

# UNIVERSITY RULES AND REGULATIONS

Every student at the University of Missouri, regardless of housing location (residence hall, fraternity or sorority, off-campus apartment, etc.) is expected to abide by all University rules and regulations.

Any reported violation of the Student Conduct Code (Standard of Conduct, 200.020 from Collected Rules and Regulations) investigated by staff in the Judicial Office of the Department of Student Life will be treated in the strictest confidence. Any student who is found "responsible" by Student Life for violating any part of the Standard of Conduct will be charged a processing fee to offset the costs associated with the judicial process. Students who are found "not responsible" will not be charged a processing fee. At the conclusion of the judicial process in Student Life, students who are found to be "responsible" for violating the Standard of Conduct will have the option of paying by personal check or by student charge.

For a detailed summary of the academic and other rules and regulations of the University of Missouri that deal with student behavior, please refer to the M-Book. The M-Book is online at [studentlife.missouri.edu/mbook.php](http://studentlife.missouri.edu/mbook.php)

## ACADEMIC DISCIPLINE

Academic honesty is essential to the intellectual life of the University. Academic dishonesty, such as cheating and plagiarism, is a cause for disciplinary action.

## STUDENT CONDUCT CODE

(Collected Rules and Regulations of the University, 200.010 Standard of Conduct, Amended Board, Minutes, May 19, 1994)

**A.** Jurisdiction of the University of Missouri generally shall be limited to conduct that occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, nothing restrains the administration from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020, against students for conduct on or off University premises in order to protect the physical safety of students, faculty, staff and visitors.

**B.** Conduct for which students are subject to sanctions falls into the following categories:

1. Academic dishonesty, such as cheating, plagiarism or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the primary administrative officer.

**a.** The term cheating includes, but is not limited to:

- (i) Use of any unauthorized assistance in taking

quizzes, tests or examinations;

(ii) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;

(iii) Acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or

(iv) Knowingly providing unauthorized assistance to another student on quizzes, tests or examinations.

**b.** The term plagiarism includes, but is not limited to:

(i) Use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographic reference;

(ii) Unacknowledged use of material prepared by another person or agency engaged in the selling of term papers or other academic materials; or

(iii) Unacknowledged use of original work/material that has been produced through collaboration with others without a release in writing from collaborators.

**c.** The term sabotage includes, but is not limited to, the unauthorized interference with, modification or destruction of the work or intellectual property of another member of the University community.

2. Forgery, alteration or misuse of University documents, records or identification or knowingly furnishing false information to the University.
3. Obstruction or disruption of teaching, research, administration, conduct proceedings or other University activities, including its public service functions on or off campus.
4. Physical abuse or other conduct that threatens or endangers the health or safety of any person.
5. Attempted or actual damage to or theft or possession without permission of property of the University or of a member of the University community or of a campus visitor.
6. Unauthorized possession, duplication, use of keys or unauthorized entry to or use of any University facilities.
7. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing or the use of University facilities or the time, place and manner of public expression.
8. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance or drug without proper prescription or required license or as expressly permitted by law or University regulations.

9. Disruptive or disorderly conduct or lewd, indecent or obscene conduct or expression.
10. Failure to comply with directions of University officials acting in the performance of their duties.
11. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.
12. Actual or attempted theft or abuse of computer time, including, but not limited to:
  - a. Unauthorized entry into a file to use, read or change contents or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - e. Use of computing facilities to interfere with normal operation of the University computing system.
  - f. Knowingly causing a computer virus to become installed in a computer system or file.

### ANTI-HAZING POLICY

The committee on Student Organizations, Government and Activities (SOGA) has established guidelines on hazing activities within student organizations. Hazing is defined as including, but not necessarily limited to, any action or situation created, whether on or off University premises, which might reasonably be expected to result in mental or physical discomfort, embarrassment, harassment or ridicule.

University of Missouri officials take incidents of hazing with the greatest of seriousness and deal severely with any organization found responsible for hazing. Please refer to M-Book, "Student Organization Discipline," for more information.

### RAPE AND SEXUAL ASSAULT PROCEDURES

- A. An MU student who is the victim of a rape or sexual assault should do the following immediately after the assault:
  1. Call MUPD at 911 or 882-7201.
  2. Seek medical attention in an emergency room that performs evidentiary rape examinations; that is: University Hospital and Clinics, 882-8091; Boone Hospital Center, 875-3501; Columbia Regional Hospital, 875-9400.
  3. Seek support and assistance. Any form of sexual violence can have traumatic effects, and it is helpful to talk with a trained and supportive professional about how you are feeling. Friends certainly provide support, but professional help is also important. Go to the MU Counseling Center, 882-6601; MU Women's Center, 882-6621; the Rape/Abuse Shelter Hotline, 875-1370; or therapists in private practice (ask any of the above for referrals).
  4. Continue with medical aftercare: MU Student Health Center, 882-7481; Planned Parenthood, 443-0427; or your personal physician.

If some time has passed since you were raped or assaulted, it is still important to seek assistance. The Counseling Center staff, the Women's Center staff or other professionals on campus, including the Residential Life staff, can assist you in accessing the resources you need. Remember, what happened to you was not your fault, regardless of the circumstances. You are the victim. You have nothing to feel guilty about.

- B. If you choose to contact MUPD, and if you choose to file a report in the incident, the following are important to know:
  1. As soon as you call the police, an officer will contact you at the scene of the attack, the hospital or wherever you wish.
  2. If you request, a female officer will be made available if at all possible to handle the initial contact with you and assist you in completing the report.
  3. To preserve evidence, you should not bathe, change clothes or do any cleaning up in any manner prior to receiving medical assistance.
  4. You are the person in control when you contact the police department, and you decide how you want the incident handled.
    - a. You may press charges against the suspect.
    - b. You may ask the University to initiate disciplinary action against the suspect.
    - c. You may have the police contact the suspect about the incident and still choose not to have the suspect arrested.
    - d. You may tell the police not to contact the suspect, but you provide them with the details concerning the assault, so they have the information on the suspect for future reference.
 

It is not required that you press charges against the suspect, but the police hope you will proceed with charges against the suspect. If you press charges, your assailant may be arrested for what he/she has done to you. However, this is entirely your choice.
- C. You may choose to proceed through the University Discipline Procedure in addition to or in lieu of pressing criminal charges against the suspect. The University Procedure provides that in cases of alleged sexual assault:
  1. The accused is subject to University sanctions, which may include probation, suspension from the University for a specified time or permanent expulsion from the University.
  2. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
  3. The accuser and accused shall be informed of the outcome of any campus disciplinary proceeding brought that alleges a sexual assault.
- D. Requests for assistance in changing your academic or living situation may be directed to the Vice Chancellor for Student Affairs or the Coordinator of the Women's Center.

## **ALCOHOLIC BEVERAGES**

(From the Collected Rules and Regulations of the University, 110.050, Revised, August 1990)

The use or possession of any alcoholic beverages is prohibited on all University property, except in the President's and Chancellor's residences.

The sale, use or possession of alcoholic beverages may, by appropriate University approval, be allowed in University Alumni centers or faculty clubs or other designated facilities and for single events and reoccurring similar events in designated conference, meeting or dining facilities provided by the University food services, subject to all legal requirements.

It is the responsibility of each recognized student organization to see that those in attendance at their social functions and meetings conduct themselves in accordance with MU regulations, local ordinances, state and federal laws and the organization's national affiliation regulations.

Each recognized student organization shall be held responsible, as an organization, for any violation of MU regulations, local ordinances, state and federal laws and the organization's national affiliation regulations committed on any premises under its control.

The University of Missouri observes and supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages.

## **HALL REGULATIONS**

### **STUDENT RESPONSIBILITY/ IMPLIED CONSENT**

Any student who fails to comply with the following established rules governing residence in University-owned or -operated property or who violates other student conduct standards is subject to disciplinary action. Any student in a room or common space where a policy violation occurs is responsible for the behavior or objects in that space if they remain in the space and it can be shown they were aware or should have been aware of the violation. Regardless of whether the student is seen participating and no matter how long the student has been in the room, the student may be held responsible for what has happened.

### **ALCOHOL**

Students and their guests are not permitted to consume, manufacture, use, possess, sell or distribute alcohol in or on the premises of University-owned and/or -operated residence or dining locations, regardless of their age. Public intoxication, disorderly conduct or vandalism due to alcohol use is not permitted in University-owned or -operated property. Possession of alcohol paraphernalia (items used for the storage or consumption of alcoholic substances), including decorated or decorative alcohol containers of any kind, is prohibited in the residence halls. Examples include, but are not limited to, flasks, wine bottles and bongos. Shot glasses may be used solely for decorative purposes; however, they will be confiscated along with any other items, regardless of that item's original purpose, if used for the storage or consumption of alcohol. Residents who violate any of the above policies will be subject to disciplinary action.

- Residence hall staff will confiscate and dispose of any alcohol and alcohol paraphernalia found in the possession of residents or their guests.
- If you are present in a room where one of these policies is being violated, you will be subject to disciplinary action, regardless of your participation.
- Residents found responsible for violating the alcohol policy and sanctioned to attend alcohol responsibility classes will be responsible for the costs associated with these classes.

*Rationale:* The University supports and complies with the laws of the State of Missouri, which prohibit underage possession or consumption of alcohol. Its possession and consumption is never permitted by anyone under the age of 21. Alcohol abuse has been clearly shown to have a detrimental effect on student academic success and is inconsistent with the University's academic mission. For information on parental notification of policy violations, see p. 90.

### **ADVERTISING, SOLICITATION, RESEARCH AND NEWS MEDIA**

Sale of anything or solicitation (including the distribution of samples) is prohibited in University-owned or -operated buildings and on University grounds without prior authorization from the Business Services Office or the Associate Director for Residential Academic Programs (RAP). Residential and dining facilities are for private use of residents. Hall staff will contact MUPD when someone is found soliciting in the residence halls.

Solicitation, advertising and research are permitted only within University and departmental guidelines. Copies of the solicitation, advertising and research policy are available from the Hall Coordinator or by contacting RAP at 882-4815. News media may approach people in the outdoor public areas around buildings, but Residential Life staff will not allow them in the hall without prior permission. Contact your student staff member or hall desk if you are aware of any policy violation. Contact the News Bureau at 882-6211 with any questions or concerns about news or media-related issues.

Members of recognized student organizations and University departments may contact RAP for approval to have flyers posted on floor bulletin boards. For more information, contact RAP at 882-4815.

*Rationale:* Regulating the means by which groups contact residents allows us to present opportunities to residents while not interfering with their sense of privacy in their homes. Residential Life recognizes the contributions student organizations make and wants to give residents the opportunity to get involved both on- and off-campus. There is a designated public board where commercial flyers may be posted in each hall.

### **APPLIANCES AND AMENITIES**

Residents' use or possession of appliances is restricted by the type, size and number permitted. Due to the high electrical demand of many appliances, Residential Life recommends residents limit the number of appliances used simultaneously. Residential Life recommends residents

use surge strips/protectors with a 15-amp circuit breaker and safety reset switch. Roommates should discuss who will bring what to avoid duplication of appliances, such as microwaves and refrigerators. In-suite full kitchens, washers and dryers and TVs are provided at Extended Campus. All residents must abide by the following restrictions on electrical appliances in the residence halls and at Extended Campus.

- **No space heaters** of any kind are permitted.
- Halogen lamps are allowed, provided they have bulbs of 300 watts or less and a protective wire or glass basket to cover the bulb.
- **Multi-headed, plastic-shaded lamps are not permitted**, as they have been identified as fire hazards.
- One compact refrigerator that is 4.5 cubic feet or smaller is allowed in each bedroom.
- One microwave under 1000 watts is allowed in each room.
- Cooking appliances allowed in student rooms include toasters (not toaster ovens or George Foreman grills), coffee makers, hot pots, rice steamers and air popcorn poppers. Extended Campus may have George Foreman grills.
- Only items listed above are approved for cooking in the residence halls. Hall staff will confiscate unapproved items and hold them until arrangements can be made for residents to permanently remove them from the hall.
- **Overloaded outlets and spider plugs, or electrical adapters that increase the number of appliances that can be plugged into a single outlet, are prohibited.**
- Residents who do not limit their use of electrical equipment and appliances and overload building circuits may face disciplinary action.
- All appliances must be UL-approved.

*Rationale:* It is necessary to limit the type and size of some appliances because the use of excessive power can cause blown fuses, create electrical disruptions, and present potential fire hazards. Additionally, items with exposed flames, embers or heating elements pose a threat of fire. Since residence hall rooms are not well-suited for food preparation or clean-up, residence halls have kitchens and kitchen equipment, including microwaves and possibly utensils, available for limited food preparation. For more information, contact the hall desk.

## **ASSAULT**

Physical and sexual assault (including any physical or sexual act that is unsolicited or unwelcome) against anyone will not be tolerated. Severe disciplinary action will result, and removal from the halls is probable.

For more information, see "Physical Assault" and "Sexual Assault" on p. 81.

## **BEDS, BUNK BEDS AND LOFTS**

Residential Life provides all residents in the residence halls with a single, bunkable bed. Bunking pins are available at the hall desk. Residents have the choice to bunk their beds if both roommates are interested. Bunked beds may not be placed in front of exits and windows. Extended Campus

residents each receive a double bed that cannot be bunked.

Residential Life does not encourage or endorse the construction or use of lofts. When residents do opt to install lofts, they must follow the regulations outlined in the Lofting Policy; these guidelines must be strictly adhered to. Lofts are allowed in Cramer, Gillett, Johnston, Jones, Lathrop, Laws, Stafford and Wolpers. The Lofting Policy also includes guidelines to protect all students from potential fire or other safety hazards. For more information, visit [reslife.missouri.edu/movintomizzou/LoftPolicy.php](https://reslife.missouri.edu/movintomizzou/LoftPolicy.php).

*Rationale:* Residential Life encourages students to personalize their spaces and to make their rooms comfortable environments while, at the same time, minimizing the risk of injury or property damage. Because residence halls have limited storage space and relocation of furniture may cause it to be damaged, University-owned furnishings must remain in their designated rooms.

## **BICYCLES, MOPEDS AND MOTORCYCLES**

Under no circumstances can bicycles, mopeds or motorcycles be parked on sidewalks or in landscaped areas, attached to trees or blocking access ramps.

Bicycles must be parked in bike racks. Bicycles parked in inappropriate areas (sidewalks, stairwells, accessible ramps, hallways, lounges, common areas, etc.) will be removed and turned over to MUPD; the student will be charged for this removal. After three months, the bicycle will be turned over to Surplus Property for disposal. Bike racks are provided near each residence hall and across campus. You may store your bicycle in your residence hall room with permission from your room-/suite-mate and if it does not obstruct access to fire exits. Do not ride bicycles in the residence hall.

Residents of Extended Campus facilities may NOT store bikes anywhere indoors. Bike racks at Mizzou Quads are provided as the exclusive means of storage for bicycles. Bicycles at Tiger Diggs may be stored on the porch or balcony of their contracted apartment.

Mopeds, motorcycles or any device with a gasoline engine are not allowed in the residence halls. Motorized vehicles requiring street licensing may be parked in designated parking areas only. Mopeds that do not require a street license may be parked near bike racks when located on main campus. Residents of Extended Campus may use parking spaces for such vehicles. If a vehicle is parked in an unauthorized area, MUPD will be notified.

If you own and/or operate a bicycle or moped on the MU campus, you are required to register/license it with MUPD. The MUPD registration fulfills the City of Columbia's registration requirement. For more information, contact MUPD at 882-7201 or visit [mupolice.com](https://mupolice.com).

*Rationale:* Bikes stored inappropriately can crowd living space and, if left unlocked, are at an increased risk of theft. Bikes secured in inappropriate areas can impede safe movement in and out of the residence halls, especially in emergency situations. Mopeds or devices with gasoline engines are a fire hazard.

Registration of your bicycle or moped increases the

chance of it being returned in the event of its theft or misplacement. Also, MUPD will more likely be able to notify the owner of a registered bicycle or vehicle that is illegally stored or parked without its ensuing confiscation.

## **CANDLES AND INCENSE**

Candles (with or without wicks), incense, oil lamps or other items with the capability of an open flame or burning ember are not permitted in any residence hall and are subject to confiscation and forfeiture. Possession or use of one of these items will result in severe disciplinary action. Possession or use of any of these items usually results in termination of the Residential Life contract and removal and prohibition from all Residential Life-owned or -operated buildings.

*Rationale:* Open flames and burning embers are a significant fire hazard, which impacts the safety of all residents. Incense and scented candles can negatively impact residents who are sensitive to strong odors, smoke and other inhalants.

## **COMPLIANCE**

Students are required to comply with the directions of University officials acting in performance of their duties, including adherence to emergency procedures (fire, tornado, emergency securing, etc.). Failure to comply with the requests of University officials, including student staff, will result in disciplinary action.

*Rationale:* The maintenance of a safe and enjoyable community requires that certain procedures, particularly in the case of an emergency, be followed. University officials, including student staff, are trained in the proper procedures for guiding community members in a variety of situations. Interfering with these procedures and the individuals directing them poses a safety hazard.

## **COMMUNITY STANDARDS**

Throughout the school year, each community will meet to develop community standards, which are to be followed by all members of the community. Questions such as, "What does 'quiet' mean in our community?," "How will we help each other succeed academically?," "Do we want to sponsor any RecSports teams?" and "How will we address someone who doesn't live up to these standards?" are a few that may come up in community standards discussions. The policies and procedures detailed in this handbook, as well as local, state and federal laws, provide an outline of acceptable behavior. Each community will define what it means to live in the community.

Student staff and community government leaders will facilitate the process. The standards must be determined by a democratic method approved by Residential Life. Community standards must be within the parameters stipulated by local, state and federal law and University and departmental policies. For example, a community couldn't develop a standard allowing residents to burn candles at floor meetings.

All University students must abide by the standards of appropriate behavior as set forth in the Standard of Conduct for students in the Collected Rules and Regulations

of the University (M-Book). In addition, students living in Residential Life-owned or -operated facilities must follow behavioral standards needed to maintain a suitable community living environment for all residents.

Each student within a residential life community is expected to be an active participant in the identification and resolution of issues that affect the community or that student. Students are expected to identify and address concerns within their room and community or bring these concerns to the attention of hall staff.

Students' contractual agreements to live on main or extended campus residence halls are their implied approvals of housing Rules and Regulations. Students are also subject to disciplinary action as set forth in the M-Book.

*Rationale:* Community members are the most knowledgeable about their own needs, concerns and contributions, as well as those of their peers. The process of community members identifying mutual expectations builds a more effective community and helps residents develop communal living skills.

## **DAMAGES**

Students found responsible for malicious or careless damage to the property of the University will be sanctioned and pay restitution through the conduct process. If common areas in the residence halls are vandalized or University property is removed, staff members will work with the community responsible for the common area to address the incident and help them identify who is responsible. If the person(s) responsible is not identified, the residents of that community will be held collectively responsible for the damage (examples include theft of or vandalism to furnishings, windows, fixtures, kiosks, carpets, furniture, walls, etc.). Students should report damages or missing furniture to the hall desk, Hall Coordinator or a student staff member immediately. Residential Life will determine the appropriate charges for repair or replacement. Residents will be held responsible for any damages that occur in their rooms. Residents are also responsible for the actions of their guest(s). See "Guests, Visitation and Escort Policy" on p. 57.

Residents of Extended Campus facilities will be held responsible for any damages to their room or apartment, including, but not limited to: screens, windows and bedroom/entry doors. Damage to common areas (kitchens, living rooms, etc.) will be assessed by the staff, who will try to locate the responsible individuals. If those responsible for the damage cannot be identified, the community/apartment residents will be held responsible for common area damage.

The University does not purchase property insurance covering loss of or damage to a student's personal property, and the University assumes no responsibility for the payment of such a loss. Each student is encouraged to obtain personal property or renter's insurance.

*Rationale:* In order to provide residents with a safe, secure and comfortable home, physical repairs and improvements must be made. Certain repairs are necessary due to normal wear-and-tear. However, intentional

or accidental damage due to misuse or neglect is not tolerated.

## DART BOARDS

Residents may only use dart boards whose darts adhere to the board via velcro, magnets, or some other adhesive that will not incur injury. Darts with pointed and sharp ends are not permitted.

## DECORATING

Residents are encouraged to personalize their rooms/suites to make them feel like home and are required to comply with published decorating guidelines. Please cooperate with your room-/suitemates' interests, and use good judgment to ensure your safety and that of others in the community. Any damage that occurs from adhering items or decorating will be charged to the resident's student account.

The possession of traffic and street signs is illegal. Such signs will be confiscated, MUPD will be notified and the resident will be subject to disciplinary action.

The following guidelines must be followed at all times.

### Adhesives

- Halls with block walls include: Cramer, Gillett, Johnston, Jones, Lathrop, Laws, Mark Twain, Stafford and Wolpers. Residents in these halls may ONLY use 3M Command Adhesive brand products (available at the University Bookstore and local retailers) when hanging items to walls and doors. 3M Blue Painter's Grade tape may be used (for no longer than two weeks) to hang items on doors.
- Halls with plaster or sheetrock walls include: Center, College Avenue, Discovery, Dogwood, Excellence, Galena, Hawthorn, North, Respect, Responsibility, and South. Residents in these halls may ONLY use thumb tacks, push pins or straight pins to hang items to walls. Do not use nails, staples, transparent tape or other fasteners. Residents in these halls may ONLY use Blue Painter's Grade tape (for no longer than two weeks) or 3M Command Adhesives to hang items on doors.
- Some halls have rooms with cinderblock walls and plaster and drywall. The type of wall construction dictates the type of adhesive one can use to hang items. Halls with both wall construction types include Defoe-Graham, Hatch, McDavid and Schurz.
- Residential Life staff may advise residents when they are in danger of causing damage through improper use of adhesives, though it is the resident's responsibility to properly hang and remove adhesives and items.

**Building Services staff will remove 3M products after residents check out at the end of each semester.** Residents must properly remove 3M products if they move items or check out of the room **before** the end of the semester.

- Improper removal may result in damage charges.
- Residents of Extended Campus may not post anything on the exterior of their respective apartments, including but not limited to doors, walls, and balconies or porches. Any postings on the interior of the apartment must not cause any damage or the residents will be charged for necessary repair and replacement of damaged property.

## Arrangement

- Arrangement or construction of furnishings, including bunked beds, may not obstruct exits or windows.
- Lofts must follow the specifications outlined in the Lofting Policy. A waiver must be on file with the Hall Coordinator. For more information, see "Beds, Bunk Beds and Lofts" on p. 38 or [reslife.missouri.edu/movintomizzou/LoftPolicy.php](http://reslife.missouri.edu/movintomizzou/LoftPolicy.php).
- String lights may not be placed around bed or door frames. Any fray in the wiring could cause an electrocution hazard.

## Balconies

- The Building Services Supervisor (BSS) must be notified at least one week in advance if a community wants to display any item from the balcony. The BSS will work with the community and make arrangements for a staff member to hang the item. Residents of Extended Campus may not hang items from the balconies.

## Ceilings

- Residents may hang "fire-proof" or "flame-proof" crepe paper and streamers from the metal ceiling grid or concrete areas with 3M Blue Painter's Grade tape. Items and tape must be removed within two weeks.
- Do not attach or hang plastic sheeting, paper or other combustible materials.
- Items hanging from the ceiling must not block, cover or be attached to any part of the fire alarm, smoke detector or sprinkler systems; conduits or pipes affiliated with the fire alarm or sprinkler systems; extinguisher cabinets; emergency lights or exits; corridor lighting; or light covers.

## Doors

- Covering doors or "gift-wrapping" is prohibited.
- Do not place string lights or lighted signs on the door exterior or around metal door frames. Any fray in the wiring could cause an electrocution hazard.

## Floors

- Taping or adhering items to the floor is prohibited.

## Holiday/Religious/Seasonal Decorations

- Christmas – Residents may decorate with artificial or live trees. All trees (except artificial trees documented as flame retardant) must be treated by Campus Facilities staff with an approved fire retardant solution. Those students living in Extended Campus are only permitted to use artificial trees for holiday decorations. The same fireproofing procedures previously stated also apply.
- Hanukkah and Kwanzaa – Because candles are a fire hazard, they are not permitted in the halls. Many residents observe these holidays by using electric or battery-operated candles.
- Other holidays and religious ceremonies – Residents are encouraged to observe holidays that are meaningful to them, provided their practices or ceremonies do not violate established policies or create a safety concern for other residents or property.
- There are often opportunities to observe or celebrate holidays in the community. Please contact a staff member about available alternatives.

## Windows

- Do not place string lights around window frames. Any fray in the wiring could cause an electrocution hazard.

- The interior of residents' rooms may contain signs or posters (including electric signs) visible from the outside, as long as they are not commercial in nature and do not violate other published University policies.
- Signs that represent a house or section of the hall must be approved by all members of the house or section of the hall.
- Window painting is prohibited in certain halls due to the type of window. Halls where window painting is prohibited are Center, College Avenue, Discovery, Defoe-Graham, Dogwood, Excellence, Galena, Hatch, Schurz, Hawthorn, McDavid, North, Respect, Responsibility, and South.
- For more information, visit [reslife.missouri.edu/movintomizzou/DecoratingPolicy.php](https://reslife.missouri.edu/movintomizzou/DecoratingPolicy.php). *Rationale:* Your safety and security is a priority, as is comfort in your home. These guidelines ensure your protection and that of University property.

### **DISORDERLY OR DISRUPTIVE CONDUCT**

Residents should not engage in disorderly, disruptive, indecent, lewd or obscene conduct or expression. This includes activities that are excessively noisy or otherwise disruptive to other residents.

*Rationale:* The residence hall serves as a place where a variety of functions occur for students. These guidelines and expectations are established to protect the rights of all, while allowing a reasonable level of social and personal activity.

### **DRUGS, PARAPHERNALIA AND CONTROLLED SUBSTANCES**

The consumption, manufacture, use, possession, sale or distribution of any controlled substance in or on the premises of any Residential Life-owned or -operated facility or dining location is prohibited without proper prescription, required license or as expressly permitted by law or University regulations. Possession of drug paraphernalia is not permitted. A staff member's confirmation of the aroma of marijuana will be considered evidence in conduct cases involving the alleged violation of this policy.

*Rationale:* This policy is in compliance with state and federal laws and is intended to preserve the safety and well-being of all residents. Use of illegal drugs has been clearly shown to have a detrimental effect on students' academic success and is inconsistent with the academic mission of the University. For information on parental notification of policy violations, see p. 90.

### **ELECTRONIC EQUIPMENT**

See "Appliances and Amenities" on p. 36.

### **ELEVATORS**

Appropriate behavior in elevators is expected. Do not overload or tamper with elevators, which are considered common areas. If you get stuck in an elevator, do not try to pry the doors open or jump in the elevator, as you may be required to pay for necessary repairs. Use the emergency phone for help in an emergency situation only. See "Damages" on p. 43.

*Rationale:* Tampering with elevators can cause safety

risks for residents, staff and guests. Overloading or otherwise tampering with the elevator inconveniences everyone if it is taken out of service. The emergency phone is the safest and quickest way to call for help.

### **ENTERING ROOMS**

Although the University will make reasonable efforts to respect the privacy of a student's room/suite/apartment, Residential Life reserves the right to enter a student's room/suite/apartment, with prior notice if possible, for purposes of inspection, verification of occupancy, improvements or repair. The University reserves the right of entry without notice in situations posing a threat to life or property, violation of policy and for such purposes as are reasonably necessary to preserve campus order and discipline. Illegal items in plain view may be confiscated at any time, and disciplinary action may follow.

*Rationale:* Making residents feel at home is a top priority for Residential Life. Entering rooms as needed ensures the hall or apartment is a safe, comfortable place for residents.

### **EXPLOSIVES AND FIREWORKS**

The use, possession, display or ignition of fireworks or any type of explosive device (including, but not limited to, firecrackers, sparklers, bottle rockets, M-80s, Roman candles and smoke bombs) is prohibited on University property. Possession or use of any of these items usually results in termination of the Residential Life contract and removal and prohibition from all Residential Life-owned or -operated buildings.

*Rationale:* Fireworks and explosives pose a serious threat to individuals, as well as to the entire community, and should never be used indoors or near living spaces. The City of Columbia prohibits the use of any fireworks within city limits.

### **FILMING, PHOTOGRAPHY AND AUDIO RECORDING**

Filming, photography and audio recording in the residence halls will be permitted in accordance with the Filming, Photography and Audio Recording Policy. The policy distinguishes guidelines for media, commercial and educational recordings. Hall Coordinators will provide a copy of the policy upon request. Residents of Extended Campus facilities must also receive approval from the proper building management authorities.

Recording must not interfere with residents' and guests' rights to a reasonable expectation of privacy or to the routine activities of the hall. Recording may not pose a security or safety risk and may not conflict with previously planned events. The planned or possible use or reuse of the film, photographs and/or audio recordings must be consistent with the Standard of Conduct for students, University policies and applicable laws.

### **FIRE EQUIPMENT**

Tampering with or theft of fire safety equipment, including tampering with or discharging fire extinguishers, disabling bells/horns, activating a fire alarm when no emergency exists or covering or removing the batteries from individual smoke detectors, removing the entire smoke

detector apparatus, or tampering with, hanging objects from, or decorating sprinkler heads in rooms of halls that are thus equipped, will result in severe disciplinary action. Possession or unauthorized use of any of these items typically results in termination of the Residential Life contract and removal and prohibition from all Residential Life-owned or -operated buildings.

Extended Campus Residents will find a fire exit located in the laundry room of each apartment. If a smoke detector at Mizzou Quads needs to be serviced or replaced, visit [campuslodge.columbia.com/service.asp](http://campuslodge.columbia.com/service.asp), or call Campus Lodge maintenance at **573-443-2950**. Residents of Tiger Diggs are responsible for replacing the 9-volt battery found in their smoke detectors. Please contact the Clubhouse at 573-443-6611 if you need assistance replacing the battery.

*Rationale:* Fully functioning fire equipment in Residential Life-owned or -operated buildings is essential for the safety of University community members. Tampering with fire equipment jeopardizes the lives of residents, either through direct action or by destroying residents' confidence in equipment reliability, and potentially hinders the ability of fire protection personnel to effectively perform their responsibilities in an emergency.

## **FURNITURE**

Room furniture must remain in its designated room/suite/apartment at all times. Residents of Extended Campus may not move apartment furniture to the balcony/porch. Any missing pieces of furniture will be considered damage to the room, and the resident will be charged. Upon vacating the room, residents are expected to leave room furniture in the locations in which it was found when first moving in.

Community furniture must remain in the assigned community areas and should never be in residents' rooms or taken outside the residence hall for any reason. Residents found with community furniture in their rooms will be disciplined and charged for their relocation and/or replacement. See "Damages" on p. 43.

Residents found to have relocated or used furniture for purposes it is not designed for will face disciplinary action.

*Rationale:* Residential Life encourages students to personalize their spaces and to make their rooms comfortable environments while, at the same time, minimizing the risk of injury or property damage. Because buildings have limited storage space and relocation of furniture can cause damage, furniture in University-owned or -operated buildings must remain in the room.

## **GAMBLING**

Illegal or unlicensed gambling in any form is not allowed in University-owned or -operated housing, including but not limited to: sports betting, sports pools/brackets, Internet gambling and at-home poker games or other activities where money or anything of value is exchanged.

*Rationale:* Residential Life expects students to comply with all local, state and federal laws while residing in the residence halls. Gambling has been shown to have a detrimental effect on students' academic success and is inconsistent with the academic mission of the University.

## **GUESTS, VISITATION AND ESCORT POLICIES**

Residents and guests are expected to comply with Residential Life's visitation guidelines and policies. The visitation policy allows residents to have guests in the room/suite at any time for studying, discussion or appropriate socializing. Community standards discussions may lead to an additional escort policy.

Johnston, Jones and Lathrop residents must escort male guests through the hall (including to and from the men's room) from 11 p.m. to 9 a.m.

Residents are responsible for their guests' actions and behavior. Visitation may be restricted for guests who violate hall policies, and their hosts may be subject to disciplinary action. See "Student Responsibility/Implied Consent" on p. 34.

The visitation policy does not allow for guests (including children) staying on an extended (more than two days) or frequent basis. It does not allow cohabitation.

Room-/suite-mates are expected to respect each other's reasonable requests for privacy and must have permission from their room-/suite-mate(s) before hosting a guest overnight. A resident's right to privacy takes precedence over the privilege of having overnight guests.

*Rationale:* The residence halls provide residents with the opportunity to study and socialize at any time with other students. The privilege of having guests is based on the fulfillment of your responsibilities to your room-/suite-mate(s), as well as to your house, hall and University communities. The spirit of this policy does not allow for guests taking up residence in any manner.

Residents of Extended Campus facilities must accompany guests on complex property. Residents should review posted policies regarding the number of guests allowed in common areas. All residents must carry their TigerCard at all times, or they may be treated as trespassers by facilities staff or MUPD.

## **HARASSMENT**

Harassment, including verbal or cyber harassment, threatening messages, physical threats, intimidation or posting of harassing materials, is not tolerated and will result in severe disciplinary action, including potential removal from the residence hall.

*Rationale:* The University of Missouri does not condone discrimination on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability or status as a disabled veteran or veteran of the Vietnam era. Residential Life is committed to providing a comfortable, non-threatening environment for all; to tolerate harassment would be contrary to that commitment. Personal and academic enrichment must take place in an environment that respects the rights of others, even when individuals may have different views or beliefs. Actions that may not be intended to threaten or degrade may nevertheless do so to another individual. Residential Life staff also come from diverse backgrounds and have the right to perform their jobs to help residents succeed in a safe, non-threatening environment.

## **ID CARDS (STUDENT ID, TIGERCARD)**

Your TigerCard gives you access to your residence hall when the doors are locked and allows you access to dining locations in accordance with your dining plan. Your TigerCard acts as your room/suite key if you live in a hall with electronic locks.

You should always carry your TigerCard with you, as any University staff member may request to see your ID at any time in order to establish that you are an MU student.

Never allow another individual to use your TigerCard. Do not punch a hole in your card because it will not work in card readers. All residents must use their TigerCards to gain access to dining locations. Extended Campus residents must carry their TigerCards to use the evening shuttle

If your card is not working in your hall, contact your Area Administrative Supervisor. Report lost or stolen TigerCards promptly at the ID Office in the University Bookstore. Replacement cards can be obtained from the ID Office for a \$20 fee.

For more information, visit [doit.missouri.edu/id-cards/](http://doit.missouri.edu/id-cards/).

*Rationale:* To ensure the safety of Residential Life owned- or -operated buildings, residents are not permitted to loan their TigerCards to anyone, as it acts as a key to the exterior doors of the hall and to resident rooms in halls with electronic locks. This policy allows Residential Life to maintain a strict level of accountability for living spaces, as well as an appropriate level of security for residents and staff.

## **ILLEGAL ITEMS**

Any item that is not approved, is a violation of University policy or is illegal under local, state or federal law is subject to immediate confiscation. Some items will be disposed of (e.g., alcohol). The possession of traffic and street signs, even those purchased from another source, is illegal. Such signs will be confiscated, and MUPD will be notified.

When feasible, items will be held until residents have the opportunity to meet with their Hall Coordinator. Items that are confiscated will be considered forfeited by the resident. Disposal or situational return of the items is at the HC's discretion. The University assumes no responsibility for such items.

*Rationale:* Items that are clearly illegal are not permitted in Residential Life facilities. When a resident chooses to violate that policy, he or she does so with the implied knowledge and understanding that his or her ownership of the item or substance may be forfeited.

## **IMMUNIZATION**

All newly enrolled freshmen and transfer students must submit proof of two measles immunizations to the Student Health Center to register for second- semester classes. Missouri legislation has additional meningococcal meningitis requirements. Residents of University housing are required to 1) provide proof of prior immunizations, 2) receive the immunization or 3) submit a signed waiver to the Student Health Center.

## **KEYS**

Residents of halls with traditional locks will be issued a room key when they check into their rooms. It is University-owned or -operated property and must be returned when you check out. Do not allow anyone else to use your room key. Do not duplicate or modify your key. If you lose your key, notify student staff or the hall desk immediately, so we can re-establish security of your room quickly. Lost keys will result in a lock change and a minimum \$60 charge to your student account. See "Lock-out" on p. 81.

Unauthorized possession, duplication or use of keys to any University facility or unauthorized entry or use of University facilities is prohibited.

If you live in a hall with electronic locks, your TigerCard is also your room/suite key. Students are permitted to check-out a temporary key or keycard to access their room/suite when their primary identification card or key is lost or misplaced. To minimize student abuse of temporary card kiosks and hard key checkouts, students are permitted to check out a temporary key or key card once a day without charge up to three times a semester. Following the third checkout there will be a \$10 charge assessed to the student's account for each subsequent checkout.

Staff may also assist students in accessing (keying in) their room/suite when their primary identification card or key is lost or misplaced and when it is not possible to checkout a temporary key or keycard. To minimize student abuse, staff members are only permitted to key a student into their room/suite three times an academic year. Following the third key-in there will be a \$10 charge assessed to the student's account for each subsequent checkout.

See "ID Cards" on p. 59.

Residents of Extended Campus facilities can visit the property office during regular business hours to obtain a key replacement. After hours, residents should call the main number of their apartment complex for assistance. Residents of Mizzou Quads should call 573-443-2950. Tiger Diggs residents should call 573-443-6611. Residents may be charged for having their doors unlocked by staff. Key loss will result in significant charges. Tampering with locks is not permitted and may result in significant charges and/or conduct. For more information on the current list of charges, contact the Area Administrative Supervisor. Rates are subject to change.

*Rationale:* To ensure the safety of residents and Residential Life-owned or -operated buildings, the department does not allow students to make copies of room keys or other official University keys. This policy allows Residential Life to maintain a strict level of accountability for the keys to residential living spaces, as well as an appropriate level of security for hall residents and staff.

## **NOISE/QUIET HOURS/QUIET HOUSES**

Residents are required to adhere to quiet hours established by Residential Life and through community standards discussions. Recognizing that certain activities may produce more noise than others, each house and hall will have the opportunity to determine, through the community standards process, times residents can count on

quiet for activities such as relaxing, studying and sleeping. Quiet hours begin no later than 11 p.m. (earlier hours are encouraged) and end no earlier than 9 a.m. daily. Quiet hours at Mizzou Quads and Tiger Diggs begin at 10 p.m. Sunday through Thursday and 11 p.m. Friday and Saturday and end no earlier than 9 a.m. daily.

The residence halls have courtesy hours 24 hours a day. If another individual asks you to lower your volume at any time, you are expected to respect the rights of other residents. This policy also applies to individuals outside the hall who create noise that is disruptive.

At the end of each semester, from Reading Day (the day after classes end) until the residence halls close, there is an expectation of continuous quiet hours to assist residents in the intensity of finishing the semester.

On quiet floors, there is an expectation that, at maximum, a low level of noise will exist at all times. This means no amplified noise should be heard in the hallway or outside a resident's room/suite at any time. The use of percussive or electronically amplified instruments at Mizzou Quads and Tiger Diggs is strictly forbidden at any time.

*Rationale:* The residence hall serves as a place where a variety of functions occurs. These guidelines and expectations are established to protect the rights of all, while allowing a reasonable level of social or personal activity.

## **PAINTING**

Residents of Cramer, Gillett, Johnston, Jones, Lathrop, Laws, Mark Twain, Stafford and Wolpers may paint their rooms and common areas. Residential Life provides standard paint colors and supplies free of charge. Whether standard or non-standard colors are used, residents must use the paint provided by Residential Life. If you choose a non-standard paint color, you may be charged \$20 per quart to your student account, and you must repaint the room a standard color two weeks prior to Reading Day in the Spring semester or before you check out if you leave the room before the end of the academic year. Failure to return the room to a standard color or to do a neat job of painting and use of a non-University issued paint will result in charges of up to \$200 billed to your student account.

Extended Campus residents may not paint their rooms/suites.

Residents of Center, College Avenue, Defoe-Graham, Discovery, Dogwood, Excellence, Galena, Hatch, Hawthorn, McDavid, North, Respect, Responsibility, Schurz and South may not paint their rooms/suites or common areas but may work with residents to create a mural or mural board.

If you would like to paint a mural or mural board in a common area in the hall, pick up an approval form from the hall desk or your Hall Coordinator. Each resident in the house must sign, indicating they approve of the design. The HC, Building Services Supervisor and Interior Designer must approve the project before you begin. Discovery, Excellence, Respect and Responsibility have designated mural areas. Mural boards are provided upon request in Center, College Avenue, Defoe-Graham, Dogwood, Hatch, Galena, Hawthorn, McDavid, North, Schurz and South.

## **PARKING**

Extended Campus residents who bring a vehicle will be issued one parking permit at check-in. If you bring a car after check-in, contact the Area Administrative Supervisor to arrange for a parking permit. Please note it may take a few business days before the permit is available. Vehicles parked illegally, including, but not limited to, in front of Dumpsters, hydrants or other no-parking zones, may be towed.

## **PETS**

Residents interested in having a pet in the hall should visit the hall desk for a copy of the Pet Policy guidelines. All pets (except fish) must be approved by and registered with the Hall Coordinator. Failure to register your pet with the HC prior to bringing it to the hall may result in confiscation of the pet or denial of the privilege to own a pet. It is the right of any community to choose not to participate in this privilege. Pets not permitted in the halls include, but are not limited to: dogs, cats, birds, arachnids, rabbits, dwarf rabbits, sugar gliders and ferrets. Guide/Service animals must comply with the draft of the MU Service Animal Policy and with the draft of Residential Life's Service Animal Guidelines. For copies of both, visit the Residential Life Administration office.

Residents of Tiger Diggs are permitted to keep only fish as pets. Residents of Mizzou Quads are not allowed to keep pets of any kind.

*Rationale:* The Residence Halls Association created the opportunity for pet ownership to provide residents with a comfortable environment. Certain animals are not allowed due to factors including, but not limited to, size, allergens and safety. For more information, visit the hall desk for a copy of the RHA Pet Policy.

Service animals must be identified to ensure safety

in case of emergency, proper maintenance of landscape areas and community awareness.

## **POOL**

Residents of Extended Campus and Mark Twain must follow all rules and procedures posted at the swimming pool of their respective housing complexes. Residents and guests swim at their own risk, as there is no lifeguard on duty. Residents must dry off thoroughly before entering the Clubhouse, Lodge or lobby areas.

## **PRANKS IN THE RESIDENCE HALLS**

Pranks or practical jokes that change the appearance of the halls or living areas or that create a disruption for residents and/or staff are strictly prohibited. Participants in the planning or execution of pranks will be subject to disciplinary action, and students may be charged for any damages.

## **RESTRICTED AREAS**

Some areas in and around the residence halls are restricted at all times for safety reasons. These areas include, but are not limited to, roofs, exterior walls, balcony exteriors, staff patios and custodial, construction or maintenance work spaces. Residents are not permitted

to climb the balcony or the outside of building walls. Other areas, such as fire escapes or emergency doors, can only be used in an emergency.

Residents of Mizzou Quads and Tiger Diggs are not allowed to enter the maintenance shed, Clubhouse/Lodge, roof or pool when these areas are closed.

Per city ordinance, individuals are not permitted in residence hall bathrooms designated for the opposite gender. Public restrooms are available in most halls. Unisex restrooms are available in Bingham, Center, Defoe-Graham, Dogwood, Excellence, Galena, Jones, Lathrop, Laws, McDavid and Mark Twain.

*Rationale:* The roofs are not physically designed to serve as sun decks or social areas. Being in restricted areas presents a serious safety threat to yourself and others.

Residents have a right to privacy when they use the restroom. The policies established protect the rights of residents and the security of the community.

## **SMOKING**

Smoking is not permitted in any hall room/suite or interior public space. Additionally, smoking is not allowed in any exterior space within 20 feet surrounding the residence hall. Smoking is not permitted in the Pershing Commons area. Benches and ash urns will be provided outside the halls where feasible, so people can smoke away from hall exterior doors. Cigarette extinguishers will be designated in smoking areas and should be used only for that purpose and not as an ashtray. Respect exterior locations identified as smoking areas.

Residents of Mizzou Quads are not permitted to smoke in their apartment or common areas. Residents of Tiger Diggs are not permitted to smoke in their apartment or the pool area. Smoking is allowed on balconies/porches, but residents must properly dispose of cigarette butts. It is recommended that residents have some sort of ash receptacle, such as a terra cotta flower pot filled with sand. Do not dispose of cigarette butts in a plastic receptacle.

The non-smoking policy was developed to protect all students living and staff working in the residence halls. Residents who violate the non-smoking policy will be subject to disciplinary action.

*Rationale:* Residential Life is committed to providing a safe and healthy environment for all its residents. The detrimental effects of secondhand smoke are well documented; residents have the right to live in a space without the health risks of secondhand smoke.

## **SPORTS IN THE RESIDENCE HALLS**

Neither outdoor activities nor the use of outdoor equipment is permitted in Residential Life-owned or -operated buildings. Such activities include, but are not limited to, riding skateboards or bicycles, inline skating, playing hockey and throwing Frisbees™ or other objects in the residence halls. Other sports, such as golf, soccer, bowling, lacrosse, basketball, football, baseball, racquetball, wrestling, boxing and dribbling, bouncing or rolling any type of ball, are prohibited in the residence halls. Take advantage of campus facilities, such as the Student Recreation Complex and Stankowski Field which are designed to accommodate

such activities.

*Rationale:* Hall games are disruptive, cause damage in the hallway (especially to fire equipment) and can possibly injure residents.

## **STORAGE**

There is no storage space available to residents in any university-owned or -operated facilities. Under no circumstances may residents store personal property, student room/suite furniture or other Residential Life property in any location other than its designated space. See "Furniture" on p. 56.

## **THEFT**

Attempted or actual theft of, damage to or possession without permission of University property or that of any individual is strictly prohibited. Residential Life recommends the registration of bicycles and laptops with the University Police. It is important that students keep records of details (make, model, serial number, etc.) of personal belongs to assist in cases of theft. The University does not purchase property insurance covering any loss of or damage to a student's personal property. The University assumes no responsibility for the payment of such a loss.

## **WEAPONS**

Use or possession of weapons of any type including, but not limited to, guns; firearms; water guns; paintball guns; air soft, BB or pellet guns; bows and arrows; knives with blades over four inches long; decorative weapons; ammunition; and explosives, is not permitted in Residential Life-owned or -operated facilities at any time. Other restricted weapons include billy clubs, switch blades, brass knuckles and dangerous chemicals. Firearms are not permitted on campus, even in vehicles. MUPD offers a variety of information and options for personal safety and security, as well as storage for weapons, including those used for hunting.

Extended Campus residents are allowed to possess kitchen knives with blades in excess of four inches in length as long as they are stored in the kitchen area and used for the intended purpose of their design.

Any object that could potentially inflict injury or cause harm that is used in a threatening, careless or aggressive manner will be considered a weapon, regardless of intent. Possession of any of these items will usually result in termination of the Residential Life contract and permanent removal and prohibition from all Residential Life-owned or -operated facilities.

*Rationale:* Although personal protection is a concern and some weapons have other uses, the potential danger weapons present through misuse or accidental use is significant.

## **WEIGHTS IN STUDENT ROOMS**

Weight sets are only allowed in ground-floor rooms. Hand weights (not to exceed 25 pounds) are allowed on all floors but should be used in a manner that does not disturb others or damage facilities. Failure to remove weights upon request may result in conduct charges. Residents interested in lifting weights are encouraged to visit the Student

Recreation Complex.

Extended Campus residents may use the weight machines in each site's fitness center.

*Rationale:* Weights are heavy and can damage floors on higher levels. Even careful use of weights can create a disruptive noise and interfere with other residents' rights to sleep and study.

## **WINDOWS AND WINDOW SCREENS**

Windows fitted for screens must have screens in place at all times. Window safety stops must be left intact at all times. Windows that are affixed to the window pane hold air conditioning units in place and must remain affixed. Hanging, dropping or throwing anything out of an open window or using the window for entry or exit purposes is prohibited. Do not unlatch interior or exterior window screens. Room/suite occupants will be charged for the total cost of installing, repairing or replacing damaged or destroyed screens and windows. Damages or costs resulting from items thrown from the window or other violations of this policy will be charged to the resident and will likely result in termination of the Residential Life contract and removal from all Residential Life-owned or –operated facilities.

*Rationale:* Windows without screens may present a serious safety hazard to residents of the room/suite and allow unwanted pests inside. Objects thrown from windows present a safety hazard to others. Unlatched exterior screens can fall or blow off and be damaged or cause personal injury.

## **EMERGENCIES, HEALTH AND PERSONAL SAFETY**

### **ASSAULT, ABUSE OR ENDANGERING BEHAVIORS**

Physical assault or abuse of another person threatens or endangers their health and safety and is strictly prohibited. Examples of endangering behaviors include, but are not limited to, self-harm, physical altercations, throwing items from windows or balconies and wrestling or rough-housing in the halls. Engaging in this type of behavior will likely result in termination of the Residential Life contract and permanent removal and prohibition from all Residential Life-owned or –operated facilities.

If you think you may be a victim of assault or abuse, see "Physical Assault" on p. 81 and/or "Rape and Sexual Assault Procedures" on p. 81, and contact a professional staff member for assistance.

### **EMERGENCY PROCEDURES**

A summary of emergency procedures is posted on the back of each resident's room or entry door. Contact your Hall Coordinator for a replacement if yours is missing, covered or damaged. Residents are expected to comply and cooperate with directives from hall and University staff and emergency personnel. Staff and officials must follow procedures and may need to make critical decisions in emergencies. If residents or guests hinder staff or emergency personnel in emergency situations (either by direct, indirect or no action),

disciplinary action will be taken.

**NOTE:** If you require assistance due to a medical condition and have a landline in your room, please complete the Emergency Information sheet at [doit.missouri.edu/phones/911.pdf](https://doit.missouri.edu/phones/911.pdf). This informs emergency services personnel of your medical condition or special needs while they are enroute in case of an evacuation or emergency. Also, please discuss your needs with your Hall Coordinator and a representative from the Planning and Design Office. Residents are encouraged, though not required, to complete the Well-being Check form, which would be used in emergency/crisis situations and allows staff to relay accurate information to emergency personnel. The form allows you to provide information on your specific needs, such as location and dosage of medications, contact information for Personal Care Attendants and whether assistance can be provided by non-trained individuals. For a copy of the Well-being Check form or for more information, contact the HC.

**Earthquakes:** Get underneath a sturdy desk or table, kneel and protect your eyes by pressing your arm against your face. If there is no desk or table nearby, sit on the floor against an interior wall away from windows, bookcases or tall furniture that could fall on you. When the earthquake is over, go to your hall's designated assembly area.

**Fire:** When a fire alarm sounds, all students must immediately vacate the building via the suggested evacuation routes. Never use the elevators – always take the stairs. Students who fail to vacate the building when an alarm sounds endanger the safety of themselves and others and will face disciplinary action.

**Tornado:** If a tornado warning is issued by the National Weather Service for Boone County, it will be announced by the media, and exterior tornado sirens (steady horns signaling the beginning of the warning) will sound. These sirens may not be heard inside the residence halls and may not sound for the duration of the warning. Take cover, and stay away from windows. Go to the basement, hallway, lower floors or restroom without windows, and wait for further instruction from staff. Residents may return to other areas of the hall and resume regular activity after the warning expires. Expirations will be announced by staff or by media.

**Campus Emergency:** In the event of a campus emergency, remain calm and follow the instructions of University and emergency personnel. Use common sense, and assist others as necessary without endangering yourself. Contact the nearest MU staff member for information or assistance. Evacuate buildings immediately if requested by authorities, upon hearing an extended fire alarm or when you sense remaining inside may be dangerous.

- In emergencies, do not use the MU telephone system except to report the emergency situation. Use your cell phone for texting when possible, as the University phone service may be down.
- Do not use elevators.
- Do not risk your life or the lives of others by re-entering a building to save personal or University property.
- Do not cross police barriers without permission from

University or emergency personnel.

- Do not exceed your training or knowledge in attempting to provide First Aid.
- Contact a family member or friend to let them know you're safe once you have reached a secure location.

**Emergency Securing:** Residential Life has three levels of emergency securing that can be used for various urgent situations, including, but not limited to, an unexpected local social event, illness or violent perpetrators nearby. As safety permits, residents will be notified of the securing level through signage in the hall and possibly through staff notification or the University mass notification system.

- Residents are encouraged to register for the mass notification system at [mualert.missouri.edu](http://mualert.missouri.edu).

#### **The levels of securing are:**

**Yellow securing** – this level is used for unforeseen large-scale events. The halls will be locked, and residents will need their TigerCard to access their halls.

**Orange securing** – this level is used for securing a particular space by prohibiting access. Residents will be notified of the quarantined area via signage and should follow staff directions and avoid the area.

**Red securing** – this level is used for situations in which a violent perpetrator or other threatening situation is on or near campus. Residents should lock themselves in a nearby secure location, such as your room or a restroom. Close and lock windows, and draw blinds/shades/curtains. Turn off all lights and appliances. Set your cell phone to vibrate. If possible, use your cell phone to access the MU Alert site ([mualert.missouri.edu](http://mualert.missouri.edu)) for information. Emergency or University personnel will key into your room to notify you of the all-clear.

- Tampering with or removing Emergency Securing signage could endanger the lives of residents and staff and will result in severe disciplinary action.

While Residential Life staff makes reasonable attempts to notify and direct residents in emergencies, we cannot guarantee staff members will be in the hall or available in every emergency situation. Residents are responsible for knowing and adhering to posted guidelines for emergency procedures. Residents should participate in practice drills. Contact your HC if you have any questions

For more information on campus emergencies, visit [mualert.missouri.edu](http://mualert.missouri.edu).

#### **HARASSMENT**

If you have been the victim of harassment within the residence halls, contact a hall staff member. Harassment includes, but is not limited to, verbal or cyber harassment, threatening messages, physical threats, intimidation or posting of harassing materials. If you feel threatened at any time, contact a staff member, your Hall Coordinator or MUPD. See "Assault" on p. 74.

#### **HEALTH AND COUNSELING SERVICES**

In the event of a personal, medical or psychological emergency, contact the hall desk or the student staff member on-call by paging them at the phone number listed on hall on-call boards. If immediate assistance is required, call 911 or MUPD at 882-7201. The Student Health

Center and the Counseling Center offer counseling and other programs during regular business hours. For more information, contact the Student Health Center at 882-7481 or [studenthealth.missouri.edu](http://studenthealth.missouri.edu) or the Counseling Center at 882-6601 or [counseling.missouri.edu](http://counseling.missouri.edu).

#### **LOCK-OUTS**

Students are permitted to check out a temporary key or keycard to access their room/suite when their primary identification card or key is lost or misplaced. To minimize student abuse of temporary card kiosks and hard key check-outs students are permitted to check out a temporary key or key card once a day without charge up to three times a semester. Following the third check-out there will be a \$10 charge assessed to the student's account for each subsequent check-out.

Staff may also assist students in accessing (keying in) their room/suite when their primary identification card or key is lost or misplaced and when it is not possible to check out a temporary key or card. To minimize student abuse, staff members are only permitted to key a student into their room/suite three times per academic year. Following the third key-in there will be a \$10 charge assessed to the student's account for each subsequent check-out.

#### **MISSING PERSONS**

If Residential Life staff have sufficient cause to believe a student is missing staff will notify the University of Missouri Police Department and a designated contact as described below:

If the student is under the age of 18 the custodial parent and/or legal guardian listed in MyZou will be contacted. If the student is 18 years or older the emergency contact listed in MyZou will be notified. If a student has failed to submit emergency contact information the parent or legal guardian of record in MyZou will be contacted.

#### **PHYSICAL ASSAULT**

Physical assault against anyone is not tolerated. If you are the victim of an assault, contact a student staff member, your Hall Coordinator or MUPD immediately.

#### **SEXUAL ASSAULT**

Any physical contact or sexual act that is unsolicited or unwelcome may be considered sexual assault. Sexual intercourse without consent is rape. If you are the victim of sexual assault or rape, you may choose to contact your student staff member, the Hall Coordinator, the Shelter for Victims of Domestic Violence and Sexual Assault (875-1370), the Relationship and Sexual Violence Prevention Center (882-6638), the MU Women's Center (882-6621), the Student Health Center (882-7481) or the Counseling Center (882-6601) and are encouraged to contact MUPD (882-7201). If possible, do not shower or change clothes to preserve evidence, should you decide to pursue criminal charges against your assailant. These resources are confidential, and the staff members in these offices can give you legal and medical information, as well as emotional support.

If you are the victim of sexual assault, rape or

drug-induced rape, you are strongly encouraged to go to the hospital for medical care as soon as possible. Keep in mind you must be examined by the hospital in order to press charges.

If you suspect you are the victim of a drug-induced rape, and do not want to go to the hospital, you should immediately request a date-rape drug kit from the hall staff member on-call. The kit includes an information sheet and a container to hold a urine sample, both of which you should take to the Student Health Center when it is next open. It is imperative you collect a urine sample as soon as possible, or the test will not be accurate. Date-rape drug kits are free and confidential, but results cannot be used in court or criminal cases, should you choose to press charges.

## **THEFT**

If you are a victim of or witness to theft, contact MUPD (882-7201), the hall desk and your Hall Coordinator. File a report with MUPD as soon as possible. Although Residential Life does not assume responsibility for personal items, immediate and accurate reports of stolen items may allow items to be recovered. Each student is encouraged to obtain personal property or renter's insurance. Students may also be covered under their family's homeowners' insurance. Prevent theft by locking your door at all times and reporting suspicious behavior to staff or police. Do not leave personal items unattended in common areas. See "Lock-out" on p. 81.

## **STUDENT CONDUCT PROCESS**

As permitted in the University of Missouri Collected Rules and Regulations Chapter 200.020 ([studentlife.missouri.edu/mbook.php](http://studentlife.missouri.edu/mbook.php)), Hall Coordinators (HC) and some other Residential Life administrators will serve as designees of the Primary Administrative Officer in the Student Conduct Procedure and administer the conduct procedures as outlined.

If a student allegedly violates a Residential Life policy and/or the Student Conduct Code in the residence halls, it will usually be reported on an Information Report, though other forms of written reports may be used. Staff will ask students for information and document the circumstances on the form. Students may also complete Information Reports. The form should be submitted to the HC, usually within 24 hours. The student must schedule an appointment with the HC within five business days of the incident. Upon request, HCs will provide the student a copy of the Information Report.

After discussing the incident with the student, the HC will determine the appropriate next steps. Unless the HC determines no further action is warranted, he/she will advise the student in writing of the alleged violation(s) and may give the student the option to choose either (1) the HC offering an informal disposition, either at that time or within five business days from the date of the meeting; or (2) referral to the University Judicial Coordinator (UJC) and/or the Student Conduct Committee. However, the HC has the prerogative to determine the process to be utilized.

At the informal disposition, the HC/UJC will discuss the incident with the student and review any documents or other information related to it, including information provided by witnesses. The student will then have the opportunity to review these materials and present any other relevant information or accounts of the incident. After all information has been presented, the HC/UJC will assess whether there is sufficient information to determine whether the student violated policies and/or the Student Conduct Code and, if so, to propose appropriate sanctions.

The HC will notify the student in writing of the findings and, if applicable, outline any proposed sanctions. The student has 24 hours to accept the findings and any proposed sanctions or to reject the informal disposition and request a hearing before the Student Conduct Committee. Failure to take any action by the end of the 24-hour period is considered an acceptance of the informal disposition.

If the student rejects the informal disposition, he/she must request, in writing, a formal procedure and disposition by the Student Conduct Committee, comprised of University faculty and staff. The student may request student members be added to the committee. For more information, contact the UJC of the Office of Student Life at 882-3621.

If the student does not respond to the HC/UJC's correspondence related to the process, does not attend scheduled meetings with the HC/UJC and/or fails to complete a sanction, the HC/UJC may proceed in determining which violation occurred and decide on the appropriate sanction without the student. A charge of non-compliance may be added, as well.

## **SANCTIONS**

The following sanctions may be imposed on any student found to have violated Residential Life policies and/or the Student Conduct Code; more than one sanction may be imposed for a single violation.

### **Warning**

A notice in writing to the student that the student is violating or has violated Residential Life policies and/or the Student Conduct Code and that the violation should not occur again.

### **Discretionary Sanctions**

Work assignments, service to the University or other related discretionary assignments. The HC/UJC will design educational projects to provide residents with a better understanding of why these policies and rules are in place and to help residents understand how their actions can have positive and negative effects on other members of the community.

### **Loss of Privileges**

The student is denied specified privileges for a designated period of time. This may include limitations of presence in facilities or portions of facilities.

### **Restitution**

The student is required to compensate the University for loss, damage or injury to the University or University

property. This may take the form of appropriate service and/or monetary or material replacement.

### **Residence Hall Relocation**

The student is required to relocate, along with all personal belongings, to another location designated by University of Missouri staff within University-owned or -operated facilities. This may include limitations on the ability to voluntarily relocate within the Residential Life system, as well as limitations of presence in facilities or portions of facilities.

### **Residential Life Probation**

Written notification to a student that due to a finding of responsibility for violation of Residential Life policy(ies) and/or the Student Conduct Code, additional violations during a specified period of time will result in more severe sanctions. These sanctions will most likely include suspension, dismissal or expulsion from the residence halls.

### **Residential Life Suspension**

Removal of a student from University-owned or -operated housing, termination of a student's residence hall contract and prohibition on returning for a specified period of time. The student's removal from housing may also include limitations of presence in University-owned or -operated facilities. The student whose contract is terminated as the result of a violation of Residential Life policy and/or the Student Conduct Code will be responsible for the Purchase Option of the contract, which is 40 percent of the remaining room and board charges for the term of the contract.

### **Residential Life Dismissal**

Permanent removal of a student from University-owned or -operated housing and termination of a student's residence hall contract. The student's removal from housing may also include limitations for presence in University-owned or -operated facilities. The student whose contract is terminated as the result of a violation of Residential Life policy and/or the Student Conduct Code will be responsible for the Purchase Option of the contract, which is 40 percent of the remaining room and board charges for the term of the contract.

### **University Probation**

Written notification to a student that due to a finding of responsibility for violation of Residential Life policy(ies) and/or the Student Conduct Code, additional violations during a specified period of time will result in more severe sanctions. These sanctions will most likely include suspension, dismissal or expulsion from the University of Missouri (inclusive of all campuses within the system).

### **University Suspension**

Separation of the student from the University, inclusive of all campuses within the UM System, for a specified period of time, after which the student is eligible to return.

### **University Dismissal**

Separation of the student from the University, inclusive

of all campuses within the UM System, and prohibition on returning until specified conditions have been met.

### **University Expulsion**

Permanent separation of the student from the University of Missouri, inclusive of all campuses within the UM System.

Additional sanctions may be imposed by the University Judicial Coordinator or Student Conduct Committee as outlined in the M-Book. For more information, contact the Office of Student Life at 882-3780 or visit **studentlife.missouri.edu/mbook.php**

### **PARENTAL NOTIFICATION POLICY**

Alcohol and drug violations are a concern on campuses across the country. Each year, students are removed from the residence halls and the University because of problems they encounter in their use and misuse of these substances. To assist parents and legal guardians in helping to promote a healthy and positive educational experience for students, the University of Missouri has developed a parental notification policy. This policy permits the University to contact parents or legal guardians about alcohol or drug policy violations that are severe in nature or after multiple violations of the policy. An initial offense is considered severe if it endangers one's self or others, may result in the potential loss of campus housing privileges or may have an impact on student status. Parents and legal guardians will receive information on declining this opportunity, if they choose, before the Fall semester begins.

### **LIVING AND LEARNING AT MU**

The University of Missouri offers residents the opportunity to learn both in the classroom and in the residence halls. The Residential Academic Programs (RAP) office supports these efforts to learn in the students' home through Learning Communities and Freshman Interest Groups (FIGs) and by collaborating with the Learning Center to provide in-hall writing labs and math tutoring. RAP also acts as a resource and support for residents in leadership development, educational interactions, student conduct and crisis response.

### **FRESHMAN INTEREST GROUPS (FIGs)**

A FIG is a group of 15-20 students who take three general education classes together in the Fall semester and who live in the same community. FIG students also take Interdisciplinary Studies 1001 (Freshman Proseminar) together. FIGs, which may be major-specific or more general, are led by a Peer Advisor (PA) and a co-facilitator. PAs are upperclassmen who live in the community with FIG students, help them adjust to college life and teach the Proseminar. Co-facilitators are faculty or staff members in the field and are resources for students.

### **LEARNING COMMUNITIES (LCs)**

Learning Communities are residence hall communities focused on a specific major, academic interest or other common interest. Academic departments and colleges

work with Residential Life to support the LCs. Almost all LCs are open to first-year and returning residents. Some communities require resident eligibility (Honors, Junior Senior Residence, Education and Sophomore Experience.). LCs offer various resources and programs, such as Geek Week (Honors Community) or Open Mic Night (Fine Arts Residential Community) to enhance the residents' learning experience.

## **RESIDENTIAL LIFE STUDENT STAFF**

Student staff members live in each community and serve as educators and resources. They help residents make the community a place where they can succeed academically and personally.

### **COMMUNITY ADVISOR (CA)**

CAs help residents with personal and academic concerns; plan educational and social programs; explain and uphold University and Residential Life policies and procedures; and help residents develop community standards. In the ROTC Leadership Community, these student staff members are called Non-Commissioned Officers (NCOs).

### **PEER ADVISOR (PA)**

PAs are upperclassmen who co-facilitate Freshman Interest Group (FIG) Proseminars with a faculty or staff member. They live in the residence halls with their FIG students and perform the same duties as CAs.

### **LEADERSHIP ADVISOR (LA)**

LAs are part-time student staff associated with leadership and social justice, who live in the residence halls. Their primary responsibilities are advocacy, student empowerment, and to help students find their leadership style, while making a successful transition to college life. LAs present regular leadership workshops open to all residents and advise hall leadership.

### **COMMUNITY LEADER (CL)**

Many communities have volunteer student leadership positions for those interested in supporting the community. Although all residents are invited and expected to participate in the community, CLs have more formal involvement and assist with opening, Fall Welcome and other special projects throughout the academic year. CLs may have another name in some halls.

### **DESK SUPERVISOR (DS)**

The DS is a student who lives in or near the hall and is responsible for managing the hall desk and its desk staff. The DS works with an Area Administrative Supervisor to ensure processes, such as mail, room moves and key check-outs, run smoothly.

### **DESK ATTENDANT (DA)**

DAs work at the hall desk and act as resources for residents. They distribute mail and packages, check out

keys or other equipment and can help residents find other buildings on campus.

## **RESIDENTIAL LIFE PROFESSIONAL STAFF**

Each residence hall is supervised and maintained by a variety of professional staff members.

### **AREA COORDINATOR (AC)**

ACs lead professional staff for an area of residence halls in order to achieve the department mission. They supervise the area's Hall Coordinators and Area Administrative Supervisors, as well as act as a liaison between the area and RAP and Housing Operations. ACs also coordinate many departmental processes through committee work and special projects. Meet the ACs at [reslife.missouri.edu/prostaff/staff/acs](mailto:reslife.missouri.edu/prostaff/staff/acs).

### **HALL COORDINATOR (HC)**

HCs are professional staff members who serve as the primary administrator and conduct process manager of the halls. They live in the hall or area in which they work. HCs directly supervise student staff for the hall and are available to assist residents with academic or personal goals. HCs also explain and uphold University and Residential Life policies and procedures and meet with residents about the conduct process, if necessary. Meet the HCs at [reslife.missouri.edu/prostaff/staff/rhcs](mailto:reslife.missouri.edu/prostaff/staff/rhcs).

### **AREA ADMINISTRATIVE SUPERVISOR (AAS)**

The AAS supervises the area's Desk Supervisors and handles the area's administrative processes, such as check-in, check-out, room moves and keys. The AAS acts as a link between the area's hall desks and RAP and Housing Operations.

### **BUILDING SERVICES SUPERVISOR (BSS)**

The BSS supervises custodial and maintenance staff who work in a designated area. They coordinate building services needs, including many maintenance requests.

### **CUSTODIAL/MAINTENANCE STAFF**

Each hall has specific custodial/maintenance staff assigned to maintain cleanliness and good living conditions in the hall. These staff members can be recognized by the Residential Life shirts and/or IDs they wear.

## **OPPORTUNITIES FOR INVOLVEMENT AND LEADERSHIP IN RESIDENTIAL LIFE**

### **FLOOR/HOUSE GOVERNMENT**

Residents are encouraged to get involved in their community by participating in the community's governing body, which helps the community by providing the residents' voice to the hall/group council, social and educational programming, and monitoring community standards. There are a variety (i.e., governor, treasurer, hall/group council representative, coordinators of social and educational programs) of positions available. For more information on hall leadership

opportunities, contact a student staff member.

## **HALL/GROUP COUNCILS**

Hall/group councils are the voice of their constituents, serving to address concerns and coordinating hall/group activities, including participation in such campus events as Homecoming and Alcohol Responsibility Month. There are numerous opportunities for formal leadership positions, including president, master treasurer, representatives to RHA, community government representative and other positions determined to be valuable to the hall/group council. Hall/group councils are open to attendance by all interested residents. For more information about involvement, contact your HC, LA, or other student staff.

## **RESIDENCE HALLS ASSOCIATION (RHA)**

RHA is the campus-wide student government for all residence halls and serves as the residents' voice to the Department of Residential Life and University. RHA is composed of a Congress, and two standing committees: internal and external. All RHA meetings are comprised of representatives elected from each hall, but all resident students are members of RHA and are highly encouraged to participate in events. The RHA Congress holds meetings open to all residents every other Monday evening, and RHA Committee meetings are held every Monday evening during the school year, starting in mid-September. For more information or to get involved, talk to a student staff member or contact RHA at [umcresliferha@missouri.edu](mailto:umcresliferha@missouri.edu).

## **NATIONAL RESIDENCE HALL HONORARY (NRHH)**

NRHH is a national organization that recognizes the top one percent of leaders in the MU residence halls. Students in this organization go through an application and induction process to join, which can happen after the completion of their first semester in the residence halls. NRHH's main components include philanthropy, recognition and leadership development. For more information, contact NRHH at [umcreslifenrhh@missouri.edu](mailto:umcreslifenrhh@missouri.edu) or [students.missouri.edu/~nrhh/index.html](http://students.missouri.edu/~nrhh/index.html).

## **RECSPORTS**

Residents are encouraged to participate in team or individual sports in the RecSports program offered by Mizzou Rec Services & Facilities. Teams must register in advance; the registration fee may be paid by house funds with community approval or by individuals. For more information, contact your community or hall/group student representative to RecSports, or call Mizzou Rec Services & Facilities at 882-2066.

## **RESIDENCE HALL AMENITIES**

### **ACADEMIC ASSISTANCE**

Each community offers a variety of programs and opportunities to support academic success. Academic chairs in the community or hall facilitate the collection of names of residents enrolled in similar classes to encourage

study groups. Student staff or community leaders may offer programs on time management, study skills, campus resources, etc. For more information, contact a student staff member.

## **CABLE TELEVISION**

Residence halls on main campus feature Mizzou Cable, which offers about 50 entertainment, news and educational channels and is available in all residence halls and most University apartments. The cost for cable service is included in the housing contract. For a complete channel listing, visit <http://doit.missouri.edu/video/cable-tv/channels.html>

MU also has a student-run movie and news channel on Channel 23. MUTV 23 shows a variety of movies, along with MUTV programming. For more information, visit [students.missouri.edu/~mutv](http://students.missouri.edu/~mutv).

## **COMMON AREAS, LOUNGES AND CLASSROOMS**

Each community has a lounge where residents can get out of their rooms to socialize or study without leaving the hall. Floor meetings and community events are typically held in the lounges. Community members should discuss how these spaces should be used under certain conditions or at certain times during community standards discussions.

Some halls have meeting space that can be reserved through the Area Administrative Supervisor. For more information, visit [reslife.missouri.edu/space\\_reservation](http://reslife.missouri.edu/space_reservation).

Some halls also have classrooms where general education classes may be taught, meaning residents may have a class where they live.

Under no circumstances should furniture be removed from common areas. See "Damages" on p. 43.

## **COMMUNITY IMPROVEMENT FUND**

Residential Life sets aside funds for improving residence hall communities. Residents may contact the community RHA representative for information about requesting purchases that would improve the community.

## **COMPUTING SITES/PRINT SMART**

The Division of IT operates several computing sites in general-access, classroom and residence hall buildings. For a complete list of computing sites, visit [doit.missouri.edu/sites](http://doit.missouri.edu/sites).

Print Smart is a print accounting service that keeps track of how much each student prints at computing sites. Each student receives a non-refundable print quota to be used in computing sites. This quota is a certain dollar amount and is partially funded through the Instructional Computing Fee. For more information, visit [doit.missouri.edu/printing/print-anywhere.html](http://doit.missouri.edu/printing/print-anywhere.html)

## **E-MAIL**

Students are required to check their University e-mail regularly. It is the main method of communication with faculty and staff. Students are informed of important dates and deadlines, class registration and specific hall information via University e-mail.

## ETHERNET

Each residence hall room has two active MizzouWireless ports, which allow residents to connect to the Internet at 10 Mbps. Internet service is included in the room rate, though residents will need to bring their own Network Interface Card (NIC) and cable to connect their computers to the Internet. Residents with suite-style living rooms pay extra for Internet access in their living rooms. Extended Campus residents will be provided wireless internet or ethernet depending on their location. For more information, visit [doit.missouri.edu/network/wireless.html](http://doit.missouri.edu/network/wireless.html).

## LAUNDRY AND VENDING MACHINES

Laundry and vending machines in the hall/group accept coins and/or TigerCards. If a laundry or vending machine does not work properly, notify the hall desk immediately. If you lose money in a laundry machine, you can request a refund, which will be returned to you through Campus Mail (if you lost change) or through a credit to your student account (if you charged your laundry). If you lost money in a vending machine, you can request a refund, which you will be able to pick up from the Cashiers office in 11 Jesse. Hall desks do not have change.

Laundry machines are available in your hall/area and are available exclusively to residents of that hall/area. Please read the instructions posted before operating the machines. Residential Life is not responsible for lost, stolen or damaged items.

## MAIL

Only items received from the U.S. Postal Service, Campus Mail Service, Campus Dining Services, Residential Life, a recognized parcel service or materials, such as event flyers, approved by the Associate Director of RAP may be placed in residents' mailboxes. Residents may only use Campus Mail for University-related business, and they may not distribute mail to other residents through the hall's mailroom.

Correspondents should be given your full mailing address, including your name, room number and hall name, street address, city, state and ZIP code. For example:

Truman T. Tiger  
345A Wolpers Hall  
800 Hitt St.  
Columbia, MO 65201

Mail is delivered to the halls Monday through Saturday, except on postal holidays. Mail will not be forwarded to you over school breaks, so you may wish to notify credit card companies, relatives or friends who may send you perishable packages, etc., that you will not receive mail until after the hall reopens at the end of the break.

To ensure the security of your and your roommate's mail, do not give anyone your mailbox combination. Do not set your mailbox to open without having to dial the combination. Tampering with someone else's mail is a federal offense, so always pick up your own mail.

If you receive a package, you will be notified by Mizzou e-mail. Take a photo ID to the hall desk to claim your package. Delivery companies will attempt to deliver packages

to apartments at Extended Campus. If no one is home, the carrier will leave a note on the door and deliver the package to the Clubhouse/Lodge. Residents should claim their packages immediately; it is not the responsibility of the Clubhouse/Lodge to contact you.

When you check out of the hall, be sure the hall desk has your proper forwarding address. Extended Campus residents must have their mail forwarded through the U.S. Postal Service.

## PRACTICE, RESOURCE AND STUDIO ROOMS

Some halls have practice, resource and studio rooms available. Pianos are available in some practice rooms and common areas. These rooms are for use by hall residents; other students use music studios in academic buildings on campus. For more information, visit the hall desk.

## REPAIRS AND MAINTENANCE

If you notice a facilities-related problem in your room or elsewhere in the residence hall, please report it by submitting a maintenance request at [reslife.missouri.edu/current.htm](http://reslife.missouri.edu/current.htm). You may also call 882-7211. Tiger Diggs residents submit maintenance requests by calling the Clubhouse at 573-443-6611. Mizzou Quads residents submit maintenance requests to the Lodge at [campuslodgecolumbia.com/service.asp](http://campuslodgecolumbia.com/service.asp). If there is an emergency outside of regular business hours, notify the hall desk or on-call student staff member.

If you have problems with your landline or cable connection, call the Telecom Help Line at 882-5000. If a Telecom staff member needs to come to your room, you will need to sign a permission form at the hall desk.

Residents of each community are responsible for common areas in the hall. Each resident is responsible for promptly reporting items in need of repair; doing so may save you money and inconvenience. For more information, see "Damages" on p. 43.

If there is a computer-related request, residents may contact a ResTech, student IT professionals, who can assist with technical questions at no charge. They can even come to your room. For more information, go to [doit.missouri.edu/help/restech/](http://doit.missouri.edu/help/restech/).

## RECYCLING

Recycling bins are provided in or near each hall for paper. Some halls also have bins for beverage containers, glass, newspaper, magazines and cardboard. Residents are responsible for ensuring their recycling areas are neat and used correctly.

## TELEPHONE SERVICE

In case of emergency, dial 911.

Residents have the option of subscribing to local phone service in their rooms for monthly and installation fees. Other available services include long-distance calling, voicemail, caller ID and call waiting. Residents must provide their own touchtone phone and optional caller ID display. For more information, visit [doit.missouri.edu/phones/](http://doit.missouri.edu/phones/).

Courtesy phones can be found near the hall desk, and house phones are available on each floor in the hall.

**Calling local numbers:** Dial 9, followed by the seven-

digit local number. Local calls may be made to Columbia, Ashland, Hallsville, Harrisburg and Rocheport.

**Calling an MU operator:** Dial 0 from an on-campus phone number. Dial 882-2121 from an off-campus phone number. Operators are available from 8 a.m. to 5 p.m. Monday through Friday.

**Calling on-campus numbers:** Dial the last five digits of the number you're trying to call. For example, 1-XXXX, 2-XXXX or 4-XXXX.

## **HOUSING CONTRACTS, ROOMS AND ROOM/ SUITEMATES**

### **MU HOUSING POLICY**

All first-time college students younger than 20 years old as of Aug. 15 of the applicable academic year and who are enrolled for more than six credit hours are required to reside in University-operated housing or houses operated by fraternities or sororities recognized as University student organizations. A student is considered a first-time student regardless of when he/she graduated from high school if he/she is enrolling at the University for the first time and has not previously attended another college or university. First-time college students younger than 20 years old who wish to live somewhere other than in University-operated or Greek housing must send a completed Request for Exception to the Housing Policy form (available from Residential Life) to the Director of Residential Life in the main Residential Life Office, Columbia, MO 65211-1130 (or 65201 starting Oct. 2009). The form must show the address of the proposed housing and the student's reasons for wanting to live there. Additional information may be required before an exception may be granted. Other exceptions to the policy may be granted upon submission of an official request for exception.

Any contractual arrangements concerning residence at facilities not owned by the University are entered into between students and the owners of the facilities; the University will not take part in the contractual arrangements or attempt to arbitrate any disputes that may arise.

*Rationale:* MU is committed to helping students succeed both academically and personally. Research has consistently shown that students who live on campus achieve greater levels of academic success, learning, personal growth and satisfaction with their college experience. On-campus living provides greater access to resources and a supportive environment during the student's transition to college life.

### **CONTRACT CANCELLATION, PURCHASE OPTION AND CANCELLATION PENALTY**

Students who wish to move out of University-owned or -operated housing prior to the end of their residence hall contract may do so by exercising the Purchase Option within the contract. This option allows residents to buy out of the contract at the cost of 40 percent of the remaining room and board charge. The Purchase Option is designed to allow residents who choose to live elsewhere to do so and still

fulfill their contractual obligation.

Students can request a waiver of the Purchase Option charges. Only severe personal, family, medical or financial problems that occurred after the halls open will be considered in the waiver of Purchase Option charges. These factors must be beyond the control of the resident or his/her family. If you find the environment in the residence hall is a factor in the decision to leave the residence halls, you are responsible for informing hall staff (i.e., student staff member, Area Administrative Supervisor, Hall Coordinator), so they may either attempt to address legitimate concerns or provide alternate living options, such as moving to a different room or hall.

For more information on the housing contract or the Purchase Option, visit the main Residential Life Office or [reslife.missouri.edu](http://reslife.missouri.edu).

### **CHECK-IN, -OUT**

Residents must follow check-in, -out guidelines for their hall. Residents must have approval from Residential Life or the Area Administrative Supervisor to check into a space. When checking out (either to move within the hall, to another hall or out of the residence hall system), residents must visit the hall desk of their current hall or other designated location to officially check out of that space.

You must check out of your assignment at the end of the Spring semester even if you are returning to the same space the following Fall semester. Summer School residents also must check out at the end of the Summer semester.

Unless you choose to Express check-out, you must be present at the time of your check-out, and all your belongings must be out of your space by this time. Failure to be present at your check-out (unless you choose Express check-out) will result in a \$25 improper check-out fee. Failure to clean your room before check-out will result in cleaning charges. Failure to return your room key(s) will result in a lock change if you live in a hall with traditional locks.

Express check-out is an option for those who do not wish to be present at their check-out. Although there is no cost to Express check-out, residents do waive their right to dispute any charges assessed on their Room Inventory and Condition Check form. Charges for missing keys, dirty rooms and improper check-out may still apply.

*Rationale:* Proper check-in, -out from your student room ensures you are aware of potential charges, the condition of the room and your responsibilities for it and its furnishings. This is important for maintenance and security purposes. It also allows staff to properly forward residents' mail and to thank residents for their contributions to the community.

### **ABANDONED PROPERTY**

Residents have 60 days after the end of their contract cancellation (check-out) to contact Residential Life regarding property, including bicycles, left behind after check-out. For information on claiming abandoned property, contact Housing Operations at 882-7211.

### **FAILURE TO VACATE**

Residents are responsible for their personal property at all times. Residents must vacate their assigned space

as scheduled (room changes, as well as at the end of the contract period) and must remove all personal property and go through an official check-out through the hall desk before leaving their room or the University. If you fail to do so, Residential Life staff will make a reasonable attempt to contact you via phone or Mizzou e-mail to schedule a time for you to pick up the abandoned property. If these attempts are unsuccessful, Residential Life will mail a certified letter giving a two-week deadline for contacting the department to claim the property to your permanent address. After the deadline has passed, the personal property will be removed and stored at the resident's expense for up to 30 days. The student will be billed until the contract has been cancelled in writing. See "Contract Cancellation, Purchase Option and Cancellation Penalty" on p. 106.

The resident's student account will be billed \$29/hour per employee (with a minimum charge of \$14.50) involved in removal and/or storage of abandoned personal property and a monthly storage fee. Personal property removed by Residential Life staff will be stored for up to 30 days. After 30 days, the items will be considered property of the University and will be either disposed of or auctioned at Surplus Property. Residential Life is not responsible for damage to or loss of property that might occur during the course of removal or disposal. The resident's student account will also be billed for all costs incurred to return the space to a usable condition.

## **HEALTH AND SAFETY CHECKS**

Residential Life staff will perform Health and Safety Checks throughout the academic year with prior notice, if possible, to verify occupancy and make safety inspections. If residents are not in their rooms/suites during the checks, two staff members will key into the room/suite and check for any health or safety violations or hazards. Hall Coordinators will notify residents found to be in violation of a residence hall policy or local, state or federal law. Students are expected to comply with HC requests to resolve noted concerns within a certain time period, often within one week.

*Rationale:* Residential Life is committed to providing a safe and secure environment.

## **ROOM CHANGES/ROOM- AND SUITEMATE CONFLICTS**

An integral part of your college experience is learning to get along with all types of people, especially your room or suitemate. Residents are encouraged to complete room-/suite agreements designed to help room-/suitemates discuss and come to agreement on expectations for one another, relationships, guests, use of belongings and other issues. If you and your room-/suite mate are having problems, contact your student staff member or Hall Coordinator for help mediating the conflict. Dealing with problems early will promote stronger relationships and decrease frustrations between room-/suitemates.

Student requests to move to another room are accepted after the first three weeks of each semester. The Area Administrative Supervisor (AAS) will review the request and will e-mail the resident an offer that meets her or his

preferences, provided such a space is available. Depending on the resident's request, it may be weeks or months before the AAS has a space to offer. Signs indicating the first day requests will be accepted will be posted near the hall desk each semester. To submit a move request, visit [reslife.missouri.edu/apps/smr](http://reslife.missouri.edu/apps/smr).

Residents may not move without AAS approval, which will be e-mailed to the resident if he or she accepts an offer. Unapproved changes (switching keys and moving in) are not permitted and may result in disciplinary action and/or charges. Roommate switches are allowed, provided all room-/suitemates involved agree in writing to the swap, and you go through the formal room change approval process, as outlined above.

If the residence hall staff decides moving a student would be beneficial to the student or in the best interest of other residents or the University, the resident may be required to move to a different room, either in the same hall or in another hall, at any time. Such direction will be given to the resident in a letter from the HC, AAS or the Residential Life Housing Operations office.

Although the AAS will try, it is not required that a resident receive prior notice that a new room-/suite mate has been assigned to a vacant space in the room. Occupants of double rooms who do not have a room-/suite mate should assume someone new will move in at any time if they do not pay the single room rate. For more information on buying out the room to make it a single, see "Roommate and Suitemate Consolidation" below.

## **ROOMMATE AND SUITEMATE CONSOLIDATION**

Occupants of double rooms who have a vacant space in their rooms should assume a new room-/suite mate could move in at any time and should keep the other space(s) in the room cleared of their personal belongings if they choose not to pay the single rate (when this is an option). Failure to do so may result in disciplinary action.

If a resident becomes the single occupant of a double room after all moves within and between halls have been completed, the resident may have the following options:

- Elect to pay the single-room rate if space permits and if it is offered as an option. This is not always possible and is not usually an option until later in the Spring semester.
- Find a room-/suite mate. The AAS may provide suggestions on request.
- Arrange to move to a double room having only one occupant.
- Notify the AAS that the resident will promptly move to any available space to which he or she is assigned.
- Give the resident written notice that their double-room rate will be changed to the single-room rate on a specified date. The resident will then be charged the single-room rate for the remainder of the year.
- Assign a new resident to the vacant space in the room at any time with or without prior notice to the resident already in the room.

*Rationale:* Consolidation allows Residential Life to be consistent and fair to those students who are actually paying the single-room rate.

