RULES & REGULATIONS

Your Tiger Guide for Living in the Residence Halls and Tiger Reserve

Spring 2016
(Replaces Fall 2015-16)
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Please see the online version of the Residential Life Rules and Regulations (Tiger Guide) for updates. reslife.missouri.edu/tiger-guide

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.

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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 Conduct Code (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 Conduct 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 mizzoulife.missouri.edu/resources/m-book.

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 Sept. 22, 2014, 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 honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student’s grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

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.

• **Forger[y, 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 as opposed to a 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, lim-

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) Prostituting 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 any person for 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 ex-
pectation 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 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, or 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.

RAPE AND SEXUAL ASSAULT PROCEDURES

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. Call MUPD at 9-1-1 or (573) 882-7201.
2. Seek medical attention in an emergency room that performs evidentiary rape examinations; that is, Sexual Assault Nurse Examiner (SANE) Clinic in University Hospital (573-882-8091).
3. Seek support and assistance. Any form of sexual violence can have traumatic effects, and it is helpful to talk with a trained and supportive professional about how you are feeling. Friends certainly provide support, but professional help is also important. Go to the MU Counseling Center (573-8820-6601); the RSVP (Relationship and Sexual Violence Prevention) Center (573-882-6638); True North (573-875-1370); the Title IX Administrator (573-882-7915); or therapists in private practice (ask any of the above for referrals).
4. Continue with 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 need. Remember, what happened to you is not your fault, regardless of the circumstances. You are the victim. You have nothing to feel guilty about.

B. If you choose to contact MUPD and/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 ask the University to initiate conduct action against the suspect.

c. You may tell the police not to contact the suspect, but you provide them with the details concerning the assault, so they have the information on the suspect for future reference. 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 (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 proceed through the University Equity Resolution Process (Title IX) in addition to or in lieu of pressing criminal charges against the suspect. The University procedure provides that in cases of alleged sexual assault:

1. The accused is subject to University sanctions, which may include probation, suspension from the University for a specified time or permanent expulsion from the University.

2. The accuser and accused are entitled to the same opportunities to have an advisor present during the Equity Resolution Process.

3. The accuser and accused shall be informed of the outcome of any campus disciplinary proceeding that alleges a sexual assault.

D. Requests for assistance in changing your academic or living situation may be directed to the Title IX Administrator, the Vice Chancellor for Student Affairs or the Coordinator of the RSVP Center.

ALCOHOLIC BEVERAGES
(From the Collected Rules and Regulations of the University, 110.050, revised, August 1990)

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

The sale, use or possession of alcoholic beverages may, by appropriate University approval, be allowed in University Alumni centers, 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, local ordinances, state and federal laws and the organization’s national affiliation regulations.

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

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

Residential Life Rules and Regulations for Living in the Residence Halls and Tiger Reserve

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 room/suitemate(s) and/or the community. Residents are also expected to bring these concerns to the attention of the hall staff.

Residents of all residence halls (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.

ADVERTISING, SOLICITATION, RESEARCH AND NEWS MEDIA

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

Solicitation, advertising and research are permitted only within University and departmental guidelines.

Copies of the solicitation, advertising and research policy are available by contacting RAP at (573) 882-4815.

News media may approach people in the outdoor public areas around buildings, but Residential Life staff will not allow the media in the residence hall without prior permission.

Contact your floor student staff member or hall desk 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.

Members of recognized student organizations and University departments may contact RAP for approval to have flyers posted on floor bulletin boards. For more informa-
tion, contact RAP at (573) 882-4815.

Rationale: Approval must also be granted by property management staff.

Rationale: Residential and dining facilities are for the private use of residents. Regulating the means by which groups contact residents allows us to share campus opportunities with residents while still respecting their privacy at home. Residential Life recognizes the contributions student organizations make and wants to give residents the opportunity to get involved both on and off campus. There is a designated public board where commercial flyers may be posted in each hall or complex.

ALCOHOL

Students and their guests are not permitted to consume, manufacture, use, possess, sell or distribute alcohol in or on the premises of University-owned or -operated residential or dining locations (including common areas, such as the Tiger Reserve pool), regardless of their age. Public intoxication, disorderly conduct or vandalism due to alcohol use is not permitted on University-owned or -operated property.

Possession of alcohol paraphernalia (items used for the storage or consumption of alcoholic substances), including decorated or decorative alcohol containers of any kind (except for those specifically listed below), is prohibited in the residence halls. Examples include, but are not limited to, wine bottles, beer-pong tables and beer bongs.

Shot glasses, champagne flutes and flasks may be used only for decorative purposes; however, they will be confiscated along with any other items, regardless of these items’ original purposes, if used for the storage or consumption of alcohol.

Residents who violate any of the above policies will be subject to conduct action.

Residence hall staff will confiscate and dispose of any alcohol and/or alcohol paraphernalia found in the possession of residents or their guests.

If you are present in a room where one of these policies is being violated, you will be subject to conduct action, regardless of your participation. Residents found responsible for violating the alcohol policy and sanctioned to attend alcohol education experiences will be responsible for the associated costs.

Rationale: The University supports and complies with the laws of the State of Missouri, which prohibit underage possession or consumption of alcohol. Possession and consumption are never permitted by anyone under the age of 21. Alcohol abuse has been clearly shown to have a detrimental effect on student academic success and is inconsistent with the University’s academic mission.

For information on parental notification of policy violations, see p. 25.

APPLIANCES AND ELECTRONIC EQUIPMENT

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

Residents must use power strips with a 15-amp breaker and reset switch. All residents must abide by the following restrictions on electrical appliances.

• No space heaters of any kind are permitted.
• Halogen lamps are allowed, provided they have bulbs of 300 watts or less and a protective wire or glass basket to cover the bulb.
• One compact refrigerator 4.5 cubic feet or smaller is allowed in each bedroom.
• One microwave under 1000 watts is allowed in each bedroom.
• Cooking appliances allowed in student rooms include toasters (not toaster ovens or George Foreman-type grills), coffee makers, water boilers/heaters, hot pots, rice steamers and air popcorn poppers.
• Only items listed above are allowed in the residence hall rooms. Hall staff will confiscate unapproved items and hold them until arrangements can be made for residents to permanently remove them from the hall (this must be within 30 days from the date of notification of the violation during the school year or within 60 days after check-out).
• Overloaded outlets and spider plugs (electrical adapters that increase the number of appliances that can be plugged into a single outlet) are prohibited.

Keep in mind the number of electrical appliances affect the electrical usage in each room. Because you can use the hall kitchen, Residential Life encourages residents to only bring what they need and to only cook in the kitchen.

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.

Tiger Reserve — Extended Campus 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.

Residents may have toasters, toaster ovens, coffee makers, water heaters/boilers, crock pots, rice steamers, air popcorn poppers and George Foreman-type grills. All appliances must be UL-approved.

Deep-fryers are not allowed. A gas BBQ grill near the pool is available for residents’ use. Residents are not allowed to have BBQ grills in their apartments or on their balconies/porches.

Halogen lamps are prohibited, though multi-head lamps are permitted.

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

For more information, contact hall staff.

ASSAULT, ABUSE OR ENDANGERING BEHAVIORS

Assault (including any physical or sexual act that is unsolicited or unwelcome) or abuse of another person is strictly prohibited. Examples of endangering behaviors include, but are not limited to, self-harm, physical altercations, throwing items from windows or balconies and wrestling or rough-housing in the halls. Engaging in this type of behavior will likely result in termination of the Residential Life contract and permanent removal and prohibition from all Residential Life-owned or -operated facilities.

If you think you may be a victim of assault or abuse, please contact a professional staff member for assistance. Also, see “Rape and Sexual Assault Procedures” on p. 6, “Physical Assault” and “Rape, Sexual Assault, Sexual Misconduct and Sexual Exploitation” on p. 23 and “Title IX” on p. 24.

Rationale: Residents, their guests and staff have a right to expect the residence halls to be safe and secure. Any act of assault or endangering behavior threatens that right and will not be tolerated.

BALCONIES

Dropping or throwing anything from the balcony or using it for anything other than its intended purpose is prohibited and may result in removal from Residential Life-owned or -operated buildings.

Rationale: Your safety and security are priorities. Objects thrown from windows or balconies present a safety hazard to others.

BEDS, BUNK BEDS AND LOFTS

Residential Life provides all residents in the residence halls with a single bed. Loft beds are provided in Gateway, Gillett, Hudson, Johnston, Mark Twain and Wolpers. Loft beds cannot be bunked and are only designed to support one mattress. Do not place two sets of springs on one set of loft bed ends.

Bunk beds are provided in remaining residence halls. Residents may bunk their beds if both roommates are in one set of loft bed ends. Residents of Lathrop and Laws will need bunking pins (available at the front desks) to bunk beds.

Residential Life does not permit the construction or use of resident-supplied lofts.

Tiger Reserve — Each resident will have an extended full-size bed, which cannot be bunked or lofted, in their room.

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

BICYCLES, MOPEDS AND MOTORCYCLES

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

Bicycles must be parked at bike racks. Bicycles, mopeds or motorcycles parked in inappropriate areas (sidewalks, stairwells, accessible ramps, hallways, lounges, common areas, etc.) or left behind at the end of the school year will be removed and turned over to Surplus Property; the student will be charged for this removal. After 30 days, the bicycle, moped or motorcycle will be disposed of.

Bike racks are provided near each residence hall and across campus. You may store your bicycle in your residence hall room with permission from your room-/suitemate and if it does not obstruct access to fire exits. Do not ride bicycles in the residence hall.

Mopeds, motorcycles or any device with a gasoline engine are not allowed in the residence halls at any time. Mopeds 49cc and under may be parked at bike racks. Motorcycles and mopeds 50cc and over may be parked in any designated motorcycle area if you have a current motorcycle parking permit or, if you have a car parking permit, in a parking space in your assigned lot.

If you own 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.

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 inappropriately can crowd living space and, if left unlocked, are at an increased risk of theft. Bicycles, mopeds or motorcycles secured in inappropriate areas can impede safe movement in and around the residence halls, especially in emergency situations. Bicycle tires can damage interior finishes, particularly carpet. Mopeds or devices with gasoline engines are a fire hazard.

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

CANDLES AND INCENSE

Candles (with or without wicks), incense, oil lamps, 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 residence hall and are subject to confiscation and forfeiture. Possession or use of these items will result in severe conduct action, usually resulting in termination of the Residential Life contract and removal and prohibition from all Residential Life-owned or -operated buildings.

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 encased.

If you need assistance determining whether a certain product is allowed, check with your Residence Hall Coordinator before bringing the item to the hall.

**Rationale:** Open flames and burning embers are significant fire hazards, which impact 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.

**COMMUNITY STANDARDS**

Residents in each Learning Community will decide what it means to live there by developing community standards. Each member of the community must follow these standards, which will be discussed throughout the year. Floor student staff and/or community government leaders will help residents determine the community standards, which may focus on topics such as study hours, how to help each other academically, whether or not to sponsor any RecSports teams and/or how to help a resident not living up to the set community standards.

The community standards must follow all local, state and federal laws and University, departmental and apartment property management rules. For example, a community can’t create a standard allowing residents to burn candles because candles aren’t allowed in the residence halls per Residential Life policy.

Community standards must be determined by a democratic method approved by Residential Life.

**Rationale:** Residents know best their needs, concerns and abilities to contribute. When residents work together to identify mutual expectations, they are able to build a more effective Learning Community, as well as to develop skills needed to learn how to live with other people.

**COMPLIANCE**

Students are required to comply with the directions of University officials and others doing their work in the residence halls (including emergency personnel, student staff, property management staff and property security staff) acting in performance of their duties, including following emergency procedures (fire, tornado, emergency securing, etc.).

Failure to comply with the requests of University officials, including student staff, will result in conduct action.

For more information, see “Emergency Procedures” on p. 21.

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

**DAMAGES**

Students found responsible for malicious or careless damage to the property of the University will be sanctioned and pay restitution through the conduct process.

If common areas in the residence halls are vandalized or University property is removed, staff members will work with the community responsible for the common area to address the incident and help them identify who is responsible. If the person(s) responsible is/are not identified, all residents of that community will be held collectively responsible for payment/ restitution for the damage (exs include theft of or vandalism to artwork, furnishings, windows, fixtures, kiosks, carpets, furniture, walls, etc.).

Students should report damages or missing furniture to hall staff immediately.

Residential Life will determine the appropriate charges for repair or replacement.

Residents will be held responsible for any damages that occur in their rooms.

Residents are also responsible for the actions of their guest(s). See “Guests, Visitation and Escorts” on p. 15.

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

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 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.

**DART BOARDS**

Residents may only use dart boards with darts that adhere to the board via Velcro, magnets or some other adhesive that will not damage property or injure someone. Darts with pointed or sharp ends are not permitted.

**Rationale:** Adhesive dart boards do not generally cause disruption to others and are, therefore, considered a reasonable activity in the residence halls, provided no one is injured and property is not damaged as a result of their use.

**DECORATING**

Common areas may be decorated only during holidays/special events and only after receiving prior approval from the Residence Hall Coordinator and Building Services Supervisor. 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 rooms/suites to make them feel like home and are required to comply with published decorating policies. Please cooperate with your room-/suitemates’ 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, security and comfort are priorities. 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**

There are different building materials in different residence halls. Only certain products/methods may be used on particular types of walls in order to limit damage to walls. Do not use nails, staples, tape (other than Blue Painter’s Grade tape) or other fasteners on any walls in Residential Life-owned or -operated building. These cause significant damage to walls and require substantial efforts to repair, which results in increased costs to students.

Only 3M Command Adhesive brand products may be used on the cinderblock or plaster walls in Lathrop and Laws.

Only tacks, push pins or straight pins may be used in the sheetrock in Center, College Avenue, Discovery, Dogwood, Excellence, Galena, Gateway, Hawthorn, North, Respect, Responsibility and South.

Several halls have a combination of wall materials and will require either tacks/pins or 3M Command Adhesives, depending on the specific wall. Halls with a mix of cinderblock, plaster and sheetrock walls include Defoe-Graham, Gillett, Hatch, Hudson, Johnston, Mark Twain, McDavid, Schurz and Wolpers. Residents may use 3M Command Adhesive products on plaster and cinderblock walls. Residents may use tacks or pins on sheetrock. If you’re unsure which walls are plaster, cinderblock or sheetrock, contact your Residence Hall Coordinator.

Residential Life staff may let residents know if it is safe to use adhesives. However, it is the resident’s responsibility to properly hang and remove adhesives and items.

In halls where 3M Command Adhesive products are approved for use: Building Services staff will remove the products after residents check out at the end of each semester. Residents must properly remove 3M Command Adhesive products if they move items or check out of the room before the end of the semester. Improper removal may result in damage charges.

In halls where 3M Command Adhesive products are not approved for use: Damage charges may be assessed if these adhesives are used.

Charges may be assessed if damages occur as a result of using improper adhesives. As indicated above, different halls allow the use of different products and methods that must be observed. If you have questions regarding the use of a particular type of adhesive in your room, contact your Residence Hall Coordinator.

Wall stickers, vinyl appliqués, static clings, etc., may be used in student rooms; however, students 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 student’s responsibility. Gel clings may not be used on walls or doors, as dyes from these materials may stain painted and varnished surfaces.

In common areas, Blue Painter’s Grade 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 Grade 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 student 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 Grade tape may be used to adhere items to doors for no more than two weeks.

Do not attach dry-erase boards to doors or outside student rooms.

Tiger Reserve – Residents are not allowed to post or attach anything to their exterior doors.
WINDOWS
Do not place string lights around window frames. Any fray in the wiring poses an electrocution hazard.

Residents may hang posters or signs (including electric signs) in their rooms that are visible from the outside, as long as they are not commercial in nature and do not violate published University policies.

Signs that represent a community or section of the hall must be approved by all members of the community or section of the hall.

Window painting with water-based paint in student rooms and common areas is only allowed on floors 2-9 of Lathrop and Laws. Projects in common areas may be painted only seven days prior to the event for which they are approved. Decorations must be cleaned off windows in common areas within 24 hours of the conclusion of the event. During the winter holiday season, painting may begin Dec. 1, with removal and clean-up completed by Reading Day. This includes window decoration. Aerosol “snow” products may only be used at Lathrop and Laws.

A 2’ X 2’ section of the windows in Lathrop and Laws must be left unobstructed in case it is needed for emergency access or egress.

Tiger Reserve – Residents may not attach anything to windows, including, but not limited to, posters, sheets, fishnets, stickers or clings.

HOLIDAY/RELIGIOUS/SEASONAL DECORATIONS
Holiday decorations may be displayed for up to two weeks. Any and all decorations in common areas must be removed – and the space returned to its original condition – before students leave for scheduled University breaks.

Lighting – Residents may use decorative holiday lights in common areas with the coordination and approval of the Building Services Supervisor. Decorative lights may be used within students’ rooms but must not 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.

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 building and appropriately disposed of prior to the student(s) leaving the building for scheduled University breaks.

Tiger Reserve – Real trees are prohibited. Only treated artificial trees are permitted.

Candles – Candles for Christmas, Hanukkah, Kwanzaa or any other celebrations are strictly prohibited because open flames pose a significant fire hazard. Students may observe these holidays by making arrangements with the Residence Hall Coordinator 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.

Pumpkins – Pumpkins may be placed in common areas with hard-surface flooring with prior approval from the RHC and Building Services Supervisor. Pumpkins may not be placed on carpeted areas because they decompose if left for extended periods, which causes staining on carpeted areas. Pumpkins must be removed from the building and properly disposed of prior to the student(s) leaving the building for scheduled University breaks.

Scarecrows or other straw/hay decorations – No straw or hay is allowed inside any building. Fire codes strictly prohibit these materials.

Other holidays and religious ceremonies – Residents are encouraged to observe holidays that are meaningful to them, provided such 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, students may consult their Residence Hall Coordinator 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
Arrangement or construction of furnishings, including the bunking of beds, may not obstruct windows in Lathrop or Laws halls. Residents must leave a 2’ X 2’ section of the window available in these halls for emergency access or egress.

Only use one bedspring and mattress per one set of bed ends on Residential Life-provided lofts in Gateway, Gillett, Hudson, Johnston, Mark Twain and Wolpers halls.

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 residence hall without advance coordination with the Residence Hall Coordinator. If you have a project meeting any of these criteria, contact your Residence Hall Coordinator 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 Building Services Supervisor 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. The BSS 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.

Rationale: Residential Life encourages students to personalize their spaces and to make their rooms comfortable.
environments while minimizing the risk of injury or property damage. Because residence halls have limited storage space and the relocation of furniture may cause it to be damaged or lost, all Residential Life-provided furniture must remain within its designated space at all times.

DISORDERLY OR DISRUPTIVE CONDUCT

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

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

Rationale: The residence hall serves as a living and learning environment. These guidelines and expectations are established to protect the rights of all while allowing a reasonable level of social and personal activity.

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.

DOORS AND SECURITY

Residents of halls with traditional locks (Discovery, Excellence, Lathrop, Laws, Respect and Responsibility) will be issued a room key when they check into their rooms. It is University property and must be returned when you check out. Do not allow anyone else to use your room key. Do not duplicate or modify your key. If you lose your key, notify floor student staff or the hall desk immediately, so we can re-establish security of your room quickly. Lost keys will result in a lock change and a charge ranging from $85-215 (depending on the number of lock cores/keys needed) billed to your student account.

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

If you live in a hall with electronic locks, your TigerCard is also your room/suite key. Do not allow anyone else to use your TigerCard, and do not share your Tiger PIN or other private information.

Because residence halls are locked 24 hours daily, your TigerCard grants you access to your residence hall. If you misplace your TigerCard, you may check out a temporary exterior access card from the desk. Failure to return this card by the given deadline may result in a $10 charge. You must meet your guests at the exterior door of the hall to let them in. Residents are not allowed to let someone into the residence hall if they do not know the person, including but not limited to, allowing someone to walk into the residence hall behind you, for the safety and security of the community. For more information, “Guests, Visitation and Escorts” on p. 15 and “ID Cards (Student ID, TigerCard)” on p. 16.

Students are permitted to check out a temporary key or key card to access their room/suite when their TigerCard or key is lost or misplaced. To minimize student abuse of temporary card kiosks and hard key check-outs, students are permitted to check out a temporary key or key card once a day without charge up to three times per semester. Following the third check-out, there will be a $10 charge assessed to the student’s account for the next seven key/card check-outs. Residents will be charged $15 per check-out after that.

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

Propping of room and suite doors, though not encouraged, is only allowed in Lathrop and Laws when residents are present in the room. Doors in the remaining halls must NOT be propped open, even for a short period of time. Fire and Life Safety codes require doors to remain closed and latched when not in use.

Room doors should be locked when residents are inactive, or will be away from the room or sleeping. Residents should immediately report any maintenance issues with the room door or exterior door that prevent it from securing and locking properly.

Residents must not prevent any door (interior or exterior) from properly locking. Residents are prohibited from keeping doors from closing fully, including, but not limited to, inserting items into the door-locking mechanism that prevent it from locking properly or blocking the door from securing.

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 staff (573-256-7344) for assistance. However, unless the key/lock is broken through no fault of the resident, there will be an after-hours lock-out fee charged to your student account.

Fees for lock-outs, lock changes and/or replacement keys/cards may be up to $85.

Tampering with locks, including those on bedroom doors of unoccupied rooms, is not permitted and may result in significant charges and/or conduct action. Rates are subject to change. Residents may not add additional
locks to doors.

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

As residence halls are built or renovated, they are required to meet Fire and Life Safety codes. The codes are updated regularly to reflect lessons learned from previous fires resulting in the loss of life and/or building contents on college and university campuses. Closed and latched doors prevent or slow the spread of smoke and fire, allowing occupants more time to evacuate to a safe location.

Fully functioning door-locking equipment in Residential Life-owned or -operated buildings is essential for the safety of University community members. All residents of a community are responsible for ensuring interior and exterior doors secure and lock properly. Not reporting door issues in a timely manner for repair and tampering with the proper functioning of doors jeopardizes the safety and security of residents, staff and the facility.

**DRUGS, PARAPHERNALIA AND CONTROLLED SUBSTANCES**

The consumption, manufacture, use, possession, sale or distribution of any controlled substance in or on the premises of any Residential Life-owned or -operated facility or dining location is prohibited without proper prescription, required license or as expressly permitted by law or University regulations.

Any possession of drug paraphernalia is not permitted.

A staff member’s confirmation of the aroma of marijuana will be considered evidence in conduct cases involving the alleged violation of this policy.

**Rationale:** This policy is in compliance with state and federal laws and is intended to preserve the safety and well-being of all residents. Use of illegal drugs has been clearly shown to have a detrimental effect on students’ academic success and is inconsistent with the academic mission of the University.

For information on parental notification of policy violations, see p. 25.

**ELEVATORS**

Appropriate behavior in elevators is expected. Follow posted capacities. Damage or service calls due to overloading or tampering may be considered damage that requires restitution by an individual or the community. If you get stuck in an elevator, do not try to pry the doors open or jump in the elevator, as it is dangerous and you may be required to pay for necessary repairs. Use the emergency phone only for help in an emergency situation. See “Damage” on p. 10.

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

**EMAIL**

Students are required to check their University email regularly. It is the official method of communication with the University. Students are informed of important dates and deadlines, class registration and specific hall information via University email.

**ENTERING ROOMS**

Although the University will make reasonable efforts to respect the privacy of a student’s room/suite/apartment, Residential Life (including property management staff at Tiger Reserve) reserves the right to enter a student’s room/suite/apartment, with prior notice if possible, for purposes of inspection, verification of occupancy, improvements or repair.

The University reserves the right of entry without notice in situations posing a threat to life or property, violation of policy and for such purposes as are reasonably necessary to preserve campus order and discipline. Illegal items in plain view may be confiscated at any time, and conduct action may follow.

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

**EXPLOSIVES AND FIREWORKS**

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

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

**FIRE EQUIPMENT/LIFE SAFETY**

Tampering with or theft of fire or life safety equipment, including, but not limited to, tampering with or discharging fire extinguishers; disabling bells/horns; activating a fire alarm when no emergency exists; covering or removing the batteries from individual smoke detectors; removing the smoke detector apparatus; tampering with, removing or destroying emergency exit signs; tampering with AED equipment; or tampering with, hanging objects from or decorating sprinkler heads in rooms of halls that are thus equipped will result in severe conduct action. Possession or unauthorized use of any of these items typically results in termination of the Residential Life contract and removal and prohibition from all Residential Life-owned or -operated buildings.

Automatic external defibrillators (AEDs) are located...
near the front desks or main entries of each residence hall; however, Center and North share an AED, as do Gillett and Hudson. There are also AEDs in upper Pershing, lower Bingham, the Residential Life main office and the Residential Life Maintenance Center.

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 found responsible. If a smoke detector or other fire safety equipment needs to be serviced or replaced, call The Reserve at (573) 256-7344.

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

**FURNITURE**

Room furniture must remain in its designated room/suite/apartment at all times. Any missing pieces of furniture will be considered damage to the room, and the resident will be charged for replacement of these items. Upon vacating the room, residents are expected to leave room furniture in the location in which it was found when first moving in. For more information, see “Beds, Bunk Beds and Lofts” on p. 9 and “Decorating” on p. 10.

Community furniture must remain in the assigned community areas and should never be in residents’ rooms or taken outside the residence hall for any reason. Residents found with community furniture in their rooms will be referred to the conduct process and charged for its relocation and/or replacement. See “Damages” on p. 10.

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 rooms comfortable environments while, at the same time, minimizing the risk of injury or property damage. Because buildings have limited storage space and relocation of furniture can cause damage, furniture in University-owned or -operated buildings must remain in 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/bracket games, 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 in the residence halls. Gambling has been shown to have a detrimental effect on students’ academic success and is inconsistent with the academic mission of the University.

**GUESTS, VISITATION AND ESCORTS**

Doors to residential living areas are locked at all times. Residents will use their Tiger Cards to enter their hall’s residential living area.

Residents and guests are expected to comply with Residential Life’s visitation guidelines and policies. The visitation policy allows residents to have guests in the room/suite/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 hall policies, and their hosts may be subject to conduct action. See “Student Responsibility/Implied Consent” on p. 20.

Residents must meet their guests at the exterior door to let them into the hall and must accompany their guests throughout the hall at all times.

Do not allow anyone else to use your room key or TigerCard.

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

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

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

**HARASSMENT**

Harassment by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed is not tolerated and will result in severe conduct action, including potential removal from the residence hall. Forms of harassment include, but are not limited to, cyber or verbal harassment, threatening messages, physical threats, intimidation or posting of harassing materials.

If you have been the victim of harassment or feel threatened, contact a student staff member, your Resi-
dence Hall coordinator or MUPD. See “Assault, Abuse or Endangering Behaviors” on p. 9.

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; to tolerate harassment would be contrary to that commitment. Personal and academic enrichment must take place in an environment that respects the rights of others, even when individuals may have different views or beliefs. Actions that may not be intended to threaten or degrade may nevertheless do so to another individual. Residential Life staff also come from diverse backgrounds and have the right to perform their jobs to help residents succeed in a safe, non-threatening environment.

HOVERBOARDS

Beginning January 8, 2016, 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 residence halls, MU-owned and operated apartments and other facilities.

Rationale: 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 the boards on campus, in residence halls, apartments and facilities.

ID CARDS (STUDENT ID, TIGERCARD)

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

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

Never allow another individual to use your TigerCard or share your Tiger PIN. Do not punch a hole in your card because it will not work in card readers or kiosks, and you will be expected to purchase a new TigerCard and pay for any damage to Residential Life-owned or -operated property. All residents must use their TigerCards to gain access to dining locations. Extended Campus residents must carry their TigerCards to use the shuttle.

If your card is not working in your hall, contact your hall desk. Report lost or stolen TigerCards promptly at the ID Office in The Mizzou Store. 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 or share their Tiger PINs with anyone because they act as keys to the exterior doors of the halls and to resident rooms in halls with electronic locks. This policy allows Residential Life to maintain a strict level of accountability for living spaces, as well as an appropriate level of security for residents and staff.

ILLEGAL ITEMS

Any item that is not approved, is a violation of University policy or is illegal under local, state or federal law is subject to immediate confiscation. Some items will be disposed of (e.g., alcohol). The possession of official 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 allowed.

When feasible, items will be held until residents have the opportunity to meet with their Residence Hall Coordinator. Confiscated items will be considered forfeited by the resident. Disposal or situational return of the items is at the RHC’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 illegal are not permitted in Residential Life facilities. When a resident chooses to violate that policy, he or she does so with the implied knowledge and understanding that his or her ownership of the item or substance may be forfeited.

IMMUNIZATION

All newly enrolled freshmen and transfer students must submit proof of two measles immunizations to the Student Health Center to register for second-semester classes. Missouri legislation has additional meningococcal meningitis requirements. Residents of University housing are required to 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.

INTERNET ACCESS

Each residence hall room on main campus has one active Ethernet port per resident, which allows residents to connect to the Internet at 10 Mbps. Internet service is included in the rate, though residents will need to bring their own computers with a Network Interface Card (NIC) and cable or wireless capabilities to connect their computers to the Internet. Residents with suite-style living rooms may contact the Division of IT to set up extra Internet access at the resident’s expense. Wireless access is available, but routers/wireless routers are not permitted. For more information, visit doit.missouri.edu/services/internet-network/wired-network-internet.html.

Tiger Reserve – Residents will be provided wireless Internet in their apartments and throughout the apartment complex. There are also Ethernet ports in each bedroom.

For Internet connection issues, contact the Internet
MISSING PERSONS

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

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

NOISE/QUIET HOURS

Residents are required to adhere to quiet hours established by Residential Life and through community standards discussions. Recognizing that certain activities may produce more noise than others, each house and hall will have the opportunity to determine, through the community standards process, times residents can expect quiet for activities such as relaxing, studying and sleeping. Quiet hours begin no later than 11 p.m. (earlier hours are encouraged) and end no earlier than 9 a.m. daily. Failure to adhere to courtesy or quiet hours may result in conduct action.

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

At the end of each semester, from Reading Day (the day after classes end) until the residence halls close, there is an expectation of continuous quiet hours (24/7, with relaxed hours from 5 to 6 p.m. and 9 to 10 p.m.) to assist residents preparing for the end of the semester.

Residents who exceed the expected volume level during end-of-semester continuous quiet hours will be temporarily relocated until the conclusion of quiet hours.

If a community creates a quiet floor standard, there is an expectation that, at maximum, a low level of noise will exist at all times. This means no amplified noise should be heard in the hallway or outside a resident’s room/suite at any time.

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.

Residents must also comply with City of Columbia noise ordinance restrictions and follow 24-hour courtesy hours. Be cognizant of your neighbors’ rights.

Percussive or electronically amplified instruments are prohibited.

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

PAINTING

Residents are not permitted to paint their rooms.

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.

Spray-painting is never permitted inside the residence halls 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 residence halls. 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 of main campus need a valid parking permit to park in a non-metered campus lot or garage space. Your parking permit must be displayed at all times. Violators are subject to ticketing and towing. There is no free parking on the MU campus. For more information, contact Parking & Transportation at (573) 882-4568 or 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.

Guests are welcome to park in any uncovered parking space. The towing guidelines outlined above apply to all illegally parked vehicles, whether they belong to a resident or guest.

Rationale: Because there is no free parking on campus, residents who choose to bring a car to campus must have a valid parking permit from Parking & Transportation Services.

PETS

Residents interested in having a pet in the hall should visit the hall desk or office for a copy of the Pet Policy guidelines or visit reslife.missouri.edu/tiger-guide-pet. All pets (except fish) must be approved by and registered with the Residence Hall Coordinator. Failure to register your pet with the RHC before bringing it to the hall may result in confiscation of the pet or denial of the privilege to have a pet in the hall. It is the right of any commu-
nity to choose not to participate in this privilege.

If approved, residents may have pets such as mice, rats, hamsters, non-venomous snakes, turtles, lizards, etc. Pets not permitted in the halls include, but are not limited to: dogs, cats, birds, arachnids, rabbits, dwarf rabbits, sugar gliders and ferrets.

Guide/Service animals must comply with the MU Service Animal Policy and with Residential Life's Service Animal Guidelines. For copies of both, visit the Residential Life Administration office.

Animals may be confiscated if they are abused or neglected. Animals must be removed during breaks. Tiger Reserve — Residents are only allowed to have fish in the apartment. Fish may be kept in an aquarium no larger than 10 gallons.

Guide/Service animals must comply with the MU Service Animal Policy and with Residential Life's Service Animal Guidelines. For copies of both, visit the Residential Life Administration office.

Fish may be confiscated if they are abused or neglected. Residents should make arrangements to remove fish during breaks or to have a roommate care for the fish.

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

Service animals must be identified through the MU Service Animal Policy and Residential Life's Service Animal Guidelines to ensure safety in case of emergency, proper maintenance of landscaped areas and community awareness.

PHYSICAL ASSAULT

Physical assault against anyone is not tolerated. If you are the victim or witness of an assault, contact a student staff member, your Residence Hall Coordinator or MUPD (573-882-7201) immediately.

POOL

Use of the Tiger Reserve pool is limited to Tiger Reserve residents and their guests. All posted rules and procedures 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.

RAPE, SEXUAL ASSAULT, SEXUAL MISCONDUCT AND SEXUAL EXPLOITATION

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

If you are the victim of unwelcome sexual behavior, sexual exploitation, sexual misconduct, sexual assault or rape, you may choose to contact the RSVP (Relationship and Sexual Violence Prevention) Center (573-882-6638), the Title IX Administrator (573-882-7915), a Residential Life staff member, 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 Counseling Center (573-882-6601) or the Office of Student Conduct (573-882-5543). You may also contact MUPD (573-882-7201).

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/immediatecare.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 Title IX Administrator. The victim will be contacted by Title IX Office staff, 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 Title IX Office website at 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.

RECYCLING AND TRASH

Recycling bins are provided in or near each hall for paper. Some halls also have bins for aluminum, glass, plastic, newspaper, magazines and cardboard.

There is also a trash room in some halls and/or an exterior trash container outside or near each hall. Residents are expected to properly dispose of trash in the trash room or exterior any trash container. Residents must not leave trash in the hallway or other common area of the hall. Failure to properly dispose of garbage and recycling may result in charges to the student.

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

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, contact a Residential Life staff member, the RSVP (Relationship and Sexual Violence Prevention) Center (573-882-6638), the Title IX Administrator (573-882-7915), True North hotline (573-875-1370 or 1-800-548-2480), MUDP (573-882-7201), Columbia Police Department’s DOVE (Domestic Violence Enforcement) Unit (573-874-7423), or the Counseling Center (573-882-6601). You can also contact the National Domestic Violence Hotline at 1-800-SAFE (1-800-799-7233).

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 Title IX Office can inform you of your rights, connect you with resources and provide assistance and accommodations. The RSVP Center is a confidential resource.

REPAIRS AND MAINTENANCE

If you notice a facilities-related problem in your room or elsewhere in the residence hall, please report it by submitting a maintenance request at reslife.missouri.edu under the Services and Forms menu. You may also call (573) 882-7211.

Residents are required to submit maintenance requests for any bug/pest problems. Residents are not allowed to use any bug/pest removal product, such as bug spray, bug bombs, etc., as these might set off smoke detectors.

If you have problems with your landline or cable connection, call the Telecom Help Line at (573) 882-5000. If a Telecom staff member needs to come to your room, you will need to sign a permission form at the hall desk before they can enter your room to repair the problem.

Residents of each community are responsible for common areas in the hall. Each resident is responsible for promptly reporting items in need of repair; doing so may save you money and inconvenience. For more information, see “Damages” on p. 10.

If there is a computer-related request, residents may contact a ResTech, student IT professionals, who can assist with technical questions at no charge. They can even come to your room. For more information, visit “Tech Support” at doit.missouri.edu.

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 www.reserveatcolumbia.com (click “Resident Login” and “Request Maintenance”).

For Internet connection issues, contact the Internet Service Provider, Elauwit Networks, directly. The company can be reached by phone (800-611-9837), text (text “support” and your message to 66749), online (support.elauwitnetworks.com), email (support@elauwitnetworks.com) or Twitter (@elauwitsupport.com).

RESTRICTED AREAS

Some areas in and around the residence halls are restricted at all times for safety reasons. These areas include, but are not limited to, roofs, exterior walls, balconies, smoke detectors, staff patios and custodial, construction or maintenance work spaces. Residents are not permitted to climb the balcony or the outside of building walls. Other areas, such as fire escapes or emergency doors, can only be used in an emergency.

Unapproved presence in restricted areas will usually result in termination of the Residential Life contract and prohibition from all Residential Life-owned or -operated facilities.

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 and/or use unoccupied bedrooms within their apartments. Unauthorized entry to these areas may result in conduct action.

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

RESTROOMS

Restrooms are available in all halls. Unisex restrooms are available in Bingham, Center, Defoe-Graham, Excellence, Gateway, Johnston, Lathrop, Laws, Mark Twain, McDavid, Rollins and Wolpers.

Per city ordinance, individuals are not permitted in residence hall bathrooms designated for the opposite gender. Unapproved presence in restricted areas will usually result in termination of the Residential Life contract and prohibition from all Residential Life-owned and -operated facilities.

Rationale: Residents have a right to privacy when they use the restroom.

SMOKING

Smoking is not permitted on any University-owned or -operated property. Use of products including, but not limited to, cigarettes, cigars, e-cigarettes, hookahs, pipes and water pipes are prohibited. Safe storage of such products is permitted, provided the product is not used on University-owned or -operated property.

For more information on MU’s smoking policy and assistance with quitting, visit smokefree.missouri.edu.

Rationale: Residential Life is committed to providing a safe and healthy environment for all its 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.
SPORTS IN THE RESIDENCE HALLS

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

Rationale: Hall games are disruptive, cause damage to the facility (especially to fire equipment) and can cause injuries.

STORAGE

There is no storage space available to residents in any University-owned or -operated facilities. Under no circumstances may residents store personal property, student room/suite/apartment furniture or other Residential Life property in any location other than its designated space. See “Furniture” on p. 15.

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. There is no extra space to store personal property on campus.

STUDENT RESPONSIBILITY/IMPLIED CONSENT

Students are responsible for their own behavior and that of their guests. If a student or guest violates established policy in a University-owned or -operated property or violates other student conduct standards, the student is subject to conduct action.

If a student observes any policy violation while in a residence hall, the student should leave the space and immediately notify hall staff.

Any student is responsible for the behavior and objects in a room or common space where a policy violation has occurred if they are in the space, regardless of their level of participation.

For more information, see “Student Conduct Process” on p. 24 and “Guests, Visitation and Escorts,” on p. 15.

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 hall staff immediately and to remove themselves from the situation to avoid facing potential conduct action.

THEFT

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

Rationale: Although residents have the right to expect residence halls 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 room/suite/apartment or sleeping, not allowing others to use the room key(s) and locking bikes to bike racks. Report safety and security concerns immediately.

VIDEO/AUDIO RECORDING AND PHOTOGRAPHY

Video/audio recording and photography in the residence halls 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 hall. The planned or possible use or reuse of the video/audio recording and photographs for distribution or transmission must have the consent of all subjects and be consistent with the Standard of Conduct for students, University policies and applicable laws.

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. Residence Hall Coordinators will provide a copy of the policy upon request. 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 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 residence halls allows for the upholding of this reasonable expectation.

WEAPONS

Use or possession of weapons of any type, including, but not limited to, firearms; paintball guns; airsoft, BB or pellet guns or similar weapons; 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. Other restricted weapons include bil- ly clubs, switchblades, brass knuckles, nun chucks and dangerous chemicals. 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. MUPD offers a variety of information and options for personal safety and security, as well as storage for weapons, including those used for hunting.

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.

Nerf\textsuperscript{TM}-type guns and water guns may be stored but not used in the residence halls, provided they are designed or clearly marked (e.g., fluorescent markings) so as not to be mistaken for a firearm.

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 of the kitchen area could be considered a weapon, and the resident could be sent through the conduct process.

Residents are not allowed to have other weapons in the apartment. This includes, but is not limited to, firearms; paintball guns; airsoft, BB or pellet guns or similar weapons; bows and arrows; decorative weapons; ammunition; billy clubs; nun chucks; switchblades; Mace; bear spray; dangerous chemicals; and other items used in a threatening manner. 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.

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

\textbf{WEIGHTS IN STUDENT ROOMS}

Hand weights (not to exceed 25 pounds) are allowed but should be used in a manner that does not disturb others or damage facilities. Failure to remove weights upon request may result in conduct charges. Residents interested in lifting weights are encouraged to visit the Student Recreation Complex.

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 the weight machines in the fitness center.

\textit{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.

\textbf{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 or using the window for entry or exit purposes is prohibited (except in case of emergency). Do not unlatch interior or exterior window screens. Room/suite/apartment residents will be charged for the total cost of installing, repairing or replacing damaged or destroyed screens and windows. Damages or costs resulting from items thrown from the window or other violations of this policy will be charged to the resident and will likely result in termination of the Residential Life contract and removal from all Residential Life-owned or -operated facilities.

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

\textbf{EMERGENCIES, HEALTH AND PERSONAL SAFETY}

\textbf{ASSAULT, ABUSE OR ENDANGERING BEHAVIORS}

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

If you think you may be a victim of assault or abuse, see “Rape and Sexual Assault Procedures” on p. 6, “Physical Assault” and “Rape, Sexual Assault, Sexual Misconduct and Sexual Exploitation” on p. 23 and “Title IX” on p. 24. Also please contact a professional staff member for assistance.

\textbf{EMERGENCY PROCEDURES}

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

\textit{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 9-1-1. 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, please discuss your needs with your Residence Hall Coordinator and a representative from Residential Life’s Planning and Design Office. Residents who have needs that would be relevant in the event of an emergency are encouraged, though not required, to complete a Well-being Check form, which would be used in emergency/crisis situations and allows staff to relay accurate information to emergency personnel. The form allows you to provide informa-
tion on your specific needs, such as location and dosage of medications, contact information for Personal Care Attendants and whether assistance can be provided by non-trained individuals. For a copy of the Well-being Check form or for more information, contact the RHC.

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

In emergencies, do not use the MU telephone system except to report the emergency situation. Use your cell phone for texting family and friends to let them know where you are when possible, as the University phone service may be down.

Do not use elevators.

- Do not risk your life or the lives of others by re-entering a building to save personal or University property.
- Do not cross police barriers without permission from University or emergency personnel.
- Do not exceed your training or knowledge in attempting to provide first aid.

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

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

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

**The levels of securing are:**

- **Yellow securing** – this level is used for large-scale events. All exterior doors and interior doors leading to residential living areas will be/remain locked. Residents will need their TigerCard to access their individual hall.

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

- **Red securing** – this level is used for situations in which a violent perpetrator or other threatening situation is on or near campus.

**Residents should be alert and aware of their environment and should follow T.I.G.E.R. steps:**
- Tell police of the situation;
- Inform your community;
- Get secure;
- Or Evacuate if possible;
- And, if necessary, Resist the threat with force.

Lock yourself in a nearby secureable location, such as your room or a restroom. Close and lock windows, and draw blinds/shades/curtains. Turn off all lights and appliances. Set your cell phone to vibrate. If possible, use your cell phone to access the MU Alert site (mualert.missouri.edu) for information. Emergency or University personnel will key into your room to notify you of the all-clear.

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

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

**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. If they are available and if it is safe to do so, staff may attempt to notify residents of the warning. Take cover, and stay away from windows. Go to the basement, hallway, lower floors or restroom without windows, and wait for further instruction from staff. Residents may return to other areas of the hall and resume regular activity after the warning expires. Expirations will be announced by staff or by media.

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

For more information on campus emergencies, visit mualert.missouri.edu.

**HARASSMENT**

Harassment by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed is not tolerated and will result in severe conduct
action, including potential removal from the residence hall. Forms of harassment include, but are not limited to, cyber or verbal harassment, threatening messages, physical threats, intimidation or posting of harassing materials.

If you have been the victim of harassment or feel threatened, contact a student staff member, your Residence Hall coordinator or MUPD. See “Assault, Abuse or Endangering Behaviors” on p. 9.

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; to tolerate harassment would be contrary to that commitment. Personal and academic enrichment must take place in an environment that respects the rights of others, even when individuals may have different views or beliefs. Actions that may not be intended to threaten or degrade may nevertheless do so to another individual. Residential Life staff also come from diverse backgrounds and have the right to perform their jobs to help residents succeed in a safe, non-threatening environment.

HEALTH AND COUNSELING SERVICES

In the event of a personal, medical or psychological emergency, contact the hall desk or the floor student staff member on-call by calling them at the phone number listed on hall on-call boards. If immediate assistance is required, call 9-1-1 or MUPD at (573) 882-7201.

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 Student Health Center and the Counseling Center offer counseling and other programs during regular business hours. For more information, contact the Student Health Center at (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 student is missing, staff will notify MUPD and a designated contact as described:

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

PHYSICAL ASSAULT

Physical assault against anyone is not tolerated. If you are the victim or witness of an assault, contact a student staff member, your Residence Hall Coordinator or MUPD (573-882-7201) immediately.

RAPE, SEXUAL ASSAULT, SEXUAL MISCONDUCT AND SEXUAL EXPLOITATION

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

If you are the victim of unwelcoming sexual behavior, sexual exploitation, sexual misconduct, sexual assault or rape, you may choose to contact the RSVP (Relationship and Sexual Violence Prevention) Center (573-882-6638), the Title IX Administrator (573-882-7915), a Residential Life staff member, 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 Counseling Center (573-882-6601) or the Office of Student Conduct (573-882-5543). You may also contact MUPD (573-882-7201).

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/immediatecare.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 Title IX Administrator. The victim will be contacted by Title IX Office staff, 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 Title IX Office website at 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

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, contact a Residential Life staff member, the RSVP (Relationship and Sexual Violence Prevention) Center (573-882-6638), the Title IX Administrator (573-882-7915), True North hotline (573-875-1370 or 1-800-548-2480), MUPD (573-882-7201), Columbia Police Department’s DOVE (Domestic Violence Enforcement) Unit (573-874-7423), or the Counseling Center (573-882-6601). You can also contact the National Domestic Violence Hotline at 1-800-799-SAFE (1-800-799-7233).

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 Title IX Office 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 hall desk, your floor student staff and your Residence Hall Coordinator. File a report with MUPD as soon as possible. Although Residential Life does not assume responsibility for personal items, immediate and accurate reports of stolen items may allow items to be recovered. Each student is encouraged to obtain personal property or renter’s insurance. Students may also be covered under their family’s homeowners’ insurance. Prevent theft by locking doors and windows at all times, not propping doors open and reporting suspicious behavior to staff or police. Do not leave personal items unattended in common areas. See “Doors and Security” on p. 13 and “Theft” on p. 20.

TITLE IX
Title IX is a federal law that prohibits sex discrimination in education. The Title IX Office at MU helps ensure everyone has access to educational programs, regardless of sex, gender, gender identity, gender expression, pregnancy or sexual orientation. The Title IX 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 Title IX Office. Students who violate University policies prohibiting sex discrimination are subject to sanctions under the University’s Equity Resolution Process. For more information, see “Rape, Sexual Assault, Sexual Misconduct and Sexual Exploitation” on p. 23.

STUDENT CONDUCT PROCESS
As permitted in the University of Missouri Collected Rules and Regulations Chapter 200.020 (mizzoulife.missouri.edu/resources/m-book), Residence Hall Coordinators (RHCs) and 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 RHC. At this 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 RHC know whether they prefer to have their case heard by the RHC, another appropriate Residential Life staff member or staff at the Office of Student Conduct (OSC). The RHC decides who will hear the case, but the student’s preference is strongly considered.

The RHC (or whoever is hearing the case) will then talk with students, 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 RHC will determine the appropriate sanction(s).

If the student does not respond to the RHC’s/OSC’s correspondence related to the process and/or does not attend scheduled meetings with the RHC/OSC, the RHC/OSC may proceed in determining which violation may have occurred and decide on the appropriate sanction without the student. 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 Conduct Code; 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 Conduct Code and that the violation should not occur again.

DISCRETIONARY SANCTIONS
Discretionary sanctions include work assignments, service to the University or other relevant assignments. The RHC/OSC 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 Universi-
ty 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, including dining locations.

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 Conduct Code, additional violations during a specified period of time will result in more severe sanctions. These sanctions will most likely include suspension, dismissal or expulsion from 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 residence hall contract and prohibition on returning for a specified period of time. The student’s removal from housing may also include limitations of presence in University-owned or -operated facilities. The student whose contract is terminated as the result of a violation of Residential Life policy and/or the Student Conduct Code will be responsible for the Purchase Option of the contract, which is 40 percent of the remaining room and board charges for the term of the contract.

RESIDENTIAL LIFE DISMISSAL
This sanction includes removal of a student from University-owned or -operated housing, termination of a student’s residence hall contract and prohibition on returning for a specified period of time and unless 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 Conduct Code will be responsible for the Purchase Option of the contract, which is 40 percent of the remaining room and board charges for the term of the contract.

RESIDENTIAL LIFE EXPULSION
This sanction includes permanent removal of a student from University-owned or -operated housing, termination of a student’s residence hall contract and prohibition on returning until specified conditions have been met.

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 Conduct Code, additional violations during a specified period of time will result in more severe sanctions. These sanctions will most likely include suspension, dismissal or expulsion from the University of Missouri (inclusive of all campuses within the system).

UNIVERSITY SUSPENSION
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 hearing officer 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 mizzoulife.missouri.edu/resources/m-book.

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

HOUSING CONTRACTS, ROOMS AND ROOM/ SUITEMATES

MU HOUSING POLICY
All first-time college students younger than 20 years old as of Aug. 15 of the applicable academic year and
who are enrolled for more than six credit hours are required to reside in University-operated housing or houses operated by fraternities or sororities recognized as University student organizations. A student is considered a first-time student regardless of when he/she graduated from high school if he/she is enrolling at the University for the first time and has not previously attended another college or university. First-time college students younger than 20 years old who wish to live somewhere other than in University-operated housing must send a completed Request for Exception to the Housing Policy form (available from Residential Life) to the Director of Residential Life in the Residential Life office, 0780 Defoe-Graham Hall, 901 Hitt St., Columbia, MO 65211-4050. The form must include the address of the proposed housing, the student’s reasons for wanting to live there and the signature of the student’s parent or legal guardian. Additional information may be required before an exception may be granted. Other exceptions to the policy may be granted upon submission of an official request for exception.

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

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

CONTRACT CANCELLATION, PURCHASE OPTION AND CANCELLATION PENALTY

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

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

For more information on the housing contract or the Purchase Option, visit the main Residential Life office or reslife.missouri.edu.

CHECK-IN, -OUT

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

Residents will be charged through the day they officially check out of the hall. If you move to another hall, you will begin paying the new hall’s rate when you move.

At the end of each semester, students must depart the hall within 24 hours of their last final or by the time the hall closes, whichever occurs first.

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

Residents staying for Summer School will have the option of paying daily room charges for Interim housing between the Spring/Summer and Summer/Fall semesters.

You must be present at the time of your check-out, and all your belongings must be out of your space by this time. Failure to check out by the official check-out time or to be present at your check-out (unless you choose Express check-out) will result in a maximum $75 late or improper check-out fee. Failure to clean your room before check-out will result in cleaning charges. Failure to return your room key(s) will result in lock changes if you live in a hall with traditional locks.

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

Tiger Reserve — If a resident plans to move out of the apartment (for any reason), they must contact the Area Administrative Support (573-268-4943) to make an appointment to check out. The AAS 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 Extended Campus.

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

ABANDONED PROPERTY

Residents have 60 days after the end of their contract cancellation (check-out) to contact Residential Life regard-
ing property, including bicycles, left behind after check-out. 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. Residents must vacate their assigned space as scheduled (room changes, as well as at the end of the contract period) and must remove all personal property and go through an official check-out through the hall desk before leaving their room or the University. If you fail to do so, Residential Life staff will make a reasonable attempt to contact you via phone or MU email to schedule a time for you to pick up the abandoned property. If these attempts are unsuccessful, Residential Life will mail a certified letter giving a two-week deadline for contacting the department to claim the property to your permanent address. The personal property will be removed and stored at the resident’s expense for up to 30 days. The student will be billed until the contract has been cancelled in writing. See “Contract Cancellation, Purchase Option and Cancellation Penalty” on page 26.

The resident’s student account will be billed $20 per hour per custodial employee or $45 per hour per maintenance employee (with a minimum 1/2 hour 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 property of the University and will be either disposed of or auctioned at Surplus Property. Residential Life is not responsible for damage to or loss of property that might occur during the course of removal or disposal. The resident’s student account will also be billed for all costs incurred to return the space to a usable condition.

HEALTH AND SAFETY CHECKS
Residential Life staff will perform Health and Safety Checks throughout the academic year with prior notice, if possible, to verify occupancy and make safety inspections. Two staff members will enter the room/suite/apartment (staff will key in if no residents are home) and check for any health or safety violations or hazards. Residence Hall Coordinators will notify residents found to be in violation of a residence hall policy or local, state or federal law. Students are expected to comply with RHC requests to resolve noted concerns within a certain time period, often within one week. Failure to correct concerns will result in conduct charges.

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

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

Student requests to move to another room are accepted online after the first three weeks of each semester (exact dates will be posted in the halls). Residential Life staff will review the request and will email the resident an offer that meets her or his preferences, provided such a space is available. Depending on the resident’s request, it may be weeks or months before staff has a space to offer. Signs indicating the first day requests will be accepted will be posted near the hall desk each semester. To submit a move request, visit reslife.missouri.edu/roommove.

Moving to another room may result in adjusted charges based on amenities and type of room or hall. Charges for the new room are based on the date of move, including any additional days for open-over-break halls. Residential Life strongly recommends comparing hall rates, which can be found on our website, before accepting/declining a room move offer (reslife.missouri.edu/rates-amenities).

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

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

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

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

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

- Elect to pay the single-room rate if space permits and if it is offered as an option. This is not always possible and is not usually an option until later in the Spring semester.
- Find a room-/suite-mate. Residential Life staff may provide suggestions on request.
- Arrange to move to a double room having only one occupant.
- Notify Residential Life staff that the resident will promptly move to any available space to which he or she is assigned.

- Residential Life may opt to:
  - Give the resident written notice that their double-room rate will be changed to the single-room rate on a specified date. The resident will then be charged the single-room rate for the remainder of the year.
  - Assign a new resident to the vacant space in the room at any time with or without prior notice to the resident already in the room.

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

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Thanksgiving-Halls close 11-21-2015 5 PM
Thanksgiving Recess begins 11-21-2015
Halls reopen 11-29-2015 9 AM
Meals resume 11-30-2015 breakfast
Classes resume 11-30-2015 8 AM
Reading Day 12-11-2015
Finals begin 12-14-2015
Meals end 12-18-2015 dinner
Halls close 12-18-2015 5 PM
Commencement 18 & 19 2015
Residence Hall Calendar Spring Semester 2016

**JANUARY**

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- Halls open 1-15-2016 9 AM
- Meals begin 1-15-2016 breakfast
- MLK Holiday (no classes) 1-18-2016
- Classes begin 1-19-2016
- In-hall room changes accepted 1-26-2016
- Between-hall changes accepted 1-27-2016
- Spring Recess-Meals end 3-25-2016 dinner
- Spring Recess-Halls close 3-25-2016 5 PM
- Spring Recess begins 3-26-2016
- Halls reopen 4-3-2016 1 PM
- Meals resume 4-4-2016 breakfast
- Classes resume 4-4-2016
- Reading Day 5-6-2016
- Finals Begin 5-9-2016
- Spring Semester Closes 5-13-2016 dinner
- Halls close 5-13-2016 5 PM
- Commencement May 13, 14 & 15

**FEBRUARY**

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**SUMMER SEMESTER 2016**

**8-Week Session**
- Halls open 6-3-2016 9 AM
- Meals begin 6-3-2016 lunch
- Classes begin 6-6-2016 7:30 AM
- Indep. Day (no classes) 7-4-2016
- Meals end 7-29-2016 dinner
- 8-week Session closes 7-29-2016 5:30 PM
- Halls close 7-30-2016 12 noon

**First 4-Week Session**
- Halls open 6-3-2016 9 AM
- Meals begin 6-3-2016 lunch
- Classes begin 6-6-2016 7:30 AM
- Meals end 7-1-2016 dinner
- 1st 4-week Session closes 7-1-2016 5:30 PM
- Students move-out by 7-1-2016 5 PM

**Second 4-Week Session**
- Halls open 7-4-2016 9 AM
- Meals begin 7-5-2016 breakfast
- Classes begin 7-5-2016 7:30 AM
- Meals end 7-29-2016 dinner
- 2nd 4-week Session closes 7-29-2016 5:30 PM
- Halls close 7-30-2016 12 noon