RULES & REGULATIONS
For Living in University Student Apartments

2016-2017
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Please see the online version of the University Student Apartments Rules and Regulations for updates. reslife.missouri.edu/apartments-rules

Our Mission

The mission of the Residential Life department at the University of Missouri is to promote student learning and success by providing the conditions that motivate and inspire students to devote more time and energy to educationally purposeful activities. This will be achieved through the promotion and development of cohesive living and learning communities which emphasize active student involvement, inclusion, service and appreciation of the diversity of MU. These experiences will occur in a safe and secure environment and through effective delivery of services.

Contact us!

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The Department of Residential Life practices sustainable printing methods. The University Student Apartments Rules and Regulations is printed on 30 percent post-consumer waste, Forest Stewardship Council Certified paper. Soy ink is used throughout.
A Statement of Values

The University of Missouri, as the state’s major land-grant University, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit and preserve knowledge and to promote understanding.

We the students, faculty and staff of MU hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

Respect

Respect for one’s self and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect—for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration and creative expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference and to engage in open exchange about both ideas and decisions.

Responsibility

A sense of responsibility requires careful reflection on one’s moral obligations. Being responsible imposes the duty on us and our University to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources—accountable to ourselves, each other and the publics we serve.

Discovery

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the University must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries—what we know is not all that is.

Excellence

We aspire to an excellence, which is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks and responsibilities involved in pursuing excellence and so celebrate each other’s successes. We commit ourselves to this process in an ethical and moral manner.

These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.
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 Code of Conduct (Standard of Conduct, 200.020 from Collected Rules and Regulations) investigated by staff in the Office of Student Conduct for 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 conduct process. Students who are found “not responsible” will not be charged a processing fee. At the conclusion of the conduct process, 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 updates and 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 mbook.missouri.edu.

**ACADEMIC INTEGRITY**

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

**STUDENT CONDUCT CODE**

(Collected Rules and Regulations of the University, 200.010 Standard of Conduct, Revised Nov. 3, 2015, by Executive Order 41)

A student at the University assumes an obligation to behave in a manner compatible with the University’s function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students must adhere to community standards in accordance with the University’s mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

- Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action, including, but not limited to the imposition of sanctions under Sections 200.020 and 200.025 of the Collected Rules and Regulations against students for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there are effects of the conduct that interfere with or limit students’ ability to participate in or benefit from the University’s educational programs and activities.

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

- **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 integrity 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.

1. 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 any unauthorized assistance to another student on quizzes, tests, or examinations.

2. 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 bibliographical reference; (ii) unacknowledged use of materials 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 release in writing from collaborators.

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

- **Forgery, alteration, or misuse** of University documents, records or identification, or knowingly furnishing false information to the University.

- **Obstruction or disruption of teaching**, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

- **Physical abuse** or other conduct which threatens
or endangers the health or safety of any person.

- **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

- **Violation of the University’s Equal Employment/Education Opportunity Policy** located at Section 320.010 of the Collected Rules and Regulations. These violations include, but are not limited to:

  1. **Harassment.** Harassment in violation of the University’s anti-discrimination policies, is unwelcome verbal or physical conduct, on the basis of actual or perceived membership in a protected class as defined in the University’s anti-discrimination policies, that creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

  2. **Sex Discrimination, Sexual Harassment and Sexual Misconduct** as further defined in Section 600.020 and/or referenced in Section 200.010B7 below.

  3. **Bullying.** Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.

  4. **Retaliation.** Retaliation is any adverse action taken against a person because of that person’s participation in protected activity. The University strictly prohibits retaliation against any person for making any good faith report or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination in violation of the University’s Equal Employment/Education Opportunity Policy.

  5. **False Reporting.** False reporting is making an intentional false report or accusation, which, even if erroneous, is made in good faith.

- **Violation of the University’s Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy** in Section 600.020 of the Collected Rules and Regulations. These violations include:

  1. **Sex Discrimination.** Sex discrimination occurs when a person has been treated inequitably on the basis of sex, gender identity, or gender expression. Specifically, the University of Missouri System upholds Title IX, which states in part that “[n]o person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.” Sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex and dating/intimate partner violence are forms of sex discrimination.

  2. **Sexual Harassment.** Sexual harassment is defined as:

    1) Unwelcome sexual advances or requests for sexual activity by a person or persons in a position of power or authority to another person, or

    2) Other unwelcome verbal or physical conduct of a sexual nature by a person to another person, when:

      a) Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or

      b) Such conduct creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

  3. **Sexual Misconduct.** Sexual misconduct is:

    1) nonconsensual sexual intercourse; 2) nonconsensual sexual contact involving the sexual touching of the genitals, breast or anus of another person or the nonconsensual sexual touching of another with one’s own genitals whether directly or through the clothing; 3) exposing one’s genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm; or 4) sexual exploitation.

  4. **Stalking on the Basis of Sex.** Stalking on the basis of sex is following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

  5. **Dating/Intimate Partner Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the recipient of the violent behavior.

  6. **Sexual Exploitation.** Sexual exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another person for his/her own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited and which behavior does not constitute any other form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, the following activities done without the consent of all participants:
1) Invasion of sexual privacy;
2) Prostitution of another person;
3) Taping or recording of sexual activity;
4) Going beyond the boundaries of consent to sexual activity (letting your friends hide to watch you engaging in sexual activity);
5) Engaging in voyeurism;
6) Knowingly transmitting an STI, STD, venereal disease or HIV to another person;
7) Inducing another to expose their genitals.

7. Retaliation. Retaliation is any adverse action taken against a person because of that person’s participation in protected activity. The University strictly prohibits retaliation against anyone making a report required by Section 600.020 of the Collected Rules and Regulations, for making any good faith report to the Title IX Administrator or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of sex discrimination, sexual harassment or sexual misconduct.

8. False Reporting. False reporting is making an intentional false report or accusation as opposed to a report or accusation, which, even if erroneous, is made in good faith.

• Threatening or Intimidating Behaviors, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable fear of harm in another.

• Participating in attempted or actual taking of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.

• Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

• 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.

• Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

• Disruptive Conduct. Conduct that creates a substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus.

• Failure to comply with directions of University officials acting in the performance of their duties.

• The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

• Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

• Misuse of computing resources in accordance with University policy, including but not limited to:
  1) Actual or attempted theft or other abuse.
  2) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  3) Unauthorized transfer of a file.
  4) Unauthorized use of another individual’s identification and password.
  5) Use of computing facilities to interfere with the work of another student, faculty member, or University official.
  6) Use of computing facilities to interfere with normal operation of the University computing system.
  7) 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 the M-Book’s “Student Organizations Discipline” section for more information.

OPTIONS FOR VICTIMS OF RAPE AND SEXUAL ASSAULT

If you experience rape or sexual assault, there are...
a number of resources available to help you. Learn more about resources, rights and options at rsvp.missouri.edu/wp-content/uploads/Written-Notice-of-Rights-Options.pdf.

A. An MU student who is the victim of a rape or sexual assault could do any or all of the following immediately after the assault:

1. Consider seeking confidential medical attention; the University Hospital Emergency Room has a Sexual Assault Nurse Examiner (SANE) Clinic (573-882-8091), where you can receive an exam from a trained nurse and you have the option of meeting with an advocate and police, if desired. For more information, visit student-health.missouri.edu/needtoknow/immediatdocare.html.

2. Consider calling MUPD at 9-1-1. Learn more about what happens if you contact the police below.

3. Consider seeking confidential 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 Relationship and Sexual Violence Prevention (RSVP) Center (573-882-6638); True North (573-875-1370); the MU Counseling Center (573-8820-6601); the MU Behavioral Health counselors at the Student Health Center (573-882-1483); or therapists in private practice (ask any of the above for referrals). All of these professionals are confidential.

4. Consider continuing with confidential medical aftercare: MU Student Health Center (573-882-7481); Planned Parenthood (573-443-0427); or your personal physician. If some time has passed since you were raped or assaulted, it is still important to seek assistance. The RSVP Center staff, Counseling Center staff or other professionals on campus, including Residential Life staff, can assist you in accessing the resources you desire. Remember, what happened to you is not your fault, regardless of the circumstances. You are the victim. You have nothing to feel guilty about.

5. Consider making a report to the MU Office for Civil Rights and Title IX (573-882-3880) or meeting with a staff member to learn more about your rights and options. You can meet with the Office for Civil Rights and Title IX without sharing any information about your experience. Learn more about what happens if you contact the Office for Civil Rights and Title IX below.

B. If you choose to contact MUPD and/or if you choose to file a report on 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 assault, 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. You can tell the police how you would like the situation handled, but please be aware they may have to do something differently, depending on the evidence available or other information they have.

   a. You may request to press charges against the suspect. Please keep in mind the Prosecuting Attorney will decide whether to further pursue the case.

   b. You may tell the police not to contact the suspect but still provide them with the details concerning the assault, so they have the information on the suspect for future reference. Police will render a determination of whether a suspect remains a continuing danger to the campus community. When considering each situation, police assess a number of variables and factors such as whether (a) the sexual assault is by a stranger who remains at large, (b) there is a pattern of sexual assaults, (c) there is a violent sexual assault, (d) there are multiple assailants, and/or (e) a weapon is used.

C. You may choose to make a report or learn more about your rights and options with the MU Office for Civil Rights and Title IX in addition to or instead of pressing criminal charges against the suspect. The University uses procedures called the Equity Resolution Processes in cases of alleged sexual misconduct:

1. The Office for Civil Rights and Title IX will talk with you about your rights, options and opportunities for assistance. You can discuss any requests for confidentiality.

2. If you decide to pursue a formal complaint, the University will conduct an investigation and will decide whether to issue formal student conduct charges against the accused. If there are charges, a University official or a panel of three employees will decide whether the accused is responsible for violating University policy.

3. In some cases, in order to provide a safe and nondiscriminatory environment, the University may need to pursue an investigation, even if you do not wish to participate.

4. If the student accused is found responsible, he/she will be subject to University sanctions, which may include suspension or permanent expulsion from the University.

5. You and the person accused are entitled to the same opportunities to have an advisor present during the Equity Resolution Process.

6. You and the person accused will be informed of the outcome of the process.
D. The University of Missouri can provide students who experience sexual violence with important assistance and accommodations, where reasonably available. The accommodations are available regardless of whether the victim chooses to go to the police. Possible assistance and accommodations may include, but are not limited to:

- Referral to mental health providers and confidential advocates
- No Contact Order to eliminate contact with the accused person(s)
- Interim Protective Measures, such as limiting the accused from participating in an activity or being present in a particular area or building or imposing an interim suspension
- Academic Accommodations, such as changing class sections or requesting extensions for coursework
- Referral to Legal Assistance available on campus or in the community
- Immigration and Visa Assistance, such as when changes in enrollment, due to the incident, affect visa status
- Change in Living Arrangements, such as changing residence halls
- Change in Transportation Arrangements, such as being allowed to park in a different location
- Change in Working Situation, such as being relocated to a more private or secure location
- Assistance in navigating student financial aid implications
- Assistance in reporting to on- or off-campus Law Enforcement
- Initiation of an investigation and Equity Resolution Proceedings

To request assistance or accommodations, contact the MU Relationship and Sexual Violence Prevention (RSVP) Center and/or the Office for Civil Rights and Title IX.

**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, faculty clubs or other designated facilities and for single events and recurring 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, applicable laws and the organization’s national affiliation regulations.

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

**UNIVERSITY STUDENT APARTMENT RULES AND REGULATIONS**

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.

Residents are expected to identify and resolve issues that affect them, their roommates and/or the community. Residents are also expected to bring these concerns to the attention of University Student Apartments staff. Residents of all apartments (including Tiger Reserve) agree to follow all Residential Life rules and regulations, as stated in the housing contract. If something is different at Tiger Reserve, it will be indicated toward the end of the policy.

Failure to abide by University and departmental policies may result in conduct action, as set forth in the M-Book.

**RESIDENTIAL LIFE STAFF**

**RESIDENT MANAGERS (RM)**

Resident Managers, who live in each area, are the residents’ main contact with Residential Life. In addition to apartment inventory duties and serving as an information source, RMs help residents with problems or questions, serve on-call shifts and provide educational, social and recreational programs to enhance the living environment.

Residents may contact the University Student Apartments office for the name and contact information of their Resident Manager. Each RM works part-time and posts their available hours in the monthly newsletter. Residents should use discretion when calling outside of the posted hours.

**PROFESSIONAL ADMINISTRATIVE STAFF**

A team of full-time staff members manages the apartment communities. Apartment operations staff coordinate housing assignments and billing, oversee check-in, -out and explain and uphold University and Residential Life policies/procedures.

**CUSTODIAL/MAINTENANCE STAFF**

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

**AMENITIES**

**APARTMENT INFORMATION**

Apartment information may be distributed to residents via email, the monthly apartment newsletter, bulletin board notices or the mail. Residents are expected to read all communications carefully and share the information with everyone living in the apartment.

**CABLE TELEVISION**

Mizzou Cable offers about 50 entertainment, news and educational channels and is provided in University Student Apartments. For a complete channel listing, visit doit.missouri.edu/services/cable-tv/mizzou-cable-channel-guide.

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 mutv.missouri.edu.

**COMMON AREAS**

Manor House has meeting spaces that can be reserved through the Resident Manager.

Under no circumstances should furniture be removed from any common area. See “Damages” on p. 14.

**COMPUTING SITES/PRINT SMART**

The Division of IT operates computing sites in general-access, classroom and residence hall buildings. For a complete list of computing sites, visit doit.missouri.edu/services/computer-lab.

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/services/printing-faxing/print-smart.

**EMAIL**

Students are required to check their University email regularly. It is the main method of communication with faculty and staff. Students are informed of important dates and deadlines, class registration and apartment building information via email. Residents are required to share apartment information with those living in the apartment.

**INTERNET ACCESS**

Ethernet is available in University Student Apartments. Residents are required to bring a Network Interface Card (NIC) and cable to connect their computers to the Internet. For more information, visit “Tech Support” at doit.missouri.edu/services/internet-network/wired-network-internet.

**ICE AND SNOW REMOVAL**

Residents are responsible for removing ice and snow from their porches and breezeways. During the winter, ice melt and a snow shovel will be available in the laundry room for removing snow. Leftover ice melt and shovels must be returned to the laundry room immediately after use in order to be available for other residents. For information on plowing priority, contact the Maintenance Center at (573) 882-7211.

**LAUNDRY MACHINES**

Laundry machines are available in or near your building and accept coins (contracted residents – but not roommates – who are charged monthly rent may also use their TigerCards). Please read the posted instructions before operating the machines. Laundry machines are available exclusively to residents of that apartment community. Residential Life is not responsible for lost, stolen or damaged items. Instructions for requesting a refund if money is lost in a machine can be found in the laundry room.

If a laundry machine does not work properly, notify the vendor at the phone number provided in the laundry room immediately. The apartment office does not have change.

**Tiger Reserve** - Each apartment has a washer and dryer in the unit. There is no additional charge for using these laundry machines.

**MAIL**

Only items received from the U.S. Postal Service may be placed in residents’ mailboxes. Mail is delivered to the apartments Monday through Saturday, except on postal holidays.

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

Truman T. Tiger
1133 Ashland Rd.
Apt. 123
Columbia, MO 65201

To ensure the security of your mail, do not give anyone your mailbox key. Tampering with someone else’s mail is a federal offense, so only pick up your own mail.
If you receive a package, you will be notified by a package slip from the delivery company. It will have instructions on how to claim the package. The University Student Apartments office will not accept packages for residents.

When you move out of the apartment, be sure to update your forwarding address with the U.S. Postal Service.

After you have checked out of your apartment, you will not be allowed access to your old mailbox. If the mailbox key is not returned, a mailbox lock change will be requested immediately upon your check-out. The amount of the lock change, which will be charged to the departing resident, is $40. This amount is determined by USPS and is subject to change without notice.

**RECYCLING AND TRASH**

Residents of Tara and Manor House may use the permanent recycling containers anytime. Contact the Resident Manager to find out when recycling is available.

There is also an exterior trash container outside or near each complex. Residents are expected to properly dispose of trash in the exterior trash containers. Residents must not leave trash in the hallway or other common area of the complex or on the balcony/porch.

Residents are responsible for ensuring the community recycling and trash areas are neat and used correctly.

**REPAIRS AND MAINTENANCE**

If you notice a problem in your apartment or elsewhere in the community, you are required to report it by submitting a maintenance request at reslife.missouri.edu under the Services and Forms menu or by calling the Maintenance Center at (573) 882-7211. If there is an emergency outside of regular business hours, notify MUPD at (573) 882-7201.

Residents are responsible for common areas in the apartment community. 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. 14.

*Tiger Reserve* - For emergency maintenance issues, residents should contact The Reserve at (573) 256-7344 24 hours a day. If the office is closed, follow the prompts to leave a message in the maintenance mailbox.

If it is not an emergency, submit a maintenance request by contacting The Reserve at (573) 256-7344 or reserveatcolumbia.com (click “Resident Login” and “Request Maintenance”).

**TELEPHONE SERVICE**

In case of emergency, dial 9-1-1.

Residents have the option of subscribing to University phone service in their apartments for month-ly and installation fees. Other available services include long-distance calling, voicemail, caller ID and call waiting. Residents must provide their own touch-tone phone and optional caller ID display. For more information, contact Division of IT Tech Support at (573) 882-5000.

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 (573) 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 AND ROOMMATES**

Students eligible to live in University Student Apartments must be enrolled at MU during the term of the contract. These students may be accompanied by their spouses, domestic partner and/or lawful children; may be single graduate students; or may be single undergraduate students who are at least 21 years of age at the time of occupancy. Families with more than three children cannot be accommodated.

Two-bedroom apartments rented to single students may be shared with one roommate who is also an enrolled MU graduate student or undergraduate student at least 21 years of age. The roommate must sign the contract prior to taking occupancy. Priority for two-bedroom apartments at Tara and University Heights is given to students whose families are living with them in the apartment. Single students have priority at Manor House and for one-bedroom apartments.

If a conflict arises, the roommate (not the contracted resident) may be offered the option of moving to a new apartment at full price, depending on availability.

Sex offender checks will be completed on the contracted resident, roommates, spouses and domestic partners at application and renewal. If we become aware of any sex offender violations during the contract period, the contract may be canceled.

*Tiger Reserve* - Because residents sign a housing contract for a single-occupant bedroom, residents are not responsible for finding their own roommates, who also sign an individual housing contract. The Reserve finalizes Tiger Reserve housing assignments.

**RENT**

Rent is due as billed and should be paid to the Cashier’s office in 15 Jesse Hall.

The University Student Apartments are self-supporting, and periodic reviews of the operating budget are necessary. If the Board of Curators approves a rate change, residents will be given a minimum of
30 days’ notice. Rate changes typically occur July 1 of each year.

SUBLEASE OPTION

Students who wish to move out of University-owned or -operated housing prior to the end of their contract may do so by exercising the Sublease Option within the contract. The Sublease Option is designed to allow residents who choose to live elsewhere to do so and still fulfill their contractual obligation. For more information on the housing contract or the Sublease Option, visit the University Student Apartments office.

CHECK-IN, -OUT

Residents must follow check-in, -out guidelines. Residents planning to check out must provide a written notice to the University Student Apartments office at least 90 days before the contract end date. You can pick up a Notice of Intent to Vacate form from the office or at reslife.missouri.edu/vacate. Residents should deliver their written notices to the office in person to ensure it was received and on time.

The apartment office will remind residents to renew the contract or declare intent to vacate approximately 120 days before the contract end date. Residents must notify the USA office of their intention to renew the contract or vacate the apartment at least 90 days before the contract ends. Failure to provide 90 days’ notice will result in a $200 fee.

Residents who are graduating or leaving MU must vacate the apartment no later than 14 days past the date of graduation or departure from MU.

Failure to notify the office means we will assume you are planning to vacate at the end of your contract, and your apartment will be reassigned to an incoming student.

When checking out (either to move within the building or community or out of the apartment community), residents must schedule a time to officially check out of that apartment with their Resident Manager. All check-out inspection appointments should be scheduled at least 14 days in advance. Appointment times are limited and must be scheduled at a time that is convenient for both the resident and the RM.

Unless you choose to Express check-out (see below), you must be present at the time of your check-out, and all your belongings must be out of your apartment by this time. Failure to be present at your check-out leaves you with no recourse regarding any charges for cleaning and/or damages. Failure to return your key(s) will result in a lock change(s). Failure to clean your apartment before check-out will result in cleaning charges.

Express check-out is an option for those who do not wish to be present at their check-out. To Express check-out, residents must either leave their keys at the University Student Apartments office during regular business hours or make arrangements in advance to leave the keys in the drop box after hours. Although there is no cost to Express check-out, residents do waive their right to dispute any charges assessed on their Inventory and Condition Report. Charges for missing keys, dirty apartments and improper check-out will apply.

Tiger Reserve - If a resident plans to move out of the apartment (for any reason), they must contact the University Student Apartments office (573-875-1133) to make an appointment to check out. The staff typically needs a minimum of one business day’s notice, and check-outs should occur during regular business hours, though staff may make alternate arrangements in extenuating circumstances. Express check-out is rarely an option at Tiger Reserve.

Rationale: Proper check-in, -out from your apartment ensures you are aware of potential charges, the condition of the apartment and your responsibilities for it and its furnishings. This is important for maintenance and security purposes.

ABANDONED PROPERTY

Residents have 30 days after the end of their contract cancellation (check-out) to contact Residential Life regarding property, including bicycles, left behind. For information on claiming abandoned property, contact the Maintenance Center at (573) 882-7211.

FAILURE TO VACATE

Residents are responsible for their personal property at all times. When residents have not vacated their assigned space as scheduled or have left the University but have not removed all personal property or gone through an official check-out with the Resident Manager, Residential Life staff will make a reasonable attempt to contact the former resident of the apartment via phone or email to schedule a time for the resident 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 the student’s permanent address. 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 canceled in writing. See “Check-in, -out” above.

The resident’s student account will be billed $20 per hour per custodial employee or $45 per hour per maintenance employee (with a 1/2 hour minimum charge) involved in removal 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 University property 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 re-
MAINTENANCE AND SAFETY CHECKS

Residential Life/property management staff will perform general maintenance checks throughout the year with prior notice, if possible, to verify occupancy and make safety inspections. If residents are not in their apartments during the checks, the staff member will key into the apartment. Office staff will notify residents found to be in violation of a policy or local, state or federal law. Students may go through the conduct process for some violations. For others, students are expected to comply with requests within a certain time period, often within one week.

If you notice any maintenance concern, you must submit an online maintenance request at reslife.missouri.edu under the Services and Forms menu or contact the Residential Life Maintenance Center at 573-882-7211.

Tiger Reserve - For emergency maintenance issues, residents should contact The Reserve at (573) 256-7344 24 hours a day. If the office is closed, follow the prompts to leave a message in the maintenance mailbox.

If it is not an emergency, submit a maintenance request by contacting The Reserve at (573) 256-7344 or reserveatcolumbia.com (click “Resident Login” and “Request Maintenance”).

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

TRANSFERS

All transfers are at the discretion of Residential Life, based on availability. Transfers to another University-owned or -operated facility will be considered if a new dependent is added to the resident’s family. Transfer requests for other reasons may be considered. Those transfers, if granted, will result in a $150 transfer fee. Other provisions may apply. For more information, contact the office.

RULES AND REGULATIONS

STUDENT RESPONSIBILITY/IMPLIED CONSENT

Any student in an apartment 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 space, the student may be held responsible for what has happened. 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 conduct action. If a non-student resident violates a policy, the student with whom they live may face conduct action.

Rationale: Students are responsible for their own behavior and that of their guests. If a student observes a policy violation, it is the responsibility of that student to notify apartment staff immediately and to remove themselves from the situation to avoid facing potential conduct action.

ADVERTISING, SOLICITATION, RESEARCH AND NEWS MEDIA

Sale of anything or solicitation (including the distribution of samples) is prohibited in University buildings and on University grounds without prior authorization from the Business Services Office or the Associate Director for Residential Academic Programs. Staff will contact MUPD when someone is found soliciting in the apartments. Residential and dining facilities are for private use of residents and their guests.

Solicitation, advertising and research are permitted only within University and departmental guidelines. Copies of the solicitation, advertising and research policies are available at bppm.missouri.edu. News media may approach people in the outdoor public areas around buildings, but Residential Life staff will not allow them in the community without prior permission. Contact your Resident Manager if you are aware of any policy violation. Contact the MU News Bureau at (573) 882-6211 with any questions or concerns about news or media-related issues.

Only registered student organizations and University departments are allowed to post on bulletin boards with permission from the office. For more information, contact the apartment office at (573) 875-1133.

Tiger Reserve - Approval must also be granted by property management staff.

Rationale: Residential Life recognizes the contributions student organizations make and wants to give residents the opportunity to get involved both on and off campus. Regulating the means by which groups contact residents allows us to present opportunities to residents while not overwhelming their sense of privacy in their homes.

ALCOHOL

According to City of Columbia regulations, any person who possesses an open container of alcohol on any street, sidewalk or parking facility could be charged with a misdemeanor.

Any person under the age of 21 who purchases, asks for or in any way receives intoxicating liquor can be charged with a misdemeanor.

University Student Apartment residents who are of legal age (at least 21 years old) may have alcohol within the confines of their apartment, as long as...
their behavior is not affecting neighboring residents. **Rationale:** The University supports and complies with the laws of the State of Missouri, which prohibit underage possession or consumption of alcohol. Its possession or 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.

**APPLIANCES, PLUMBING 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 requires residents to use power strips with a 15-amp breaker and reset switch.** Use of excessive power can cause blown fuses, create electrical disruptions and present potential fire hazards.

Residents may not alter the plumbing in any appliance in the apartment. Residents may not line any part of the cooking area with aluminum foil, including, but not limited to, stove drip pans, range, exterior or interior of ovens or kitchen walls, where grease may be trapped and become a fire hazard.

All residents must abide by the following restrictions on electrical appliances in the apartments.

- No space heaters of any kind are permitted in the apartments; they will be confiscated.
- No additional/personal air conditioners of any kind are permitted in the apartments.
- No washers/dryers are permitted in apartments that do not have laundry hook-ups, nor may they be stored in the apartment or storage area.
- Halogen lamps are allowed, provided they have bulbs of 300 watts or less and a protective wire or glass basket to cover the bulb.
- One microwave under 1000 watts is allowed in each apartment. Deep-fryers and BBQ grills of any type (charcoal, gas, etc.) are not allowed at any property. BBQ grills are available in common areas for residents of Tara. Please note lighter fluid is considered an explosive and is not allowed in the apartment or on the balcony/porch. Residents may have charcoal and lighter-infused charcoal but must store them properly. Please see the directions on the charcoal packaging for proper storage information.
- Overloaded outlets or spider plugs (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 conduct action.
- All appliances must be UL-approved. Any unapproved appliances will be confiscated. Damage caused by improper use of electrical circuits will result in charges to the resident. For more information, see “ DAMAGES” on p. 14.

**Tiger Reserve - Tiger Reserve apartments include a flat-screen TV in the living room; stove, sink with garbage disposal, dishwasher, microwave and refrigerator with ice maker in the kitchen; and in-unit washers and dryers. Although residents are allowed to have a mini-refrigerator (4.5 cubic feet or smaller) and a microwave (1000 watts or smaller) in their bedrooms, these are not necessary or encouraged because the apartment kitchen is fully equipped with major appliances.**

**Rationale:** It is necessary to limit the type and size of some appliances so as not to overload the system. Additionally, items with exposed flames, embers or heating elements pose a threat of fire.

**ASSAULT**

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

For more information, see “Physical Assault” and “Title IX” on p. 14.

**Rationale:** Residents, their guests and staff should have a right to expect the community to be safe and secure. Any act of assault threatens that right and will not be tolerated.

**BICYCLES, HOVERBOARDS, MOPEDS AND MOTORCYCLES**

If you own and/or operate a bicycle or moped on the MU campus, you are required to register/license it with MUPD, which is a free service. The MUPD registration fulfills the City of Columbia’s registration requirement. For more information, contact MUPD at (573) 882-7201 or visit mupolice.missouri.edu.

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 30 days, the bicycle will be turned over to Surplus Property for disposal. Bike racks are provided near each apartment community and across campus.

Mopeds or any device with a gasoline engine are not allowed inside the apartments. Mopeds 49cc or under may be parked at bike racks. Motorcycles 50cc or over may be parked in any designated motorcycle area if you have a current motorcycle permit or, if you have a car parking permit, in a parking space at your assigned lot. If a vehicle is parked in an unauthorized area, MUPD will be notified.

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

All self-balancing scooters, also referred to as battery-operated scooters or hands-free Segway-like
scooters and more popularly known as hoverboards, are prohibited from use and/or storage on campus, including in all University-owned or -operated facilities.

**Tiger Reserve** - Residents may store their bikes at the bike rack under the stairwell of each building or locked to the railings of the balcony/porch. No gasoline containers may be stored on the property (inside the apartment, on the balcony/porch, etc.).

**Rationale:** Bikes stored in apartments or other areas of the community 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 around the building, especially in emergency situations. Bicycle tires can damage interior finishes, particularly carpet. Mopeds or devices with gasoline engines are a fire hazard.

Recent safety concerns raised by the Consumer Product Safety Commission and associated risks of fire and falls have made it unsafe to allow the storage or use of hoverboards on campus.

**CANDLES AND INCENSE**

Candles (with or without wicks), incense, oil lamps, oil/wax diffusers that sit on lightbulbs or other items with the capability of an open flame or burning ember are not permitted in any apartment and are subject to confiscation and forfeiture. Possession or use of one of these items will result in severe conduct action, and the items will be confiscated.

Residents are allowed to use UL-approved electric or battery-operated candle products. Examples include, but are not limited to, Scentsy and Scentbug products and battery-operated pillar candles. Incense oils must be enclosed.

If you need assistance determining whether a certain product is allowed, please contact your Resident Manager before bringing the item to the apartment.

**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. Reed diffusers in open bottles are not allowed because they ruin furniture and leave a permanent scent.

**CHILDREN**

Parents/guardians are expected to supervise their children at all times, both inside and outside the apartment, and to help resolve any conflict that might occur when children play together. Children should never be locked out of the apartment or sent outside unsupervised. Parents should arrange to meet their child’s school bus.

**Rationale:** Parents/guardians are expected to supervise their children to ensure safety.

**COMPLIANCE**

Residents are required to comply with the directives of University officials acting in performance of their duties and others working in the apartments, including adherence to emergency procedures (fire, tornado, emergency securing, etc.). Failure to comply with the requests of University officials, including Resident Managers and property management/security staff, will result in conduct 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 are trained in the proper procedures for guiding residents in a variety of situations. Interfering with these procedures and the individuals directing them poses a safety hazard.

**DAMAGES**

Students found responsible for malicious or careless damage to the property of the University will be sanctioned and pay restitution. If common areas in the apartments 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, safety equipment, etc.). Residential Life will determine the appropriate charges for repair or replacement.

Residents will be held responsible for any damages that occur in their apartments. Residents are also responsible for the actions of their guest(s). See “Guests and Visitation” on p. 18.

The University is not responsible for loss or damage to occupants’ personal property. Residents agree, per their housing agreement, to assume and bear the risk of loss with regard to all personal property kept or maintained in the residence halls. It’s strongly recommended that residents have insurance on their property, such as computers, stereos, televisions, etc. Homeowners’ insurance often covers property outside of the home, which means that a parent’s or guardian’s insurance may cover property while living at the University of Missouri. The University does not insure personal property, nor does it promote any particular insurance agency. Please check local listings to find an insurance agency that can meet your needs. Should you experience damage/loss, refer to your personal coverage and contact your insurance agent.

**Tiger Reserve** - Residents will be held responsible for any damage to their room or apartment, including, but not limited to, blinds, screens, windows, flooring, TVs, bedroom/entry doors and door locks. Damage to common areas (kitchen, living room, bathroom, laundry room, balcony/porch, etc.) will be assessed by the staff, who will try to locate the responsible individual(s). If those responsible for the damage cannot be
identified, the community/apartment residents will be held responsible for the common area damage.

*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. The cost to repair any damages incurred in apartments and common areas will be assessed to the person(s) responsible for causing them. If staff is unable to determine who caused the damage, the community will be charged for the damage. Students should report damages to the office or Resident Manager immediately.

**DECORATING**

Common areas may be decorated only during holidays/special events and only after receiving prior approval from the Resident Manager and University Student Apartments staff. Decorations must follow the guidelines listed below and must not be up longer than two weeks. If a holiday or celebration has passed, decorations for that holiday must be removed.

Residents are encouraged to personalize their apartments to make them feel like home and are required to comply with published decorating policies. Please cooperate with your roommates’ interests, and use good judgment to ensure your safety and that of others in the community. Any costs associated with damages that occur from decorating, including adhering items to walls, will be charged to the resident’s student account.

Your safety and security are priorities, as is the comfort of your home. This policy helps ensure your protection and that of other residents, staff and University property.

The following policy must be followed at all times:

**WALLS**

Residents may only use 3M Command Adhesive brand products in order to limit damage to the wall. Do not use nails, staples, tape (other than Blue Painter’s tape) or other fasteners on the walls in any Residential Life-owned or -operated building. These items cause significant damage to walls and require substantial efforts to repair, which results in increased costs to students.

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 the products after residents check out. Residents must properly remove 3M Command Adhesive products if they move items or check out of the apartment before the end of the contract period. Improper removal may result in damage charges.

Charges may be assessed if damages occur as a result of using improper adhesives.

Wall stickers, vinyl appliques, static clings, etc., may be used in the apartments; however, residents risk damaging walls if they choose to use these products. Any and all damage and costs associated with repairs from using these products will be the resident’s responsibility. Gel clings may not be used on walls or doors, as dyes from these materials may stain painted and varnished surfaces.

Blue Painter’s tape may be used to hang materials for up to two weeks. *Tiger Reserve* - Residents may use tacks, push pins, straight pins, small nails, 3M Command Adhesives, wall stickers or vinyl appliques on the walls inside the apartment. Residents may not use gel clings.

**CEILINGS**

Residents may hang “fire-proof” or “flame-proof” crepe paper and streamers from the metal ceiling grid or concrete areas using Blue Painter’s tape. Items and tape must be removed within two weeks.

Do not attach or hang plastic sheeting, paper or other combustible materials to ceilings.

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, exits, corridor lighting or light covers. Damage done to or caused by the tampering of these systems may result in damage charges; the resident responsible may be subject to conduct action.

Do not place items around any sprinkler head. There must be 18 inches of clear space at sprinkler head locations.

*Tiger Reserve* - Residents may not hang anything from the ceiling.

**FLOORS**

Taping or adhering items to the floor is prohibited. Adhering combustible materials poses a fire hazard and any material taped to the floor can cause a tripping hazard, both of which are life safety concerns.

**DOORS**

Covering (or “gift-wrapping”) doors is prohibited because it is a fire hazard. No more than 20 percent of the total door surface may be covered by decoration.

Do not place string lights or lighted signs on the door’s exterior or around metal door frames. Any fray in the wiring poses an electrocution hazard.

Do not use gel clings on doors or walls, as they may stain the finish.

Blue Painter’s tape may be used to adhere items to doors for no more than two weeks.

*Tiger Reserve* - Residents are not allowed to post or attach anything to their exterior doors.
areas. Only battery-operated lights may be used in extended periods, which causes staining on carpeted areas. Battery-operated lights are less likely to break/shatter and pose less of a safety hazard. Residents may observe these holidays by making arrangements with the Resident Manager to schedule candle use in a designated location at an approved time as part of an appropriate holiday observance. Battery-operated or electric UL-approved candles are allowed.

**Candles** — Candles for Christmas, Hanukkah, Kwanzaa or any other celebrations are strictly prohibited because open flames pose a significant fire hazard. Residents may observe these holidays by making arrangements with the Resident Manager to schedule candle use in a designated location at an approved time as part of an appropriate holiday observance. Battery-operated or electric UL-approved candles are allowed.

**Christmas trees** — All trees, real or artificial, must be treated with an approved fire retardant solution by the MU Forestry Department. The only exception is an artificial tree with documentation indicating it is “flame retardant.” Real trees must be removed from the complex and appropriately disposed of prior to the resident(s) leaving if the apartment will be unoccupied for more than two days.

**Tiger Reserve** - Real trees are prohibited. Only treated artificial trees are permitted.

**Lighting** — Decorative holiday lights may be used in common areas with the coordination and approval of the Building Services Supervisor. Decorative lights may be used within apartments but cannot be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. All lights must be UL-listed. LED string lights are longer lasting, more energy-efficient and preferred by Residential Life. Consider using plastic-covered lights rather than glass-covered lights; plastic-covered lights are less likely to break/shatter and pose less of a safety hazard.

**Pumpkins** — Pumpkins can be placed in common areas with hard-surface flooring with prior approval from the Resident Manager and University Student Apartments office. Pumpkins cannot be placed on carpeted areas because they decompose if left for extended periods, which causes staining on carpeted areas. Only battery-operated lights may be used inside pumpkins. Pumpkins must be removed from the complex and properly disposed of prior to the resident(s) leaving for scheduled University breaks.

**Scarecrows or other straw/hay decorations** — No straw or hay is allowed inside any apartment. Fire codes strictly prohibit these materials.

**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. If celebrating practices or traditions violate policies, residents may consult their Resident Manager to identify ways to observe within the policy’s specifications.

**Tiger Reserve** - Residents may not nail anything into the balcony/porch, but seasonal decorations are allowed.

**FURNITURE ARRANGEMENT**

Residential Life encourages residents to personalize their spaces and to make their apartments comfortable environments while minimizing the risk of injury or property damage. Because the apartment complexes have limited storage space and the re-location of furniture may cause it to be damaged or lost, all Residential Life-provided furniture must remain within its designated space at all times.

**OTHER ITEMS TO REMEMBER**

Possession of road, street and traffic signs are illegal and strictly prohibited. Such signs will be confiscated, and the University of Missouri Police will be notified. Store-bought street signs are allowed.

Crafting projects that involve spray paint, spray adhesive and/or glitter; are large format; and/or have the potential to be messy are NOT allowed in or around the apartments without advance coordination with the USA office staff. If you have a project meeting any of these criteria, contact your Resident Manager to confirm the preferred location to work on the project and for access to appropriate materials to protect the surroundings and for clean-up.

Residents must completely clean up all messes from decorating and craft activities, both community and personal projects. Failure to do so may result in charges to the student’s account or community billing.

The University Student Apartments office must be notified at least one week in advance if a community wants to display any item, such as a Homecoming banner, on the exterior of the building. Staff will work with the community to make arrangements for a Facilities staff member to hang the item.

**Tiger Reserve** - Residents may not nail anything into the balcony/porch, but seasonal decorations are allowed.

**DISORDERLY OR DISRUPTIVE CONDUCT**

Residents should not engage in disruptive or dis-
DOORS AND SECURITY

You will be issued a front door key and a mailbox key when you check into your apartment. Contracted residents of Manor House and University Heights will also be issued a laundry key; it’s recommended you keep the laundry and mailbox keys in the apartment, so all occupants have access to them. The keys are University property and must be returned when you check out. Do not allow anyone else to use your keys. Do not duplicate or modify your keys. Unauthorized possession, duplication or use of keys to any University facility or unauthorized entry or use of University facilities is prohibited.

Residents should always lock their doors and carry their keys with them, even if only leaving for a few minutes. If staff find an unlocked door, they are required to lock the door.

If you get locked out of your apartment, contact the Resident Manager (RM) or RM on-call; you will need to show a photo ID. If no RM is available, visit the office during regular business hours to check out a spare key. The spare key must be returned by the next business day to avoid the locks being changed and a minimum $85 charge to your student account.

If you lose your key(s), notify the office immediately so we can re-establish security of your apartment quickly. If you suspect your apartment key was stolen, report the theft to MUPD (573-882-7201) immediately, and visit the office to request a lock change.

Additional locks may not be installed on the doors. Residents with contracts will use their Tiger-Card to enter Manor House; replacement cards are $15. Contracted roommates of Manor House residents will also be issued an access card to enter the building. If the roommate’s access card is lost or not turned in at check-out, the resident’s student account will be charged $15.

Lost laundry room keys will result in a $5 charge to the contracted resident’s student account. Lost mailbox keys will result in a $40 lock change and a charge to your student account (USPS determines the rate of mailbox lock changes; this is subject to change).

Tiger Reserve - At check-in, you will be issued keys to your apartment, bedroom and mailbox. Your apartment key will also get you into common areas of The Reserve, including the fitness center and Clubhouse. You will receive a keychain tag that will serve as your bus pass; you will also need this tag for the Clubhouse and pool.

If you are locked out of your apartment or bedroom, visit The Reserve office during regular hours. Upon confirming your identity, you will be issued a new apartment key. Once you use this key, your previous key will be deactivated and must be returned to The Reserve by the end of the day to avoid a key replacement fee. After hours, contact Residential Life staff. If you can’t reach Residential Life staff, contact The Reserve (573-256-7344) for assistance. Unless the key/lock is broken through no fault of the residents or their guests, there will be an after-hours lock-out fee charged to your student account.

Rationale: To ensure the safety of Residential Life-owned or -operated buildings, the department does not allow residents to make copies of apartment or other official University keys. Residents are not permitted to give keys or copies of keys to friends or acquaintances. 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 residents.

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 or dining facility is prohibited without proper prescription, required license or as expressly permitted by law or University regulations. Possession of drug or alcohol paraphernalia is not permitted. The confirmed 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.

ELECTRONIC EQUIPMENT

See “Appliances, Plumbing and Amenities” on p. 13.

ELEVATORS

Appropriate behavior on elevators is expected. Follow posted capacities. Damage or service calls due to overloading or tampering will be considered common area damage. If you get stuck in an elevator, use the emergency button for help. Do not try to pry the doors open. Damage will be handled as described in the “Damages” section on p. 14.

Rationale: Tampering with elevators can cause safety risks for residents, staff and guests. Overloading the elevator inconveniences everyone if it is taken out of service. The emergency button is the safest and quickest way to call for help.
ENTERING APARTMENTS

Although the University will make reasonable efforts to respect the privacy of a student’s apartment, Residential Life (including Tiger Reserve property management staff) reserves the right to enter a student’s apartment, with prior notice if possible, for purposes of inspection, pest control, 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 conduct action may follow.

Rationale: Making residents feel at home is a top priority for Residential Life. Entering apartments as needed ensures the community 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, lighter fluid, 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. These items will be confiscated.

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.

FIRE EQUIPMENT/LIFE SAFETY

Residents may not cover the smoke and/or carbon monoxide detector, remove it from the ceiling, remove the batteries or twist it to attempt to loosen the detector. These actions are considered tampering. Residents who tamper with fire and/or life safety equipment will be charged for the labor and materials required to replace, repair or reinstall the equipment. Additionally, residents will be referred to the Office of Student Conduct for violating the Student Conduct Code, and they will be assessed additional charges necessary to cover the judicial process. Finally, upon completion of the Conduct process, residents who tamper with detectors may face suspension from University Student Apartments.

Automated external defibrillators (AEDs) are located in the laundry rooms of each complex.

Tiger Reserve - Each apartment is equipped with a fire extinguisher under the kitchen sink and a smoke detector in each bedroom and in common areas. Sprinklers are located in bedrooms and common areas. A fire alarm system running throughout each building will sound in each apartment in the event of a fire. Do not tamper with smoke detectors or other fire safety equipment. Tampering with fire equipment will result in the resident going through the conduct process and will result in severe sanctions if the resident is found responsible. If a smoke detector or other fire safety equipment needs to be serviced or repaired, call The Reserve at (573) 256-7344.

Rationale: Fire/life safety equipment in Residential Life-owned or -operated buildings is an important part of departmental safety precautions. Tampering with fire/life safety equipment will jeopardize 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

Community furniture must remain in community areas and should never be in residents’ apartments. Residents found with community furniture in their apartments will be disciplined and charged for their relocation and/or replacement. See “Damages” on p. 14.

Tiger Reserve - Additionally, residents may be charged for any damage incurred as a result of moving furniture. Residents may not move apartment furniture to the balcony/porch.

Rationale: Residential Life encourages students to personalize their spaces and to make their apartments comfortable 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 its designated location.

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 apartments. Gambling has been shown to have a detrimental effect on students’ academic success and is inconsistent with the academic mission of the University.

GUESTS AND VISITATION

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 apartment at any time for studying, discussion or appropriate socializing.

Residents are responsible for their guests’ actions and behavior. Visitation may be restricted for guests
who violate policies, and their hosts may be subject to conduct action.

The visitation policy does not allow for guests (including children) staying on an extended (more than two weeks) or frequent basis without prior approval and completion of the Extended Guest Stay Addendum.

Tiger Reserve - Residents must accompany guests on complex property at all times. Residents are allowed two guests at the pool or in the Clubhouse. Residents are responsible for the behavior and actions of their guests. All residents and their guests must carry their TigerCard or photo ID at all times, or they may be treated as trespassers by Residential Life, property management/security staff or MUPD.

Rationale: The apartment community provides residents with the opportunity to study and socialize at any time with other students. The spirit of this policy does not allow for guests taking up residence in any manner.

HARASSMENT AND BULLYING
Harassment is unwelcome verbal or physical conduct on the basis of race, color, religion, national origin, sex, sexual orientation, age, gender identity, gender expression, genetic information, disability or protected veteran status that creates a hostile environment by being sufficiently severe or pervasive and objectively offensive so that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Bullying is repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, mentally or physically, on the basis of these characteristics.

Harassment and bullying are not tolerated and will result in severe conduct action, including potential removal from the residence hall. Forms of harassment or bullying include, but are not limited to, cyber or verbal harassment or bullying, threatening messages, physical threats, intimidation or posting of harassing materials.

If you have been the victim of harassment or bullying or feel threatened, contact a student staff member, your Residence Hall coordinator or MUPD. See “Assault, Abuse or Endangering Behaviors” on p. 23.

Rationale: The University of Missouri does not condone discrimination on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, gender identity, gender expression, genetics information, disability or status as a protected veteran. Residential Life is committed to providing a comfortable, non-threatening environment for all, consistent with the University values of discovery, excellence, respect and responsibility; 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.

HAZARDOUS ITEMS
No hazardous liquids or materials may be stored inside or outside an apartment. Such items will be confiscated. Examples include, but are not limited to, antifreeze, gasoline and lighter fluid.

Rationale: Hazardous items pose a serious threat to individuals, as well as to the entire community, and are not allowed.

ID CARDS (STUDENT ID, TIGERCARD)
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 you are an MU student. Report lost or stolen ID cards promptly to the ID Office in The Mizzou Store. Never allow another individual to use your TigerCard. Replacement cards can be obtained from the ID Office for a $15 fee. For more information, visit doit.missouri.edu/services/id-card.

Rationale: To ensure the safety of Residential Life-owned or -operated buildings, residents are not permitted to loan their TigerCards to anyone, as they act as keys to the exterior doors of Manor House. 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 may 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. Store-bought street signs are permitted.

When feasible, items will be held until residents have the opportunity to meet with apartment office staff. Confiscated items will be considered forfeited by the resident. Disposal or situational return of the items is at the apartment office staff member’s discretion. Items that may be returned must be removed by the resident within 30 days of notification of the violation or within 60 days after checking out. 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, transfer and gradu-
ate 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 provide proof of prior immunizations, receive the immunization or submit a signed waiver to the Student Health Center.

**Rationale:** The University supports and complies with the laws of the State of Missouri, which requires meningococcal meningitis immunizations. The University also requires measles immunizations in order to help maintain the health and well-being of students and staff.

**LANDSCAPING**

Residents may not plant anything on apartment complex grounds in order to allow clear access for Landscape Services and to prevent pests. Lawn ornaments are also prohibited.

**LITTERING**

Littering of any type, including, but not limited to: throwing or placing (or causing to be thrown or placed) glass; wire; nails; cigarette butts; trash; any solid or liquid chemical waste or residue; any flammable or explosive liquid; or any water or waste with toxic, poisonous, caustic or corrosive properties that might present a public nuisance or hazard to humans or wildlife is prohibited.

All garbage must be disposed of in the exterior trash containers provided. Do not leave garbage outside the apartment or exterior trash container or in common areas.

Those found responsible for littering will be charged $50 per occurrence. If the responsible party cannot be found, the community will split the cost for clean-up.

**Rationale:** When garbage is allowed to accumulate outside the exterior trash container, there is a likelihood of attracting insects, rodents or other animals. Garbage must be covered and disposed of properly to avoid attracting these pests.

**NOISE/QUIET HOURS**

Residents are required to adhere to quiet hours established by Residential Life. Quiet hours begin no later than 10 p.m. (earlier hours are encouraged) and end no earlier than 8 a.m. daily. Musical instruments may be played for a maximum of two hours per day between 8 a.m. and 8 p.m.

The apartments 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 and comply with the request. This policy also applies to individuals outside the building who create noise that is disruptive.

**Tiger Reserve** - Quiet hours begin at 10 p.m. Sunday through Thursday and 11 p.m. Friday and Saturday. They end no earlier than 9 a.m. daily. They are 11 p.m. Friday and Saturday. They end no earlier than 9 a.m. daily.

**Rationale:** The community 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 normal level of social or personal activity.

**PAINTING**

Residents may not paint their apartments.

If Residential Life staff have to repaint a room for any reason, the resident(s) may be billed up to $240 per room for priming and repainting.

Wallpaper and/or borders are not allowed in any of the apartment communities.

Spray-painting is never permitted inside the apartments or in any Residential Life-owned or-operated building. Spray-painting is only allowed outside with the use of Residential Life-provided drop cloths/protection to prevent painting on buildings, outdoor furniture, sidewalks, drives, parking lots or other surfaces.

**Rationale:** The paint used by Residential Life is required because it properly adheres to the types of walls used in the complexes. Residents are encouraged to personalize the space with approved decorative items. Painting in inappropriate locations and without proper equipment in appropriate locations can be dangerous and/or cause damage.

**PARKING**

Residents and members of their households are required to register all their motor vehicles in accordance with MU’s Traffic and Parking Regulations. Vehicles must display a valid license plate, be in operating condition and be parked in authorized areas only. Any vehicle that does not appear to be in operating condition may be towed at the owner’s expense. Any vehicle that has not been moved for 14 or more days will be towed at the owner’s expense.

Residents must purchase their Tiger Park virtual permits online by setting up an account through the Parking & Transportation Services website (parking.missouri.edu). The vehicle’s license plate authorizes permission to park in assigned lots. Students may register one vehicle per account. Visitor permits may be purchased through the Tiger Park portal, as well.

For more information, contact Parking & Transportation Services at (573) 882-4568 or visit parking.missouri.edu.

**Tiger Reserve** - Residents who bring a vehicle will be issued one parking permit at check-in. There is no fee for this parking permit. Parking permits must be visible on the vehicle’s rear window. Vehicles parked illegally, including, but not limited to, in front of exterior trash containers, hydrants or other no-parking zones, may be towed at the resident’s expense. Residents may only park under covered parking after renting one of these spaces from The Reserve. Visit The Reserve for pricing information and to obtain
a reserved parking decal. Parking in covered parking without a permit may result in towing at the resident's expense.

**PETS**
Fish and small caged birds are the only pets allowed.

*Tiger Reserve* - Residents are only allowed to have fish in the apartment. Fish may be kept in an aquarium no larger than 10 gallons.

*Rationale:* The opportunity for pet ownership provides residents with a comfortable environment. If you are considering bringing a pet to campus, you will need to understand the guidelines and restrictions of the Pet Policy. For more information, visit the University Student Apartments office.

**POOL**
Use of the Tiger Reserve pool is limited to Tiger Reserve residents and their guests. All posted rules and regulations must be followed. Residents and guests swim at their own risk, as there is no lifeguard on duty, and must dry off thoroughly before entering the office. Residents are permitted to have two guests at the pool or in the Clubhouse.

*Rationale:* Because swimming alone or without ability or participating in horseplay can cause injury or death, residents and their guests are expected to act responsibly in and around the pool.

**PRANKS**
Pranks or practical jokes that change the appearance of the common 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 conduct action and may be charged for any damages.

*Rationale:* Pranks or practical jokes could intentionally or unintentionally hurt others emotionally, mentally or physically, damage property and/or cause additional work for the staff. Regardless of the intent, pranks and practical jokes will not be tolerated.

**RESTRICTED AREAS**
Some areas in and around the apartment buildings are restricted to students at all times for safety reasons. These areas include, but are not limited to, roofs, exterior walls, balcony exteriors and custodial 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.

*Tiger Reserve* - Residents are not allowed to enter the roof area at any time. Neither are residents allowed to enter The Reserve office, maintenance shed or pool when these areas are closed. Residents are not allowed to climb over the balcony/porch rails, sit on the balcony/porch rails or otherwise use these areas or safety rails inappropriately. Students are not allowed to enter/use unoccupied bedrooms within their apartments. Unauthorized entry to these areas may result in conduct action.

*Rationale:* The roofs are not physically designed to serve as sun decks or social areas. Being on a roof or in a restricted area presents a serious safety threat to yourself and others. The policies established protect the rights of residents and the security of the community.

**SERVICE ANIMALS**
Service animals and Emotional Support Animals must comply with the MU Service Animal Policy ([bppm.missouri.edu/chapter1/1_076.html](http://bppm.missouri.edu/chapter1/1_076.html)) and with Residential Life’s Service Animal Guidelines. For more information about bringing service animals to campus or the process to approve an Emotional Support Animal, visit the Residential Life Administration office.

**SMOKING**
Smoking is not permitted on University-owned or operated property. Products including, but not limited to, cigarettes, cigars, e-cigarettes, hookahs, pipes and water pipes, are prohibited.

For more information on MU’s smoking policy and assistance with quitting, visit [smokefree.missouri.edu](http://smokefree.missouri.edu).

*Rationale:* Residential Life is committed to providing a safe and healthy environment for all residents and staff. 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.

**STORAGE**
Some communities have designated storage areas. All stored items must fit in the resident’s designated area. Residents must provide their own locks. Illegal or unsafe items (street signs, propane tanks, air conditioning units, space heaters, etc.) may not be stored in these units and may be confiscated.

Unused storage units will be locked by Residential Life. If your storage area has a Residential Life lock, contact Maintenance Services to request it be removed.

Residents may not store items on porches, breezeways or common hallways or areas.

For more information, contact the Resident Manager.

*Rationale:* Residential Life property must remain in its designated location to ensure residents are not charged for its loss and so Residential Life staff can monitor its condition.

**THEFT**
Attempted or actual theft of, damage to or possession without permission of University property or that of any individual is strictly prohibited.
The University is not responsible for loss or damage to occupants’ personal property. Residents agree, per their housing agreement, to assume and bear the risk of loss with regard to all personal property kept or maintained in the residence halls. It’s strongly recommended that residents have insurance on their property, such as computers, stereo, televisions, etc. Homeowners’ insurance often covers property outside of the home, which means that a parent’s or guardian’s insurance may cover property while living at the University of Missouri. The University of Missouri does not insure personal property, nor does it promote any particular insurance agency. Please check local listings to find an insurance agency that can meet your needs. Should you experience damage/loss, refer to your personal coverage and contact your insurance agent.

Report any suspected theft to MUPD at (573) 882-7201.

**Rationale:** While residents have the right to expect the community to be a safe and secure environment, they should still take precautions to prevent theft. Such precautions include, but are not limited to, locking the door(s) when leaving the apartment, not allowing others to use their keys or TigerCard and locking bikes to bike racks.

**VIDEO/AUDIO RECORDING AND PHOTOGRAPHY**

Video/audio recording and photography in the apartments must not interfere with residents’ and guests’ rights to a reasonable expectation of privacy in their living space or to the routine activities of the complex. All subjects must give consent and all content must be consistent with the Standard of Conduct for students, University policies and applicable laws for the planned or possible use or reuse of the video/audio recording and photographs for distribution or transmission.

Recording and photography for publication, news/social media, commercial and education projects will be permitted if approved in advance and if in accordance with the Filming, Photography, and Audio Recording Policy. Visit the USA office for a copy of the policy. Recording may not pose a security or safety risk and may not conflict with previously planned events.

**Tiger Reserve** - Prior approval to film or otherwise record anything must also be sought from property management staff.

**Rationale:** Current and future technology allows for easy recording and transmission of images and audio. However, residents are entitled to a sense of privacy in their homes. Guidelines and regulations for recordings in the apartments allows for the upholding of this reasonable expectation.

**WEAPONS**

Use or possession of weapons of any type, including, but not limited to, guns; firearms; paintball guns; air soft, BB or pellet guns; bows and arrows; knives with blades more than four inches long; decorative weapons; ammunition; Mace and bear spray; and explosives, is not permitted in Residential Life-owned or -operated facilities at any time. However, possession of a personal self-defense item 2 ounces or less containing pepper spray (oleoresin capsicum – OC) is allowed. Be sure to read the directions and know how to properly use the pepper spray.

Firearms are not permitted on campus, even in vehicles.

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.

**Tiger Reserve** - 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 are used for the intended purpose of their design. Knives found outside the kitchen area could be considered a weapon, and the resident could face conduct action.

**Rationale:** Although personal protection is a concern and some weapons have other uses, the potential danger weapons present through misuse or accidental use is great. MUPD offers a variety of information and options for personal safety and security, as well as storage for weapons, including those used for hunting.

**WEIGHTS IN APARTMENTS**

Hand weights (not to exceed 25 pounds) are allowed but should be used in a manner that does not disturb others or damage facilities. Dropping weights to the floor can damage the flooring and creates a loud noise in the apartment below.

**Tiger Reserve** - Residents may have hand weights up to 25 pounds. If noise issues arise, residents may be asked to remove the weights from the apartment. Residents have access to weight machines in the fitness center.

**Rationale:** Weights are heavy and can damage floors. 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. Hanging, dropping or throwing anything out of an open window and using the window for entry or exit purposes is prohibited (except in case of an emergency). Do not unlatch interior or exterior window screens. Residents will be charged for the total cost of installing, repairing or replac-
ing 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. Residents are strongly encouraged to keep windows closed and locked at night and when away from home for their own safety.

Rationale: Windows without screens may present a serious safety hazard to residents and allow unwanted pests inside. Objects thrown from windows present a safety hazard to others. Unlatched exterior screens can fall or blow off, 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 or safety and is strictly prohibited. Examples of endangering behaviors include, but are not limited to, physical altercations, throwing items from windows or balconies or wrestling or rough-housing in the community. Residents who engage in this type of behavior will likely be removed and prohibited from Residential Life-owned or -operated facilities.

If you think you may be a victim of assault or abuse, see “Child Abuse and Neglect” below, “Options for Victims of Rape and Sexual Assault” on p. 6, “Physical Assault” or “Rape, Sexual Assault, Sexual Misconduct, Sexual Exploitation or Stalking on the Basis of Sex” on p. 25 or “Relationship Violence” or “Title IX” on p. 26, and contact a professional staff member for assistance.

CHILD ABUSE AND NEGLECT

Child abuse is any physical injury or sexual or emotional abuse intentionally inflicted on a child by someone responsible for the child’s care, custody and control. Discipline, including spanking, administered in a reasonable manner is not considered abuse. Child neglect is failure by someone responsible for the child’s care, custody and control to provide proper and necessary support, education as required by law, nutrition and medical, surgical or other care necessary for the child’s well-being.

If you suspect child abuse or neglect, contact MUPD at (573) 882-7201 or the Department of Social Services Children’s Division hotline at 1-800-392-3738. You will need to know the child’s name, the name(s) of the parent(s), the alleged abuser’s name and where the child can be found. Although you do not have to identify yourself when making a hotline call, please consider doing so to allow caseworkers to contact you with any other questions that may help their investigation.

EMERGENCY PROCEDURES

A summary of emergency procedures is posted on the back of each apartment entry door. Contact your Resident Manager if yours is missing or damaged. Residents are expected to comply and cooperate with directives from apartment, University 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 lack of action), conduct action will be taken.

NOTE: The City of Columbia uses Smart911 (www.Smart911.com), a service that allows citizens (including students) to register their telephones (mobile and landlines) and provide important details (medical, etc.) for a profile that will be displayed to emergency personnel when a registered device calls 911. All residents, particularly those with medical or other concerns that would be relevant in case of emergency, are encouraged to create a profile and register phones with Smart911. Also, residents who may have needs that would be relevant in the event of an emergency may discuss those needs with the Resident Manager and a representative from the Residential Life Planning and Design office in 0780 Defoe-Graham.

Residents are encouraged to register for MU Alert, the University mass notification system, at mualert.missouri.edu. This opt-in service allows for notification through multiple means, including cell phone, email address, text message, alphanumeric pager and numeric pager.

The MU Alert site (mualert.missouri.edu) will be updated as information becomes available.

Campus Emergency: In the event of a campus emergency, remain calm. Use common sense, and assist others as necessary without endangering yourself. Contact the nearest MU staff member for information, instructions or assistance. Evacuate buildings immediately if requested by authorities, upon hearing an 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 family and friends to let them know where you are when possible, as University phone service may be down.

Do not use elevators.

Do not cross police barriers without permission.

Do not exceed your training or knowledge in attempting to provide first aid.
**Carbon Monoxide:** Carbon monoxide detectors can be found at University Heights. When a carbon monoxide alarm sounds, all occupants of the apartment must immediately evacuate the apartment. After reaching a safe location, the student should contact the Maintenance Center (573-882-7211) from 7:30 a.m. to 4 p.m. Monday through Friday or MUPD (573-882-7201) after hours. If it is safe to do so, open all windows before evacuating the apartment.

**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 community’s designated exterior assembly area.

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

**Red Securing:** This level of securing is used for situations in which a violent perpetrator or other active threat is on or near campus. As safety permits, residents will be notified of the securing level through signage outside their apartment 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.

Residents should be alert and aware of their environment and should follow Run, Hide, Fight steps:

- **RUN** - get out quickly if it is safe to do so
- **HIDE** - if the threat is too close and you cannot escape, you need to hide and barricade yourself in
- **FIGHT** - if you have to hide, be prepared to fight if the threat gets to you

**Please be sure to call 9-1-1 and to tell people you encounter as you run away from the incident about what is happening.**

If a Red Level Securing is mandated, all exterior doors of buildings on main campus will be/remain locked. Residents will only be able to enter with their TigerCards. Only if it is safe to do so will staff knock on doors or use a bullhorn to announce the situation. Residents of Tara and University Heights should lock all entry doors to their apartments.

Residents should stay in their apartments, lock doors and windows and close the blinds. Turn off all lights and appliances, and set cell phones to vibrate. Do not turn on water or flush toilets. Take cover near the floor, so you are invisible (not in line with the door or window), and remain silent. Do not open the door for anyone.

Once the securing is over, you may be notified by the emergency mass notification system.

**Timely Warning:** MUPD will provide timely warnings about reported crimes to the campus community (faculty, staff and students) in a manner that will aid in the prevention of crime if it is determined a serious or continuing threat exists. MUPD will send out a media release, mass email and/or a web posting of the incident to help prevent similar crimes from happening.

**Tornado:** If a tornado warning is issued by the National Weather Service and an MU Alert is issued indicating it applies to the MU campus, Residential Life will implement tornado procedures. Take cover, and stay away from windows. Go to the basement, hallway, lower floors or restroom without windows. Residents may return to other areas of the community and resume regular activity after the warning expires. Expirations will be announced by public media.

For more information on campus emergencies and to register for alert notifications, visit mualert.missouri.edu.

**HARASSMENT AND BULLYING**

Harassment and bullying are not tolerated and will result in severe conduct action, including potential removal from the residence hall. Forms of harassment or bullying include, but are not limited to, cyber or verbal harassment or bullying, threatening messages, physical threats, intimidation or posting of harassing materials.

If you have been the victim of harassment or bullying or feel threatened, contact a student staff member, your Residence Hall coordinator or MUPD. See “Assault, Abuse or Endangering Behaviors” on p. 23. **Rationale:** The University of Missouri does not condone discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, gender identity, genetic information, disability or protected veteran status that creates a hostile environment by being sufficiently severe or pervasive and objectively offensive so that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Bullying is repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, mentally or physically, on the basis of these characteristics.

Harassment and bullying are not tolerated and will result in severe conduct action, including potential removal from the residence hall. Forms of harassment or bullying include, but are not limited to, cyber or verbal harassment or bullying, threatening messages, physical threats, intimidation or posting of harassing materials.

If you have been the victim of harassment or bullying or feel threatened, contact a student staff member, your Residence Hall coordinator or MUPD. See “Assault, Abuse or Endangering Behaviors” on p. 23. **Rationale:** The University of Missouri does not condone discrimination on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, gender identity, gender expression, genetic information, disability or status as a protected veteran. Residential Life is committed to providing a comfortable, non-threatening environment for all, consistent with the University values of discovery, excellence, respect and responsibility; 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.

HEALTH AND COUNSELING SERVICES
In the event of a personal, medical or psychological emergency, contact MUPD at (573) 882-7201. The Student Health Center and the Counseling Center offer counseling and other programs during regular business hours.

The Counseling Center offers Crisis/On-Call services by phone or in person from 8 a.m. to 5 p.m. Monday through Friday, as well as immediate phone contact with a Counselor at all other times by calling the Counseling Center at (573) 882-6601.

The office staff and Resident Managers are not trained to provide any type of counseling services. For more information, contact the Student Health Center at (573) 882-7481 or studenthealth.missouri.edu or the Counseling Center at (573) 882-6601 or counseling.missouri.edu.

MISSING PERSONS
If Residential Life staff have sufficient cause to believe a resident is missing, staff will notify MUPD and a designated contact as described:

If the resident is under the age of 18, the custodial parent and/or legal guardian listed in the emergency contact information provided to the University will be contacted. If the resident is 18 years or older, staff will check University records to see if the resident designated a contact in case the resident is missing. If no contact is listed, the designated emergency contact will be contacted. If the resident has not submitted emergency contact information, the parent or legal guardian listed in University records will be contacted.

PHYSICAL ASSAULT
Physical assault against anyone is not tolerated. Severe conduct action will result, and removal from the community is probable. If you are the victim of an assault, contact an office staff member, your Resident Manager or MUPD immediately.

RAPE, SEXUAL ASSAULT, SEXUAL MISCONDUCT, SEXUAL EXPLOITATION OR STALKING ON THE BASIS OF SEX
If you experience rape, sexual assault, sexual misconduct, sexual exploitation or stalking on the basis of sex, there are a number of resources available to help you. Learn more about resources, rights and options at rsvp.missouri.edu/wp-content/uploads/Written-Notice-of-Rights-Options.pdf.

Engaging in nonconsensual sexual intercourse, nonconsensual sexual touching, nonconsensual sexual acts or stalking on the basis of sex are prohibited by University policies and may violate local, state or federal law. Sexual exploitation (such as invasion of sexual privacy or recording or photographing sexual activity without consent) is also prohibited and may violate local, state or federal law. Students who violate these policies are subject to sanctions.

If you experience unwelcome sexual behavior, sexual exploitation, sexual misconduct, sexual assault or rape, you may choose to contact a confidential resource for assistance, including the Relationship and Sexual Violence Prevention (RSVP) Center (573-882-6638), True North - a local shelter for victims of domestic violence and sexual assault and 24-hour crisis hotline (573-875-1370), the Student Health Center (573-882-7481), the MU Behavioral Health counselors at Student Health (573-882-1493), or the Counseling Center (573-882-6601).

You may also contact MUPD (573-882-7201) and/or make a report to the Office for Civil Rights and Title IX (573-882-3880) or a Residential Life staff member.

If you are the victim of predatory drugs, rape, sexual assault or sexual misconduct, you may wish to go to the hospital for medical care. If you would like to press charges now or in the future, it is helpful to have a medical exam as soon as possible after the incident, but it is not required. If possible, do not shower or change clothes before the exam. The University Hospital Emergency Department has specially trained Sexual Assault Nurse Examiners (SANE) who conduct exams. SANE nurses are women who have special training helping survivors of violence. The exam occurs in a private room away from the emergency department. For more information, contact the SANE Clinic (573-882-8091 or studenthealth.missouri.edu/needtoknow/immediate-care.html).

The MU RSVP Center (573-882-6638 or rsvp.missouri.edu) can explain the resources available and help you explore your options. The RSVP Center is a confidential resource.

If you inform Residential Life staff about a potential instance of sexual misconduct, this information will be shared with the Office for Civil Rights and Title IX. The victim will be contacted by staff from the Office for Civil Rights and Title IX, who can help the victim explore her/his options, connect the victim with resources, provide assistance and accommodations, explain her/his rights and help the victim decide whether she/he wants to file a formal complaint of discrimination. You do not need to file a formal complaint in order to access resources or receive accommodations. For more information, visit the Office for Civil Rights and Title IX websites at missouri.edu/civil-rights-title-ix/ or title9.missouri.edu.

Information shared with Residential Life staff about an individual or situation will only be discussed with other University officials on a need-to-know basis.
RELATIONSHIP VIOLENCE

If you experience relationship violence, there are a number of resources available to help you. Learn more about resources, rights and options at rsvp.missouri.edu/wp-content/uploads/Written-Notice-of-Rights-Options.pdf.

Relationship violence (often called domestic violence) is defined as any actual or threat of physical or emotional abuse between spouses, intimate partners (living together or separately), roommates or family members. Abusive behaviors include, but are not limited to, physical or sexual violence, pressure tactics, emotional abuse, destructive criticism, verbal attacks, minimizing or denying abusive behaviors, economic control and isolation.

For more information or to report domestic abuse, you may choose to contact a confidential resource for assistance, including the Relationship and Sexual Violence Prevention (RSVP) Center (573-882-6638), True North - a local shelter for victims of domestic violence and sexual assault and 24-hour crisis hotline (573-875-1370), the Student Health Center (573-882-7481), the MU Behavioral Health counselors at Student Health (573-882-1483), the Counseling Center (573-882-6601) or the National Domestic Violence Hotline at 1-800-799-SAFE (1-800-799-7233).

You may make a report by contacting MUPD (573-882-7201) or Columbia Police Department’s DOVE (Domestic Violence Enforcement) Unit (573-874-7423). You may also make a report to the MU Office for Civil Rights and Title IX (573-882-3880) or a Residential Life staff member.

Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim is prohibited by University policy. Staff at the RSVP Center or the Office for Civil Rights and Title IX can inform you of your rights, connect you with resources and provide assistance and accommodations. The RSVP Center is a confidential resource.

THEFT

If you are a victim of or witness to theft, contact MUPD (573-882-7201), the office and your Resident Manager. 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 resident is encouraged to obtain personal property or renter’s insurance. Residents may also be covered under their family’s homeowners’ insurance. Prevent theft by locking your doors and windows at all times and reporting suspicious behavior to staff or police. See “Doors and Security” on p. 17.

TITLE IX

Title IX is a federal law that prohibits sex discrimination in education. The MU Office for Civil Rights and Title IX helps ensure everyone has access to educational programs, regardless of sex, gender, gender identity, gender expression, pregnancy or sexual orientation. The Office educates the community, connects students with resources, provides accommodations and investigates reports of discrimination.

Prohibited sex discrimination includes unequal treatment, sexual harassment, sexual misconduct, intimate partner violence, sexual exploitation and stalking. Students who have experienced any form of sex discrimination may file a formal complaint with the Office for Civil Rights and Title IX. Students who violate University policies prohibiting sex discrimination are subject to sanctions under the University’s Standard of Conduct and pursuant to the Equity Resolution Process. For more information, see “Rape, Sexual Assault, Sexual Misconduct, Sexual Exploitation or Stalking on the Basis of Sex” on p. 25.

STUDENT CONDUCT PROCESS

As permitted in the University of Missouri Collect Rules and Regulations Chapter 200.020 (mbook.missouri.edu), the University Student Apartments (USA) Supervisor and/or other appropriate Residential Life staff will serve as designees of the Primary Administrative Officer in the Student Conduct Procedure and administer the conduct procedures as outlined.

If a student is involved in a situation in which a policy violation is suspected to have occurred, the student will meet with the USA Supervisor. Students typically will be emailed a notice to schedule this meeting with a deadline of 24-48 hours to respond. At the meeting, the student will have the opportunity to provide information about their understanding of what occurred, to learn about the conduct process and to ask questions. The student will also let the USA Supervisor know whether they prefer to have their case heard by the USA staff or the Office of Student Conduct (OSC).

The USA Supervisor/OSC (or whoever is hearing the case) will then talk with student(s), staff and others involved to gather information about the incident and will decide whether or not there is sufficient evidence to find the student in violation. If the student is found to be in violation, the Supervisor/OSC will determine the appropriate sanction(s).

In the event a Life Safety issue violation is suspected (example: fire equipment violation), the matter will be handled by the Office of Student Conduct, and the student will be notified as such.

If the student does not respond to the correspondence outlining the process and/or does not attend scheduled meetings with the USA Supervisor/OSC, the Supervisor will determine which violation may have occurred and decide on the appropriate sanction without benefit of the student’s input. A charge of non-compliance may be added, as well, if the student fails to complete a sanction.
For more information, visit conduct.missouri.edu.

**SANCTIONS**

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

**WARNING**

A warning is a written notice to the student that the student is violating or has violated Residential Life policy and/or the Student Code of Conduct and that the violation should not occur again.

**DISCRETIONARY SANCTIONS**

Discretionary sanctions include work assignments, service to the University or other relevant assignments. The hearing officer 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 caused by the student. This may take the form of appropriate service and/or monetary or material replacement.

**RESIDENTIAL LIFE 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**

The student will receive written notification that, due to a finding of responsibility for violation of Residential Life policy(ies) and/or the Student Code of Conduct, 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 Residential Life-owned or -operated facilities.

**RESIDENTIAL LIFE SUSPENSION**

This sanction includes removal of a student from University-owned or -operated housing, termination of a student’s Residential Life 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 Code of Conduct will be responsible for a $400 sublease and repainting fee.

**RESIDENTIAL LIFE DISMISSAL**

This sanction includes removal of a student from University-owned or -operated housing, termination of a student’s Residential Life contract and prohibition on returning for a specified period of time and until specified conditions have been met. 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 Code of Conduct will be responsible for a $400 sublease and repainting fee.

**RESIDENTIAL LIFE EXPULSION**

This sanction includes permanent removal of a student from University-owned or -operated housing and termination of a student’s Residential Life contract. 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 Code of Conduct will be responsible for a $400 sublease and repainting fee.

**UNIVERSITY PROBATION**

The student will receive written notification that, due to a finding of responsibility for violation of Residential Life policy(ies) and/or the Student Code of Conduct, 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**

This sanction includes 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**

This sanction includes 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**

This sanction includes permanent separation of the student from the University of Missouri, inclusive of all campuses within the UM System.
ADDITIONAL SANCTIONS

Additional sanctions may be imposed by the Office of Student Conduct or the student conduct committee as outlined in the M-Book. For more information, contact the Office of Student Conduct at (573) 882-3780 or visit mbook.missouri.edu.