected to comply with requests from staff members whether or not they agree with the request. If a resident has a concern about the validity of a request, they should comply and then speak with their Residence Hall Director as soon as possible. All residents are expected to comply with disciplinary sanctions issued through disciplinary meetings. The use of physical force of any kind against a staff member is prohibited and may result in the loss of campus housing. Verbal abuse, physical intimidation or menacing behaviors directed towards a staff member, the display of materials that demean a staff member, and/or interference with staff members engaged in the performance of assigned responsibilities is prohibited and will result in disciplinary action and/or loss of campus housing.

**CRAFT APPLIANCES.** Wood burners are not permitted in the residence halls/apartments. Other craft appliances, such as glue guns, are permitted in the residence halls/apartments.

**CURTAINS AND CURTAIN RODS.** Portable tension rods may be used to hang curtains. Curtain rods that must be installed by attachment to the walls are not allowed.

**DISHWASHERS.** Unless provided by SHSU, dishwashers of any type, including countertop-type dishwasher models are not allowed.

**DISPOSAL OF COOKING GREASE.** Students should properly dispose of cooking grease. After cooking, let grease cool to room temperature. Transfer grease to a separate leak-proof container before disposing in the dumpsters located at each community. Grease should not be put in the sink, shower or toilet. Grease should not be disposed of in the grass or flower beds around the property because this kills the grass and plants. Residents found disposing of grease improperly will be subject to disciplinary action and/or fined \$25.00 (per incident). In addition, residents will be charged for labor and cost to replace any damaged items/equipment. For buildings where grease is found in the yard, the residents will be fined vandalism charges to replace sod and plants.

**DOORS (ROOM).** Decorative stickers and gel clings are not allowed on room doors due to the damage that is caused by the residue and/or paint removal. Materials hung from "grip-a-strips" can hang no further than 18 inches from the grip-a-strip and must remain within the width of the grip-a-strip. No materials can be posted on the outside surface of the room entry door or door frame. Entry doors including bathrooms doors cannot be blocked to exclude entry by SHSU staff or emergency responders.

**DRUGS.** Students will be found in violation of the Department of Residence Life drug policy in each of the following scenarios:

- A student who, by a preponderance of the evidence, under these RULES AND REGULATIONS, is found to have illegally possessed, used, sold, or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred in or

outside the residence hall.

- Possession of any drug paraphernalia (such as bong, hookahs, water pipes, rolling papers, scales, grinders etc.).
- Any resident who has possessed, misused, abused or has been “under the influence” of a particular drug or product, regardless of legality, with the intent purpose to become intoxicated or “high”. Examples include but are not limited to (synthetic marijuana, THC, K-2, Kush, Serenity, Bath Salts, Delta 8, “over the counter” medicines, cleaning products etc.).
- Any resident who possesses prescription medications for which the student does not have a valid prescription. All prescription medications must be stored in pharmacy issued container, including the pharmacy label containing students name to whom the medication was prescribed.
- Students that make a conscious decision to remain present during, or fail to report, illegal activities (being present during the presence or consumption of illegal drugs or drug paraphernalia).

Any resident found in violation of the DRUG policy may receive the following sanctions: \$100 fine, educational drug course (at the resident’s cost), referral to Dean of Students’ Office, and further disciplinary action up to and including a contract termination. Residence Life reserves the right to require residents to be drug tested (at the resident’s cost) based on the resident’s involvement in the drug related incident. The occupants of the room will be responsible for all actions of guests whether the occupants are in the room/apartment at the time of the violation. If a drug violation takes place in a residence hall room or apartment, the occupants of that room/apartment may be fined \$100.00 for providing a habitat for illegal drug possession/consumption and/or violation of the Residence Life Drug Policy.

Students should be aware that an amendment to the Family Educational Rights and Privacy Act (Warner Amendment) allows University officials the option to contact parents of students who are under 21 and are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the possession, use, sale, or distribution of any drug, narcotic or controlled substance. **ELECTRIC CAR CHARGING.** Residents may not plug their electric cars into residence hall power outlets for charging. It is recommended that you use official charging stations located on campus.

**ELECTRIC MOBILITY DEVICES.** Electric mobility devices are not permitted inside any residential facility due to fire hazard issues. These devices should only be stored in designated bike racks and shall not be charged anywhere on campus. Violations will result in a \$250.00 fine. Devices stored in an unauthorized manner, will be impounded, and a storage fee of \$25 will be assessed. If a student stores their mobility device in an unauthorized manner and discovers that it is missing, they should contact the RHD before calling UPD. Examples include, but are not limited to (Electric Bike, Electric Scooter, Electric Skateboard, Hoverboard, segway). This

policy does not apply to medically prescribed mobility devices.

**ELECTRICAL OUTLETS.** Residents may not alter or re-wire electrical outlets in rooms or apartments. Violations will result in a \$250.00 fine in addition to any cost for repair.

**ELECTRICAL POWER STRIPS.** Only one power strip per outlet should be used. Do not plug one power strip into another. All power strips should be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety. Misuse of power strips will result in a \$250.00 fine. (See EXTENSION CORDS)

**ELEVATORS.** Residents who need items to be retrieved from elevator shafts will be assessed a service charge ranging from \$305.00 – \$610.00 an hour (depending on day and time) with a minimum charge of two hours. Prices are set by the contracted elevator repair company for any service outside of routine maintenance.

**EXERCISE EQUIPMENT.** Exercise equipment such as ankle weights, stationary bikes, plastic aerobic hand weights up to 5 lbs. and stationary exercise equipment utilizing bands or hydraulics are permitted. Weight stacks, plates, dumbbells, or barbells are NOT allowed due to excessive weight which may cause damage to floors and/or disturb other residents. If weights over 5 lbs. are found in a student's residence hall room/apartment, the student will be billed \$25.00 per incident and the student must remove the weights immediately. *Rationale: Exercise equipment utilizing heavy metal plates can damage floors, tile, or carpet. Hydraulic or band-type exercise equipment is lighter in weight and is stationary; therefore, it should not cause damage or disturbances.*

**EXTENSION CORDS.** Use of extension cords is prohibited in the halls/apartments by order of the State Fire Marshal. Use of extension cords will result in a \$50.00 fine for the first offense and \$250.00 for subsequent violations. Power strips are to be used as an alternative. Heavy duty (14 amps or greater) extension cords may be used in the public areas for temporary events if approved by the hall staff. (See ELECTRICAL POWER STRIPS, HOLIDAY DECORATIONS)

**EXTERIOR DOORS.** Exterior doors to the residence halls are locked to promote safety and limit access to the buildings by non-residents. These doors should not be propped open or forced open at any time. Propping of exterior doors, as well as interior stairwell doors, laundry doors, etc. is prohibited. Any person found to be responsible for propping open a door or forcing a door open will be assessed a fine of \$250.00 and further disciplinary action. If caught propping the door with an object (including any foreign objects impeding the crash bar), residents will be fined \$250.00. Residents are not to allow non-residents into the exterior doors of the residence halls. Damages sustained to the card access devices will result in a minimum charge of \$80.00, not to exceed \$400.00 (vandalism/tampering).

*Rationale: To mitigate security issues, air conditioning issues, and increase consistent enforcement of policies.*

**FIGHTING.** Physical fighting, attempting or causing injury to an individual or threat of bodily harm, is not an acceptable form of problem resolution and will not be tolerated in the residence

halls/apartments. Physical fighting/altercations may result in a contract termination and referral to the Dean of Students' Office for additional disciplinary action.

**FINES.** Residence Life policies and procedures not followed by a resident may include an administrative fine. Administrative fines will not be assessed until after the first mandatory meeting in the Fall semester. For the Spring semester, only new students will not be billed for administrative fines until after the first mandatory meeting. All other students may be billed administrative fines for non-compliance of policies and procedures immediately upon return to campus for the Spring semester. Fines will begin after the mandatory meeting in both summer sessions.

**FIRE ALARMS.** In the event of a building wide fire alarm, all occupants and visitors are required to evacuate the building and move 300 feet away from the structure. Failure to evacuate the building will result in a \$250.00 fine.

**FALSE FIRE ALARMS.** If a fire alarm is activated due to actions and/or student's negligence and the student can be identified, then that student will be billed \$250.00 for the fire alarm and possibly referred to the Dean of Students' Office.

**FIRE DOORS.** Fire doors are intended to limit the spread of fire and smoke from one area to another. Propping these doors open adds to potential fire damage. Individuals responsible for propping fire doors may be subject to disciplinary action.

**FIRE DRILLS.** Fire drills are conducted to educate residents with the sound of the fire alarm, the emergency exits that are available and the procedure for evacuating the building. Failure to evacuate during a drill or alarm in an immediate and cooperative manner will result in a \$250.00 fine and further disciplinary action.

**FIRE EXTINGUISHERS.** Fire extinguishers are provided in public areas of all residential facilities, in accordance with the fire code. They should be used for their intended purpose only, and residence hall/apartment staff must be notified within 24 hours should an extinguisher be used to put out a fire. Failure to notify staff within 24 hours will result in a recharge fee of \$50.00. If a fire extinguisher is discharged falsely, the responsible student(s) will be billed the recharge fee of \$50.00 and a \$250.00 fine for tampering with fire safety equipment. Tampering with any part of a fire extinguisher including the safety protection strap, the pull pin, removing the extinguisher from its bracket, and/or removing the bracket from the wall, will result in a fine of \$250.00.

**FURNITURE.** Students may wish to bring furniture from home. This can include small end tables, bookcases, throw rugs, curtains, a wastebasket, and a refrigerator. Students living in buildings where a refrigerator is provided may not bring another refrigerator into the room/apartment. University issued furniture may not be removed from student rooms for storage. Linens (sheets) must be used on mattresses while sleeping in order to protect mattresses from damage due to sweating and other possible stains/odors. Furniture in individual rooms/apartments may not be stacked unless it is specifically designed for that purpose. No

furniture items may be placed in such a manner as to block emergency escape from room windows. Furniture in public areas is intended for use by all students. It must remain in its designated space and must not be relocated to an individual student's room and/or to other areas of the hall/apartment. Public area furniture moved into personal rooms/apartments will result in a \$25.00 fine per item.

*Rationale: Damage is always possible when furniture is moved. In addition, consistency is necessary to maintain an adequate knowledge of hall/apartment inventory. Public area furniture is for the use of all and use in individual rooms/apartments deprives others of its use.*

**GAMBLING.** Gambling is illegal on all state property. Residents who violate this policy will be referred to the Student Conduct Officer for disciplinary action.

**GRIP-A-STRIP.** (See DOORS)

**GROUP BILLING FOR DAMAGES/VANDALISM.** Students may be held accountable for any abnormal wear, damages or cleaning in public areas of their residence hall/apartment to include billing all members of living unit groups. If those responsible come forward or information is given that leads to the identification of those responsible, then the billing will be assessed to those individuals rather than to the living unit group. Group billing charges may not be appealed. Some examples of items that are group billed: trash in public areas, propped exterior doors, and damage to public areas.

**GUESTS.** (See VISITATION)

**HARASSMENT/BULLYING.** Harassment is not tolerated and will result in disciplinary action which may include loss of University housing. "Harassment" is defined as verbal threats, intimidation, or conduct which are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities, or benefits, or mental emotional or physical well-being and which actually do so interfere. Behaviors and actions exhibited via digital media including email, text messaging or social networking websites (e.g. Facebook, Instagram, X) are included in the harassment policy.

**HEATERS.** Space heaters and radiators are not allowed in residential facilities. Possession of a space heater or radiator will result in a fine of \$25.00. The student must remove the heater from the building immediately. *Rationale: Space heaters and radiators become very hot and therefore can cause damage or fires.*

**HOLIDAY DECORATIONS.** No live trees or greenery are allowed in residence halls/apartments, however, artificial trees with "built-in" lights and "UL" listed may be used. Trees should be unplugged when the room is vacant. Trees must be taken down before you check out for the Fall semester. Residents staying in the hall over the Winter break must take down their trees by the first class day in the Spring semester.

**String Lights.** Decorations should be used with safety in mind. Keep flammable materials away from lights. Ornamental/seasonal/string lights are allowed as long as they are powered by battery only. Parameters of this policy are listed below.



- Lights must be powered by battery only.
- Lights must not be installed in a manner that creates a tripping hazard.
- Lights must be in good working condition with no visible damage or fraying.
- Lights must be stamped with Underwriter's Laboratory (UL) label.
- Lights must not pass-through doorways or above ceiling tiles.
- Lights must not be installed in locations where they will be exposed to moisture (i.e., bathrooms/shower areas).
- Lights must not be installed using staples, tacks, nails, or any other means that may damage the wiring.
- Lights must be used as intended by the manufacturer.
- Any violation of this policy will result in a \$50 fine.

**HORSEPLAY AND PRANKS.** The purpose of this policy is to uphold a safe, respectful, and supportive living environment for all residents. Behavior that disrupts the residential community, regardless of intent, can negatively impact the well-being, comfort, and safety of others. All residents are expected to behave in a manner that supports the rights of others to live, study, and rest in a peaceful environment. Actions that disturb, endanger, or create discomfort for others, whether physical, verbal, or through misuse of space, are not permitted in the residential facilities.

Disruptive behavior may include, but is not limited to:

- Activities that result in excessive noise, physical disturbances, or safety risks
- Behavior that damages property or common spaces
- Conduct that makes others feel unsafe, disrespected, or unwelcome
- Any action that impedes the ability of fellow residents to enjoy their living space

Residents found in violation of this policy may receive a \$50 fine and may be subject to additional disciplinary action up to and including a contract termination, and/or held responsible for any damages associated with this behavior.

**ICEMAKERS.** Countertop-style icemakers are allowed only under the following conditions: must not have any water connection, must be 120V, must have a storage capacity of less than 2 lbs. and cannot produce more than 26 lbs. of ice in a 24-hour period.

**KEYS.** Damaged keys will be replaced at a cost of \$10.00 if the portion of the key with the key code is retained. If it is necessary to change the locks, the fee is \$75.00 (which includes the cost of new keys). No refund will be given for a lock change. All keys are considered state property and **MUST** be returned to the Department of Residence Life upon request and at the end of each semester during check-out. Keys must be returned to a staff member (in person) or the resident may be charged for a lock change. Loaner keys and temporary access cards may be checked out from the office for a \$10.00 charge but must be promptly returned within 48 hours. Students will be charged \$10.00 each time they require entrance to their rooms or building, including use of a loaner key and temporary access card. Loaner keys and temporary access cards are intended for

temporary use and must be promptly returned; failure to do so will result in a \$75.00 charge for a re-core of the door or a \$25.00 charge for a temporary access card replacement. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. **Duplication of keys as well as loaning keys to others is strictly prohibited and will result in a \$250 fine and be subject to further disciplinary action, up to a contract termination. For buildings with card access, Bearkat One cards must remain in your possession at all times and may not be given to other individuals since they allow access to your assigned building. Anyone responsible for violating this policy will receive a \$250 fine, and be subject to further disciplinary action, up to a contract termination. (See CARD ACCESS SYSTEM, LOCKOUTS)**

*Rationale: The intent of this policy is to promote safety of the residents by keeping the residential facility safe at all times. Consistency in assessing charges for lost keys is also an objective.*

**KITCHEN DISHWASHERS (Bearkat Village, Campus Edge, Copper Village, and San Jacinto Studio Apartments).** Dishwashers located in each apartment are to be used for their intended purpose. Residents should only use dish cleaners approved for dishwashers. Liquid dish soap should not be a substitute for dishwashing detergent. If liquid dish soap is used in the dishwasher, the dishwasher will malfunction and cause unnecessary maintenance problems. Residents must report any water leaks immediately for repair.

#### **KITCHENS IN PUBLIC AREAS.**

##### **ATTENTION:**

**It is the Department's hope that most public area kitchens will be open to students at some point during the academic year. When/if the kitchen in your building is open to students, you will receive email notification from your hall staff, and this policy will go into effect.**

Buildings with public kitchens (Lone Star, Piney Woods, Sam Houston Village, San Jacinto, and Raven Village) will be available for use by residents during the following hours:

|                     |                   |
|---------------------|-------------------|
| 10:00 am – Midnight | Sunday – Thursday |
| 10:00 am – 1:00 am  | Friday & Saturday |

Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Residents are responsible for cleaning kitchens immediately after use and may not store any items in the kitchen including the refrigerator. Residents who use the kitchen will be responsible for any damages that occur while the kitchen is in use. Residents should not rely on access to the kitchen due to the possibility that the kitchen could be closed due to misuse, neglect, or staff functions. Staff functions will get priority for kitchen use. Public kitchen use is a privilege and will be closed if residents do not clean up after themselves or do not dispose of food properly. Remove all food and personal items when you are done. Grease must be disposed of properly and may not be poured down sinks. (See DISPOSAL OF COOKING GREASE) Take all trash to the dumpster outside of the building. Only residents of the building & their accompanied guests may use the kitchen. Residents may be asked to present ID to ensure they are residents of the building.

Residents who choose to use the public kitchen **MUST** remain in the kitchen at all times while in use.

Residents are **NOT** allowed to have unauthorized cooking appliances in their resident rooms (George Foreman Grills, hot plates, open coil heating devices, etc.)

**LAUNDRY ROOMS.** There is no charge for laundry equipment usage. All residents living in the residence halls should be able to wash and dry their clothes in an orderly and timely fashion. Issues arise from residents leaving their clothes in laundry room facilities for several hours or days which causes an obstruction to other residents who are trying to use the facilities. It is highly recommended that residents stay with their laundry until its conclusion and remove clothes immediately. **NEVER** remove someone else's clothes from a machine. Residents will face disciplinary action and a fine of \$25.00 if caught. If you notice an issue with clothes being left in a machine, contact a staff member immediately to assist you. Staff who notice clothes unattended for more than 24 hours will box up the clothes. Clothes left in laundry rooms will be inventoried and boxed (if dry) or bagged (if wet). If clothes are not recovered by residents within 5 business days, dry boxed items will be designated Abandoned Property and handled accordingly. Wet, bagged clothes will be disposed of as trash after 5 business days. There will be a \$25.00 fine for not removing your clothes in a timely manner. The University is not responsible for damaged or missing clothes due to resident negligence.

**LIGHT BULBS.** The use of light bulbs must be in accordance with the rating of the light fixture. **HALOGEN LAMPS:** Halogen lamps are prohibited in the residence halls/apartments. Use of these lamps in residence halls/apartments is also against the National Electrical Code and the Life Safety Code. Possession of a halogen lamp will result in a fine of \$50.00. The student must remove the lamp from the building immediately.

*Rationale: Several universities have experienced residence hall fires due to the amount of heat these lamps produce. These lamps may also put a strain on the building's electrical wiring due to the amount of amps they require.*

Ornamental/seasonal/string lights are allowed as long as they are powered by battery only. Parameters of this policy are listed below.

- Lights must be powered by battery only.
- Lights must not be installed in a manner that creates a tripping hazard.
- Lights must be in good working condition with no visible damage or fraying.
- Lights must be stamped with Underwriter's Laboratory (UL) label.
- Lights must not pass-through doorways or above ceiling tiles.
- Lights must not be installed in locations where they will be exposed to moisture (i.e., bathrooms/shower areas).
- Lights must not be installed using staples, tacks, nails, or any other means that may damage the wiring.
- Lights must be used as intended by the manufacturer.
- Any violation of this policy will result in a \$50 fine.

**LIGHT FIXTURES.** The use of cellophane, fabric, tissue paper, or other combustible materials

over or in the light fixture is forbidden by fire safety regulations. *Rationale: There are risks of personal injury or fire. Acetate may get too hot and melt onto the fixture. Even when the acetate does not melt, it holds heat rather than allowing it to diffuse, resulting in a possible short that could cause a personal injury or a fire.*

**LOCKOUTS.** Residents will be charged \$10.00 each time a staff member is required to assist them in gaining entrance to their room/apartment or building (ex. unlock the door). Hall Staff can provide access assistance, loaner keys, and temporary access cards. Residents may also be billed the \$10.00 fee if they lock their suitemates out of the bathroom, requiring assistance from a staff member to assist them in gaining entrance to the shared facilities. (See CARD ACCESS SYSTEM, KEYS)

**MICROWAVE OVENS.** Microwaves are not allowed in resident rooms unless already provided by the University. Residents may not bring an additional microwave if the room/apartment has already been provided one by Residence Life. There is a \$25.00 fine for each un-approved microwave found in student rooms. A microwave oven has been provided in the public area in each hall where microwaves are not provided in rooms. Microwave ovens found to be unsanitary or improperly used by residents are subject to removal by the Department of Residence Life. *Rationale: Most of the residence halls are not wired to handle the use of microwaves in residence hall rooms and would create power outages as well as possible fire hazards.*

**NOISE CONCERNS.** Residents should remember that courtesy and good judgment must be observed at all times regarding the noise policy. Radios, stereos and musical equipment, or sound from any source must be contained within the resident's room/apartment. Acceptable sound levels are determined by staff in each building based on building structure (common air vents, hollow doors, etc.). Noise that can be heard two or more (room doors) down from your room/apartment or bass that can be heard and/or felt are considered violations of the noise policy. Noise violations will be enforced in residential parking areas as well. These noise violations include, but are not limited to, revving engines, honking horns, yelling, etc. Residents are to attempt to resolve noise issues with each other first before going to the staff. Residence Life reserves the right to have students remove stereos and other items that have contributed to a pattern of noise violations from one area. There will be a \$25.00 fine for a third noise policy violation. Subsequent violations will be \$50.00 for each violation and will be subject to additional disciplinary action. No warnings for noise violations will be given after the halls/apartments open each semester. *Rationale: The noise policy is the most common policy violation. It is difficult to determine a standard for noise across campus. All residents should have the right to sleep, study and enjoy a peaceful atmosphere.*

- **Quiet hours.** Quiet hours have been established by the Department of Residence Life for all halls/apartments from 12:00 a.m. to 10:00 a.m. Sunday through Thursday nights; 1:00 a.m. to 10:00 a.m. Friday and Saturday nights. These are minimum hours, and any hall, apartment or floor within a hall, may vote to increase these hours if desired.

**OBSCENE MATERIALS.** Students who display items that are in public view and that are

obscene will be asked to remove the items immediately and may be subject to disciplinary action. Obscenity is considered patently offensive depiction of sexual activity that lacks educational value. The University reserves the right to enter a student's room/apartment to remove obscene items that are in public view even if the student is not present.

**PARTIES.** Because of the small size of residence hall rooms/apartments, there should be no more than 8 people in a room or 12 people in a suite at one time. A smaller number of people may be asked to disperse if they are excessively loud or unruly. Rooms or apartments on campus that have more than the maximum allowed will be in violation of the visitation policy, and subject to further disciplinary action.

**PERSONAL HYGIENE.** Personal hygiene is the responsibility of each resident. If there are complaints about a resident's personal hygiene, the resident must, in good faith, help to alleviate the complaint by complying with suggestions to improve the situation. Failure to alleviate the issue will result in disciplinary action which may include contract termination. Linens (sheets) must be used on mattresses while sleeping in order to protect mattresses from damage due to sweating and other possible stains/odors.

**PERSONAL PROPERTY.** Students are responsible for the security of their own property. The University is not liable for theft or damages. **It is highly recommended that residents insure their personal property.** (See SAFETY AND AWARENESS ON CAMPUS – SECURITY).

**PETS.** Refer to the below link for all policies regarding pets, emotional support animals, service animals and fish/aquariums.

Policies for On-Campus Residents with Animals

**PEST CONTROL.** Residents shall place work orders for any pest concerns present in their residence hall room. Once a work order is placed, there will be no cancellation of Pest Control services. Should a student refuse Pest Control Services (after a work order is submitted and/or during a routine quarterly treatment) there will be a \$50.00 fine per the *Refusal of Service* policy. Medical exceptions request must be submitted to the Residence Life Office. Additionally, students shall not treat pest control concerns with products purchased by the residents, as this may counter act any product(s) used by the Pest Control contractor. If it is found that students are treating for Pest Control concerns, there will be a \$50.00 fine.

**PLANTS.** Students may bring a freestanding plant stand. Hanging plants are not allowed.

**POSTING GUIDELINES.** Unauthorized posting is prohibited in all public areas, apartments, and room doors. The RHD will designate bulletin boards in their building/community as campus information boards where recognized campus organization materials will be posted. This person or their appointee is responsible for posting on & monitoring the building's bulletin boards. University and departmental materials will be posted in these locations. No outwardly facing posting of any kind on doors or windows that violate the Sam Houston State University Expressive Activity Policy.

A link to the SHSU Expressive Activity Policy may be found here: <https://www.shsu.edu/dept/dean-of-students/expressive-activity/>

**Student organizations** must adhere to the following procedures. Materials should be stamped with approval from the Department of Student Involvement, and meet all criteria specified in the Guidelines. These should be delivered to the Residence Life Office at least one week before the event. The fliers will be distributed to the halls/apartments, and posted on the designated bulletin boards not less than 3 days before the event. Fliers will be removed by the hall staff after the event is over. Organizations that post without going through this distribution channel will have their fliers removed from bulletin boards and will be referred to the Dean of Students' Office.

**University Departments** do not need prior approval. Materials should have department logo printed on it. Materials should be delivered to the Residence Life Office at least one week before the event. The fliers will be distributed to the halls/apartments, and posted on the designated bulletin boards not less than 3 days before the event. Fliers will be removed by the hall staff after the event is over.

No publicity will be displayed for entities outside of the University.

Door-to-door posting, or solicitation is prohibited. Organizations wishing to distribute information to each residence hall/apartment resident will need to send materials through the mail, addressed to each student.

### **PROPPING DOORS.** (See DOORS, EXTERIOR DOORS)

**PUBLIC AREAS.** It is the responsibility of the students living in the building to maintain the public areas. Public areas may not be used by outside organizations or groups and are for resident use only.

**Furniture and floor mats.** All furniture and floor mats in public areas should remain in those areas at all times. These items are not to be taken to student rooms/apartments for personal use. If a resident moves public area property into the resident's room/apartment, the resident(s) in that room/apartment will be charged \$25.00 per item. The resident could also face disciplinary actions and/or criminal charges for theft of state property.

**Garbage.** All personal garbage must be removed to the dumpster by each student. Garbage accumulated in resident's rooms/apartments should NOT be placed in the garbage cans in public areas at any time. Residents found responsible for excessive trash (ex. bags, boxes) will be charged a minimum of \$25.00.

**Cleanliness.** Residents are responsible for cleaning up after themselves and their guests, should they choose to utilize the public areas in their buildings.

**Outside rails.** Residents of White Hall, Sam Houston Village, Campus Edge, Copper Village, and Bearkat Village may not use outside rails for hanging items such as signs, banners, or laundry.

**Public Lighting.** Lights are to remain on at all times unless permission is given by the RHD for certain approved events.

Residential Parking. Noise Violations will be enforced in residential parking areas. These noise violations include, but are not limited to, revving engines, honking horns, yelling, etc.

**PERSONAL REFRIGERATORS.** Students may bring small personal refrigerators **unless one has already been provided by the University.** The maximum allowable size for any refrigerator unit is 5.0 cubic feet capacity. Each student in a room may have a unit so long as the combined total capacity of both units in a room is no more than 10 cubic feet. Unauthorized refrigerators or oversized refrigerators will result in a \$25.00 fine and must be removed immediately.

**PUBLIC REFRIGERATORS.** (If applicable.)

Refrigerators are for resident and staff use only. Use is limited to current event use and is not intended for overnight or long-term storage of personal items. When there is a hall event, refrigerator use may be limited or stopped for residents. SHSU and Residence Life are NOT responsible for any food items stored or left in the refrigerator. Residents are responsible for any items left in refrigerator. Food containers should be labeled with owner name. Unlabeled food will be thrown out. Residence Life reserves the right to clean out the refrigerator as is deemed necessary. This includes disposal of food and beverages. Hall staff will check during last set of rounds each night and throw out any unlabeled food, food that causes smell, or food that looks to be spoiled.

**RESPONSIBILITY FOR DAMAGE.** Residents shall hold the University harmless and otherwise be responsible for their own acts and omissions and those of their guests that directly or indirectly cause personal injury, death, or damage to university property or the property of third parties. Failure to report maintenance concerns (ex. water leaks) will result in the resident(s) being held responsible for all charges associated with repair to university property. In such cases, Residence Life reserves the right to take disciplinary action, including, but not necessarily limited to: initiation of disciplinary proceedings, restitution, and/or termination of their Residence Life Contract.

**ROOF TOPS.** Residents are prohibited from the roofs of all buildings. If articles need to be retrieved from a roof, residents should contact their hall staff.

**ROOM CLEANLINESS.** It is each individual resident's responsibility to keep their room/apartment clean and free of garbage. All garbage should be taken outside to the dumpsters. Custodians are not expected to take out personal garbage or clean student rooms/bathrooms. Residents who do not comply with requests to clean their apartment/room/bathroom will be fined \$100.00 and may be subject to disciplinary action by the University. (See )

**ROOM PAINTING.** University personnel will do all painting of student rooms. If you feel your room needs to be painted, please place a workorder. Residence Life Maintenance will examine the room/apartment and determine if the room/apartment does need painting. If Residence Life Maintenance agrees that the room/apartment needs to be painted, they will give the resident further information as to when the room/apartment may be scheduled to be painted.

**SAFETY EQUIPMENT.** Any student found to be responsible for the misuse of safety equipment, which includes but is not limited to: fire hoses and valves, emergency lights, exit signs, smoke/heat detectors, fire panels, security cameras, electrical panels, fire extinguishers, AED stations, Narcan stations, and public area lighting, will be assessed a \$250.00 fine and be subject to further disciplinary action. **NOTE: Tampering, pulling, disabling, disconnecting, and/or dismantling a fire alarm system for any reason is both a federal and state criminal offense. Anyone found in violation of the above criminal offense may be prosecuted to the full extent of the law.**

**SECURITY/RING CAMERAS:** To maintain the privacy, safety, and comfort of all residents and staff, Residence Life strictly prohibits the installation, use, or operation of any personal surveillance devices, including but not limited to Ring cameras, Nest cameras, or other internet-connected video/audio recording systems, within the residential facility or on Residence Life property.

**SELF-CARE.** While living in the residence halls/apartments, all residents are responsible for their own self care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Students are expected to utilize the various resources available to them to provide this care for themselves. Students with the inability or perceived inability to care for themselves and/or who cause harm to themselves, or others may be asked to adhere to an action plan and/or leave the residence halls/apartments.

**SIGNS AND BANNERS.** Any signs or banners for display on the exterior of residence halls/apartments **MUST** be approved in advance with the RHD and must be related to a hall/apartment event or University sponsored event. The sign or banner must be removed immediately after the event is over.

**SINKS.** Residents are to report any clogged sinks using the online maintenance system and are not allowed to use chemical or store-bought products to fix clogged sinks. Residents should routinely check cabinets under sinks and report any leaks for immediate repair. Residents will be responsible for damages caused by negligence and/or failure to report leaks. (See MAINTENANCE)

**SMOKE DETECTORS.** Smoke detectors should be operational at all times. Staff will perform routine checks to determine that all smoke detectors are functioning. **Report all problems (beeping sounds, etc.) to the staff immediately so staff can report the problem to Residence Life Maintenance for repair.** Tampering with a smoke detector (detaching, removing batteries, unplugging, or covering up the smoke detector with an item) is a safety violation and is subject to a fine of \$250.00 plus the cost to replace the damaged item(s).

**SMOKING/VAPING.** Sam Houston State University is a tobacco free campus. Residents are not allowed to use or possess any tobacco related items or products on campus. The ban also includes electronic cigarettes and/or vapes. Cigarette lighters and matches are not permitted in residence halls or apartments. Violation of this policy will result in a \$100.00 fine. Subsequent



violations will result in an additional \$100.00 fine and disciplinary action which may include housing contract termination. Residents will be held responsible for the actions of their guests.

**SOLICITATION.** Soliciting is defined as asking for something, pleading with someone or appealing to someone. This includes, but is not limited to, the sale or the offer for sale of goods or services, whether for immediate or future delivery, receipt of or request for any gift or contribution. Solicitation is not allowed in residence halls/apartments. Students and/or outside agencies are prohibited from using residence hall rooms/apartments or public areas for solicitation. "Door-to-door" selling, distribution and recruitment is not allowed. People loitering in public areas, parking lots, or in the hallways/breezeways who do not reside in the building should be reported to the building staff or UPD. If a solicitor approaches you, get a description of the person and notify your building staff immediately. Do not attempt to confront the solicitor yourself. Solicitors wishing to distribute information to each residence hall/apartment resident will need to send materials through the mail, addressed to each resident's post office box or attend events specific to solicitors. *Rationale: Uncontrolled solicitation is an affront to many students. It is costly to the University in terms of maintenance and clean-up and it can create significant visual pollution. Guidelines for reducing these concerns have been established to ensure an orderly process and to provide an atmosphere conducive to the pursuit of education.*

**SPORTING EQUIPMENT.** Sporting equipment is not to be used in residence halls/apartments. Residents will be held responsible for any damages occurring due to the use of sporting equipment. Stationary exercise bicycles are permitted in student rooms. They are considered furniture since they are not movable and need not be placed against walls or room furnishings. They provide a means of quiet exercise.

**SUITE BATHROOMS.** (See BATHROOMS)

**TOBACCO/NICOTINE.** Sam Houston State University is a tobacco free campus. The use or possession of tobacco and or nicotine products or related items (snuff, cigarettes, cigars, pipes, chewing tobacco, nicotine products etc.) is prohibited on campus. Electronic cigarettes, vape pens, hookahs and water pipes are not permitted. Dip or "spit" cups or other sources of saliva and tobacco are also prohibited on campus. Use or possession of tobacco products will result in a \$100.00 fine for the first violation. Subsequent violations will result in an additional \$100.00 fine and disciplinary action which may include housing contract termination. Residents will be responsible for the actions of their guests.

**TOILETS.** All toilets in residence halls/apartments are to be used for their intended purpose only. Students may not flush food, paper towels, wet wipes, sanitary hygiene products or any other foreign matter. Improper use of toilet facilities causes sewage blockage and creates damage. Students will be assessed damage charges for repairs resulting from flushing items not intended to be put in toilets. Do not place any disinfectant products in toilet "tanks". Residents should only use cleaning products that are specific to the bowl of the toilet. The toilets installed at Lone Star Hall, Sam Houston Village, Piney Woods Hall, San Jacinto Hall and Raven Village are water conservation low volume toilets. Therefore, it is prudent to use a minimum amount of toilet paper products in order to avoid blockages.

**TRAFFIC SIGNS.** Traffic signs, as well as state and city directional or informational signs, are not allowed in student rooms/apartments since possession of these items is illegal. These signs will be turned over to the University Police Department for possible criminal prosecution of student(s) possessing them.

**TRASH.** It is the responsibility of every resident to ensure that all trash be removed from the buildings and placed in the dumpsters provided outside each hall/apartment area. Please do not drag trash bags across the floor which can cause stains and/or streaking. Any trash found in the public areas will be removed by the hall staff and billed to each resident responsible. If trash found in public areas contain items with a student's name on it, that student will be billed for the removal of trash. Piney Woods Hall is provided with a trash room. (See GROUP BILLING FOR DAMAGES/VANDALISM)

**VANDALISM.** Campus vandalism ends up costing you. Damage and theft raise educational costs - and students are often the ones who pay for those increases. Be alert for vandalism.

- ☐ Destruction of property can interrupt your learning and social life. Report any instances of vandalism to Residence Life staff immediately.
- ☐ Students may be held accountable for any abnormal wear, damages, or cleaning in public areas of their residence hall/apartment to include billing of damages or abnormal cleaning charges to all members of living unit groups. If those responsible come forward or information is given that leads to the identification of those responsible, then the billing will be assessed to those individuals rather than the living unit group. Group billing charges may not be appealed.
- ☐ If necessary, students, groups of students, or entire floors of students may be relocated/reassigned to another area in Residence Life due to damages.

**VISITATION (RESIDENCE HALLS).** Visitation in residence hall rooms by members of the opposite sex is a privilege provided to residents by the University. Violation of maximum hours of visitation is considered a violation of university policy and is handled accordingly. There is a \$25.00 fine for residents who are found in violation of the visitation policy a second time within the academic year contract period. Subsequent violations will result in a \$50.00 fine and additional disciplinary action. Residents of any building may vote to alter visitation hours for their building as long as the adjusted hours fall within the maximum hours set by the University. Students interested in this should speak to their RHD.

During the break periods, all University and Residence Life rules and policies apply. Visitation hours are:

|                     |                   |
|---------------------|-------------------|
| 10:00 am – Midnight | Sunday - Thursday |
| 10:00 am – 1:00 am  | Friday & Saturday |

- ☐ Responsibilities of the host/hostess. The host/hostess must see that all visitors enter and leave the building in the approved manner, using the entrances specified for use by visitors. The host is responsible for the conduct of his/her visitors and for informing them

of all University and Residence Life policies. Guests must be accompanied by the resident host at all times and should not be left in resident's room alone.

- Public areas. Visitation is 24 hours a day provided visitors are accompanied at all times by a specific resident of that building and visitors and hosts/hostesses conduct themselves in a manner so as to preserve the rights of other residents to a quiet living environment. Visitation is allowed in public areas such as TV rooms, lobbies, study rooms, vending rooms, etc. Public areas are not to be used for "sleepovers". Staff will assess, confront and document any visitation policy "abuse" in the public areas and refer those residents to the Student Conduct Officer for disciplinary action. Hallways and stairways are to be used by residents of the opposite sex as thoroughfares to public areas after visitation hours are over (congregation of the opposite sex is not allowed). Visitors must be escorted by their host from public areas to resident rooms and from resident rooms to public areas. Disturbances will result in the withdrawal of visitation privileges of those involved and/or other disciplinary action.
- White Hall. Visitors are allowed in rooms and on outside walkways during official visitation hours only. After visitation hours are over in outside entrance halls, no members of the opposite sex may visit in the walkways. Visitors must be escorted by their host from public areas to resident rooms and from resident rooms to public areas.
- Overnight Guests - Overnight guests of the same sex may visit residents when arranged in advance with roommates and suitemates. Guests of the opposite sex are subject to the "visitation" guidelines/hours. Overnight guests must be (16) years of age or older, and may stay a maximum of 2 nights and 3 days. Keys will not be issued to guests.  
**Residents should not give/lend their key or Sam ID to anyone including guests.**  
**Guests must be accompanied by the resident student at all times.**
- Escort of Guests – All guests including residents from another hall must be escorted by their host when visiting. A second violation of this policy will result in a \$25.00 fine. Subsequent violations will result in a \$50.00 fine and disciplinary action.

**VISITATION (Bearkat Village, Campus Edge, Copper Village, and San Jacinto Studio Apartments)** Visitation of the opposite sex is allowed 24 hours a day. However, the University reserves the right to make disciplinary decisions that can affect visitation for a given apartment or resident if the rights of a particular roommate are not being respected. Visitation rights can be limited or removed. Please be respectful of your roommate's rights and privacy.

**WASHING VEHICLES.** Housing facilities and/or utilities are not to be used for washing vehicles.

**WATER BALLOONS, WATER FIGHTS, WATER GUNS.** (See HORSEPLAY)

**WATER BEDS.** Water beds are not allowed.

**WEAPONS AND EXPLOSIVES.** The University has the responsibility of promoting the health, safety and welfare of students. State laws as well as institutional policies assist the University in accomplishing this. The State, as well as the University, has very firm policies on the possession of weapons. In accordance with Government Code Section 411.0231 and Texas Penal code 46.035, student residents who are at least 21 years of age and who possess a handgun license from the State

of Texas or an approved reciprocating state may legally carry a concealed weapon on or about their person in the residence halls. When not on or about their person, license holders are required to securely store their handgun in a locking case or safe that they provide, out of sight of roommates or guests. With the exception of licensed handguns, the other stipulations in the weapons policy as outlined below are still in effect for license holders.

Notwithstanding the laws cited above, students living in residence halls/apartments are strictly prohibited from keeping any weapons, explosives and projectiles of any kind, in their rooms/apartments including but not limited to: guns (which includes BB guns, paint and pellet guns, cap guns and starter pistols, air rifles), blow guns, stun guns, ammunition, bows, arrows, swords, knives with blades over 5 1/2 inches, nun-chucks, sling shots, and fireworks. Any resident found to be in violation of the weapons and explosives policy will be fined \$250.00. In addition to the fine, the resident will face further disciplinary action up to and including a housing contract termination and will be referred to the Dean of Students' Office.

**WI-FI.** All residential facilities have Wi-Fi service provided by the university. Personal router devices are not allowed. Routers offer an array of services such as their own Wi-Fi access that can interfere with the service provided by SHSU. This causes disruption in Wi-Fi service to those within the range of the personal router. Some routing devices also try and assume control over the whole network as a primary access point. This can cause damage to the infrastructure in the building, and potentially disrupt service to the entire residence hall. There is a \$100.00 fine associated with having a personal router that has been identified on the network. A charge of \$300.00 will be assessed if any damage is incurred to university networking equipment in the room/apartment due to the use of a personal router.

**WINDOWS.** Windows must remain closed in buildings with central air conditioning. Rooms with window units may open their windows if the a/c unit is turned off. No articles may be thrown or hung from windows. Residents may not sit on windowsills or use windows as entrances/exits. Curtains, shades, etc. may only be hung from tension rods. No alteration to the walls or windows is allowed (drilling holes). Students who place items in windows that the University determines to be obscene will be asked to remove the items immediately and may be subject to disciplinary action. The University reserves the right to enter a student's room/apartment to remove items that are found obscene if the student is not present during the discovery. Obscenity is considered patently offensive description of sexual activity that lacks educational value. Foil or newspaper is not permitted in room/apartment windows unless a white backing is present and viewed from the outside of the building. Residents are responsible for any damage caused by the posting of items in windows (tape deposits, window markers etc.).  
*Rationale: Screens are not intended for frequent opening and closing. Removal results in damage to screens and sometimes to the fixture into which it fits. The possibility is great that items thrown out of windows will cause personal injury or property damage.*

#### **NON-DISCRIMINATION STATEMENT:**

Sam Houston State University (SHSU) is committed to an educational and work environment that provides equal opportunity and access to all qualified persons. SHSU pursuant to and in

accordance with applicable federal and state law (including Title VII and Title IX) and institutional values, prohibits discrimination or harassment on the basis of any protected classification, including race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, hair texture/protected hairstyle, pregnancy, sexual orientation, gender identity, or gender expression, in employment, educational programs, activities, and admissions. Students are responsible for maintaining an environment that is free of discrimination and for addressing behaviors that violate this obligation in accordance with this policy.

The Department of Residence Life is committed to the idea that all of our residents have something to contribute to their living environment. All members of this Department and all residents of university housing will afford all other residents' dignity and respect. We encourage acceptance and appreciation of all individuals inside and outside our residence halls/apartments. All residents should be welcomed and accepted in their living environment, free from discrimination, harassment, and/or intimidation, and should be treated with dignity and respect. Any such discrimination, harassment, and/or intimidation is in violation of SHSU and Department policy and will not be tolerated.

Any student who resides in a university residence hall/apartment should report any violation of, and abide by, this policy as follows:

- 1.) Any incident that involves another student should be reported immediately to an RA or the RHD.
- 2.) Any incident that involves an RA should be reported immediately to the RHD or the Assistant Director supervising the RHD. The Assistant Director is located in the Residence Life Office.
- 3.) Any incident illegal in nature such as assault should be reported to the University Police Department.
- 4.) Any incident of discrimination should be reported to the Office of Title IX & Discrimination Resolution, located in the Thomason Building.
- 5.) Any incident may also be reported to the Dean of Students' Office, located in the Lowman Student Center.
- 6.) Students may also seek legal advice from the students' legal advisor.

Please visit the link below for the SHSU Non-Discrimination Policy:

<https://www.shsu.edu/titleix/documents/PRE-29%20Non-Discrimination%20Policy.pdf>

Please visit the link below for the TSUS Sexual Misconduct Policies:

<https://www.shsu.edu/titleix/sexualmisconduct.pdf>

### **STUDENT DISCIPLINE PROCESS:**

All students are required to abide by the Student Code of Conduct and the Residence Life Handbook. In a community of learning, disruption of the educational environment, destruction of property, and interference with the orderly process of the University or with the rights of other members of the University will not be tolerated. Every person present and/or participating in a policy violation will be documented and may be subject to disciplinary action.

In an effort to maintain an environment compatible with the University's function as an educational institution, A/RHD's have been granted authority to impose the following disciplinary action:

- ☐ Verbal or written warning (reprimand)
- ☐ Reassignment within residence hall or community
- ☐ Restriction from area within residence hall or community
- ☐ Suspension of hall rights and privileges

At any time, the A/RHD may refer a discipline case to the Student Conduct Officer. The 3<sup>rd</sup> violation of any policy will result in an automatic referral to the Student Conduct Officer. The Student Conduct Officer or designee may impose the following disciplinary action:

- ☐ Verbal or written warning (reprimand)
- ☐ Educational / Administrative Sanction (project assignment)
- ☐ Reassignment within housing facilities
- ☐ Area restriction
- ☐ Suspension of hall rights and privileges
- ☐ Restitution
- ☐ Community service
- ☐ Residence Hall Probation
- ☐ Housing contract termination
- ☐ Random drug testing
- ☐ Block from future on-campus housing
- ☐ Referral to the Dean of Students' Office for additional disciplinary action.

The appeal process grants any party with a grievance the right to be heard. The appeal process is as follows:

- ☐ An RHD's disciplinary action may be appealed to the Student Conduct Officer.
- ☐ The Student Conduct Officers' disciplinary action may be appealed to the Director for Residence Life Hall Staff and Student Development. The Director's decision is final.
- ☐ Appeals must be submitted in writing to the Residence Life Office within 24 hours of the disciplinary decision.