

Davidson College
Residence Life Office
Policies and Procedures for Students

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Residence Life Policies and Procedures for Residents

Residence Life Office: General Purpose and Principles

The Residence Life Office (RLO) at Davidson College provides a safe residential space for learning and development. RLO manages a safe, secure, and welcoming residential environment that supports and enhances academic performance and social development for all residents. Through their experiences in the residential community, Davidson students gain the knowledge, awareness, and skills to lead ethical, inclusive lives. RLO promotes residential communities through the curriculum goals of community responsibilities, self-awareness, wellness, and inclusive excellence.

The RLO is a part of the Division of Student Life. The RLO Professional staff includes the following positions:

- Assistant Dean of Students/Director of Residence Life
- Associate Director of Residence Life
- Housing Assignments Coordinator
- Coordinator for Budgets and Facilities
- Office Coordinator
- Assistant Director for Selection and Training
- 3 Area Coordinators (ACs)

RLO assigns RLO Student Leaders (Hall Counselors (HCs) for first-year students and Resident Advisors (RAs) for upperclass students) to residence halls and apartment buildings to provide support, programming, and referrals. The RLO Professional Staff selects, trains, and supervises the RLO Student Leaders in addition to responding to disciplinary matters within the residence halls, providing support & campus referrals, and managing conflict. The Residence Life Peer Supervisor is a student position that provides support, programming, and referrals to HCs in one of the residential areas.

RLO handles all room assignments, manages room and damage billing, coordinates social and educational programming in the residential communities, serves as a liaison between residents and maintenance staff, and responds to all housing needs.

The policies and procedures within this document, the RLO website, and addendums (e.g., Martin Court Lease Agreement) cover the expectations and responsibilities for students residing in and visiting the residence halls and apartments. Ignorance of these codes and policies does not constitute any excuse for violations. These policies and procedures provide information students need to have a safe and enjoyable residential experience. If residents have any questions that these pages do not address, they should inquire with a Residence Life Professional Staff member.

Section 1. Overview

Davidson College is a four-year residential community, and all students are expected to live on-campus all four years. The RLO manages the residential experience of the students attending Davidson College. Only full-time Davidson students in good financial standing are eligible to live in the residence halls and apartments during the academic year; students who withdraw mid-semester must move out within 48 hours of their withdrawal notice. Students may not sublet or rent out an on-campus residential space to anyone else.

The RLO assigns students to rooms. RLO (and Davidson College) reserves the right to reassign a student as necessary. Reasons for a reassignment include consolidating vacant spaces, managing a facility repair, as result of judicial action, for the safety and well-being of students, and/or administratively at the discretion of the Assistant Dean / Director of Residence Life.

Student Acknowledgement and Agreement.

Davidson College students agree to abide by all rules and regulations set for in this document (including the RLO website and addendum documents) regardless of whether the students live in the residential spaces (residents) or live outside of the residential spaces (students). These policies and procedures may be amended at any time. Failure to meet these expectations will result in consequences, and those consequences vary according to the severity of the infraction. Each policy in Section 2 of this document includes typical consequences for failing to meet expectations; other consequences may be put in place by RLO in unusual situations or where a consequence is not explicitly stated. Section 3 of this document explains the Housing Policy Infractions process.

The residential spaces typically come with a room key, bed, dresser, closet or wardrobe, desk, desk chair, cable television connection, and internet connection. All room furniture must remain in each resident's room and no items may be stored or left in residential hallways. Public hallways, hall bathrooms, lounges, laundry, and vending facilities are available for residents use and are cleaned regularly by the

Building Services staff. Residence hall lounge typically have a television with cable service.

Students are responsible for maintaining a healthy and safe environment by using trashcans provided in the residence halls and by keeping all personal belongings out of hallways and lounges. The Building Services staff takes care of normal daily cleaning, but residents must take care of any messes for which they are responsible. Residents and staff must work together to contribute to a pleasant community in which to live and study.

Davidson College and RLO are not responsible for the loss, damage, or theft of any personal property. Residents are strongly encouraged to carry insurance to protect their personal property. Students should verify coverage under their parents' or guardians' home or renter's insurance policy, and if not, purchase student rental insurance. A 1-year policy is available for as little as \$66 from NSSI. More information about NSSI can be found in their brochure (click [here](#)) or their video (click [here](#)).

The RLO supports the Innovation and Entrepreneurship Initiative and encourages students to engage in entrepreneurial activity while recognizing limitations on that ability in the residence halls and apartments. Though commercial transaction such as food delivery occur outside of the residence halls and apartments, infrequent commercial transactions are permitted in private residential spaces if they comply with Davidson College policies. The use of common areas for commercial activity is prohibited.

COVID-19 Updates.

To meet expectations to remain residential for the academic semesters, it is imperative to adhere to health guidelines regarding COVID-19. The following expectations and policies within this section supersede like policies in Section 2 of this document until further notice. If correspondence from the CORE Covid team conflict with the information contained in this document, the CORE Covid expectations supersedes the information below.

Masks and Face Coverings

Davidson College adopts new public health standards, many of which reference masks or face-coverings. All unvaccinated students, faculty, and staff are required to use appropriate face-coverings, which can include either commercially produced or homemade cloth face-coverings, provided it fully covers the nose and the mouth, fits snugly against the sides of the face so there are no gaps, can be secured to prevent slipping, and does not have a valve or vent that releases exhaled air while working in the residence halls.

Unvaccinated students, faculty, and staff must wear face coverings in all indoor spaces except a.) when they are alone in an enclosed private office or alone in another enclosed room where they do not expect to be disturbed, or b.) in a private living space, or c.) eating in dining facilities. Unvaccinated students, faculty, and staff must wear face coverings outdoors when within 6 feet of others. Masks are encouraged to be worn in the common areas of the residence halls (e.g. hallways, stairwells, common areas, etc.) even if the students are going to the restroom.

Students with disabilities who would like to request accommodations should contact Beth Bleil, Director of Academic Access and Disability Resources, at bebleil@davidson.edu or 704-894-2129.

Hosting, Guests, Occupancy, and Visitation

Community health circumstances are fluid. The following policy allows students agency to manage guests while adhering to guidelines and expectations.

Residents can connect with their guests in spaces that allow students to adhere to the guidelines. Examples of these locations are outside or in a common area that allows for distancing.

In the effort to manage the total number of people within the residence halls, students will only have CatCard swipe access to the hall for which they are assigned. Students are not permitted in a residence hall where they are not assigned unless they are the guest of a person living there. If not a resident of that building, the guest should be escorted by the person they are visiting.

Non-Davidson guests are prohibited.

Community health circumstances are fluid and changes might need to be made to these expectations, which could include limiting residence hall rooms and apartments to only those students assigned to that room or apartment and limiting a residence hall to only those students assigned to that building.

Social gatherings in the residence hall

To meet guidelines and college expectations, parties can be limited and/or prohibited throughout the semester. This includes open and closed parties within any residential space. An open party is a gathering with high traffic coming and going from the apartment, with many people known/unknown well by residents, often with an open front door. A closed party is a gathering with more than 4-5 non-residents in the apartment.

Use of Common Areas (lounges, kitchens, fitness center, etc.)

To meet our increased residential needs, we converted all eligible lounges into private residential spaces, and as such, they will not be available for community use.

All lounges converted to student bedrooms will be closed, even if not currently assigned, to assist in adhering to guidelines regarding social gatherings in the residence halls.

Assignments and Rates.

The Trustees of Davidson College set annual room rates. The semester room rent covers housing from the time when the residence halls open ("Move-In") until they are officially closed ("Closing") each semester. After the tenth day of class, refunds are not issued for room rent. Refunds are not issued for students who are evicted from on-campus housing because of a disciplinary action.

Davidson requires all currently enrolled students to live in college housing if space is available. Housing assignments are conducted via the First-year Pairing Process (for incoming first-year residents) and the housing selection lottery process. Each year, every student is randomly assigned an undisclosed lottery number according to student classification (based on credit hours determined by the Office of the Registrar), with rising seniors having the best numbers and so on. Residence Life strictly abides by the Registrar's Office determination of class. Outside of random number generation, no other factors (i.e., current housing location, GPA, conduct, last year's lottery number, etc.) affect the undisclosed lottery number assigned to a student. Lottery numbers determine the order of housing lottery selection and the order in which off-campus permission is granted. If the student has applied with a roommate or in a group, the group's lottery numbers are averaged, and the average becomes the lottery number for the group. The lottery number is used to determine the order for which students will participate in the specific lottery. Once a student/group has applied for and been notified they have been accepted into a specific housing process, they are removed from the possibility of applying for any subsequent housing processes for the upcoming year.

At times, there are more enrolled students in town than beds on campus, and at those times RLO extends off-campus permission to a limited number of students beyond the number of on-campus beds. RLO grants off-campus permission to upperclassmen based on lottery number and campus occupancy numbers. Off-campus permission is also granted in limited cases, specifically: students with a housing need which cannot be met on-campus, students who are married, and students who are 25 years or older. Off-campus permission is not granted for students whose families live close to campus, nor for financial need. Any student who moves off-campus without permission from RLO is charged a penalty equal to one semester double room rate. Students with off-campus permission will not have the same access to residential resources as on-campus students.

If a resident resides in a room or apartment with a bed vacancy, the resident does not have rights to utilize that vacant space. In other words, a resident in a double without a roommate is not residing in a single room. Residents assigned to an

apartment or room which is not at capacity will only be charged the specified room rate (e.g., a person living alone in a double room will only be charged a double room rate) and the space may be filled as needed by RLO. Residents do not have the option to “buy out” a vacancy so that others cannot move into the space. RLO will utilize the vacant space to meet occupancy needs. Though RLO will attempt to involve the resident of the room in the process of filling the vacant bed, the resident cannot authorize who obtains the vacant bed.

Residents who withdraw or go on personal leave during the semester must checkout of the residential space within 48 hours of their withdrawal notice.

Due to a lack of housing on campus, housing is not guaranteed. In the event of minimal available bed space, lounges may be used, but in some rare cases students may be asked to live off campus.

Period of Residential Housing Eligibility.

Room rent covers the period from the time when the residence halls open until the time when they are officially closed. These dates vary each year (see below for more details) but coincide with the semester academic calendar. During the academic year, the residence halls remain open during all breaks other than winter break. Residence halls close only for winter break in which residents are not permitted in the residence halls. All residents are required to vacate campus during winter break, beginning at noon following the last day of exams. Students leaving after hall closing time are subject up to a \$250.00 late departure fee. Residents may not occupy their rooms any time before the official opening of the halls (usually 9:00 am on the Saturday before classes begin).

The Security Access System is designed to deactivate all students' cards at winter break and at the end of the school year. Residents who are planning flights during hall closing time should make travel reservations well in advance to avoid conflicts with this policy. Laundry and dining services are not available during winter break.

In the fall semester, move-In for first-year residents begins at 2 pm on the Wednesday before the first day of class; for upperclass residents, move-In begins at 9 am on the Saturday before the first day of class. **Note: for fall 2021, the move-in process adjusted to meet necessary guidelines for testing and density on campus.** In the spring semester, move-In begins for all residents at 9 am on the Saturday before the first day of class. Closing for the spring semester is at 5 pm on Commencement Sunday for non-graduating residents; Closing for graduating seniors is at noon on the Monday following Commencement.

All residents must follow check-in and checkout procedures at the beginning and end of each contract period (academic year or semester) or upon departure at any

point during the year. RLO will provide the check-in and check-out process through the RLO website, floor meetings, emails, and hall postings. In addition, students who change rooms at any time throughout the year must complete the process as specified by the RLO Professional Staff.

Section 2. Expectations for Residence Halls and Apartments

The philosophy of Davidson College's residential living is one of "freedom with responsibility" which is an extension of the honor system. The mission of the Residence Life Office is to provide a safe residential space for learning and development. Policies and procedures set high expectations for residents. The enforcement of these expectations helps students learn community responsibility, increases safety, and creates a more pleasant living environment. The detailed expectations, including consequences for violating these expectations, are set forth below. Any behavior that violates the College's Code of Responsibility and/or Honor Code will be referred to the Office of the Dean of Students for further proceedings. Any student who damages College property, whether intentionally or accidentally, may be fined and/or may be responsible for paying the replacement, repair, or cleaning costs.

Alcohol.

- Per the student Code of Responsibility and North Carolina state law, **Individuals under 21 years of age** may not consume, possess, provide, sell, enable access to, and/or purchase or attempt to purchase alcohol.
- **Individuals 21 years of age or older** may consume alcohol inside private residence hall rooms, *Martin Court apartments (including on apartment porches (unless prohibited by RLO or the College), and in the Armfield courtyard (unless prohibited by RLO or the College))*; they may play drinking games in those locations as well. They are responsible for NOT providing/selling/enabling access to alcohol to underage students; NOT permitting their ID to be used by others; NOT driving any vehicle (including bikes and golf carts) while impaired; and NOT consuming alcohol in public areas of residence halls (lounges, hallways, bathrooms, stairwells, surrounding areas, etc.) or outside of designated outdoor areas.
- "Common containers" of alcohol (kegs, punch bowls, Jell-O, beer balls, trashcans, funnels, etc.) are prohibited.
- In Martin Court, alcohol in glass bottles may only be consumed inside apartments.

College policies regarding the possession, use, and distribution of alcohol adhere to laws of the State of North Carolina. High risk drinking is a significant public health

issue with serious health and safety consequences to both individuals and the Davidson community. Students are strongly encouraged to use protective behaviors when they are legally consuming alcohol to reduce negative consequences.

Alcohol found in the possession of underage individuals is disposed of and the students in possession are responsible for pouring it out in the presence of an RLO staff member. Alcohol found unattended in common areas or in the rooms of only underage residents is confiscated and disposed of by RLO professional staff or Campus Police.

Alleged violations of the Code of Responsibility related to alcohol are referred to the Dean of Students Office or to RLO consistent with the Code of Responsibility and the Davidson College Alcohol policy.

See Davidson College Alcohol Policy in the Student Handbook for additional information.

Alteration of Rooms and Apartments.

Alteration of rooms and apartments by students is prohibited, including creating holes in walls or ceilings, wallpapering (including peel and stick removable), installing lighting, painting rooms, removing doors, removing security window screens, moving ceiling tiles, and installing wall to wall carpeting. Though Command Hooks can be used to hold items on the walls, care must be taken, and students must follow the exact removal instructions. Command hook damages will be assessed to the student.

Students found in violation of the Alteration policy are billed for the repair or replacement costs, and/or may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Appliances, Electrical Devices, and Personal Items.

Many appliances, electrical devices, and personal items make sense to have in the residence halls while others create fire safety hazards and therefore are prohibited. The residence hall rooms have the capacity for **16 amps/2000 watts maximum** at any time. Martin Court apartment kitchens and common area kitchens are designed to accommodate some additional appliances and electrical devices, so some items are permitted there that are not allowed in private residence hall and apartment rooms.

- **Permitted in the residence hall room:**
 - One per room

- one Microfridge unit or (one refrigerator [2 amps 120 volts maximum] and one microwave [700 watts maximum]) MUST BE PLUGGED DIRECTLY INTO WALL
 - coffee makers
 - hot air popcorn poppers
 - slow cookers/crock pots
 - blenders
 - de-humidifiers/air purifiers
 - vacuum cleaners
- One per resident
 - hair dryers
 - electric shavers/razors
 - clothing iron (with auto-shutoff)
 - power strips/surge protectors (must have "surge protected" on the UL label or on the device).
- **Permitted in Martin Court Apartment kitchen areas only (no more than one of each per apartment):**
 - one Microfridge unit (or one mini refrigerator [2 amps 120 volts maximum])
 - one microwave (700 – 1100 watts)
 - open-coil burners (hot plates)
 - griddles
 - grills (including Foreman-type grills)
 - hot air cookers, including air fryers
 - toaster
 - pressure cooker
 - instant pot
 - deep fryer
 - hibachis/grills designed for indoor use
- **Prohibited in all residence halls and apartments:**
 - **incendiary agents:** including candles, incense, hookah, fireworks, butane torches, etc.
 - **combustibles:** including lighter fluid, motor oil, propane, gasoline, charcoal, kerosene, vehicles that hold fuel like scooters and motorcycles, etc.
 - **fire and safety hazards:** including extension cords, live trees (e.g., Christmas, palm), paper-covered room doors, fabric hanging over beds, large stacks of newspaper, halogen lights, electric blankets, hoverboards, fog machines, additional door locks (e.g. Ring or other camera locks, chain or deadbolt)

- **types of appliances and furniture:** including large household appliances, waterbeds, homemade lofts, sleeper sofas, large charcoal grills, gas grills, etc.
- **plumbing concerns:** Drain-o, flushable wipes,
- **other items** (including dart boards (including magnetic dartboards), wallpaper (including removable), doorbell cameras (e.g. Ring doorbell cameras), pools/hot tubs (including inflatable) within the residence halls/on MC balconies, weapons (see Weapons for more information), etc.)

Residents found in violation of the prohibited possessions will be required to immediately remove the prohibited item from the residence hall or apartment; prohibited possessions found unattended will be removed by RLO staff. In addition, residents may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) and charged a \$50 fine.

See Fire Safety for additional information.

Bicycles.

Bicycles must be registered with Public Safety when brought onto campus. They may be stored by properly securing them to bicycle racks or inside student rooms; they may not be left in hallways, lounges, stairwells, on porches or attached to outdoor objects other than bicycle racks. Bicycles must be removed at the end of the spring semester unless the owner is living on-campus over the summer.

Improperly stored bicycles create a variety of issues, including: safety hazards during emergencies; blocking public walkways and limiting egress; impeding pedestrian and vehicle traffic; damage to College property; limiting the ability of building services to clean common areas; and limiting the ability of grounds staff to properly maintain exterior spaces.

Bicycle registration is free and can be completed on the Office of Public Safety's website. Bicycles only need to be registered the first time they are brought to campus (not each year) unless the bicycle is sold or transferred to another person. Students living on-campus over the summer need to re-register bicycles for the summer.

Bicycles that are not properly registered, secured, or in specified locations are subject to any of the following: being secured; citation; or, confiscation by Public Safety. Bicycles removed at the end of the spring semester will be stored for up to 90 days. All unclaimed bikes will be disposed of after 90 days. If a violation of this policy results in damage, the Damage policy applies.

More information on Bicycle policy can be found on the Office of Public Safety's website.

Cleanliness.

- **Cleanliness** of private spaces is the responsibility of those assigned to those spaces. In Martin Court, this includes porches and patios.
- **Trash and recycling** should be removed promptly by students and disposed of only at the designated locations.
- **Pests** and insect problems should be reported to RLO promptly by emailing rlo@davidson.edu. Residents should not treat pests or insect issues themselves.

Residents are responsible for providing cleaning materials and equipment needed to clean their rooms, private bathrooms, apartments, and patios. RLO provides vacuums and brooms for communal use in the residence halls but not in apartments. College-owned vacuums and brooms are stored in common areas (typically lounges or a hall closet) and must be returned promptly. If a vacuum malfunctions, email rlo@davidson.edu promptly so that it can be emptied or repaired (see Malfunctioning and Broken Items for additional information). Residents are responsible for the cleanliness of their room even if a vacuum or broom is unavailable or broken, which includes leaving a room clean when moving out.

Each residence hall has a designated location for trash and recycling. In Martin Court, residents are required to remove trash and deposit it in receptacles behind Armfield, Hart, and Jamieson. Trash is not permitted to remain on an apartment porch. Cleaning up trash in common areas that cannot be attributed to an individual or group of individuals may be billed back to the community or result in other consequences for the community.

Residents can reduce their pest problems by regularly cleaning food residue and sealing all food containers. RLO refers pest and insect issues to a pest control technician who administers all treatment to monitor community safety; they come to campus on Tuesday to spray in common areas as well as individual rooms, upon request.

Failure to uphold expectations for cleanliness, trash, or recycling will result in the resident being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) in addition to the following consequences for each person associated with the living space:

- 1st offense – Warning letter
- 2nd offense – Charge of to address the concern

- 3rd offense – 5 hours of college service and the charge to address the concern
- 4th offense – Referred to the Office of the Dean of Students for Code of Responsibility charges

Biohazards present risks to both students and their environment. Biohazards include, but are not limited to, blood, vomit, and other bodily fluids. A student who discovers a biohazard in a residence hall should notify an RLO student leader immediately. Building Services staff will ensure that the biohazard is safely cleaned. Students responsible for biohazards as a result of policy infractions may incur expenses for damage or cleaning charges assessed to Residence Life as well as being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

In addition to the charges listed in Furniture, the following are standard charges for cleaning:

<u>Cleaning Items</u>	<u>Price Range</u>
General Cleaning Fees	\$10 - \$100
Failure to clean floor (vacuum or sweep)	\$20 - \$100
Failure to clean private bathroom	\$20 - \$150
Failure to clean kitchen	\$20 - \$150
Failure to clean common area	\$20 - \$150
Cost to remove items from room, floor, or hall	\$20 - \$150 per item
Labor cost per ¼ hour (15 minutes)	\$15

See Damages, Furniture, Malfunctioning and Broken Items for additional information.

Common Areas.

Please refer to the COVID-19 Updates expectations in this document (see Section 1). In the case of conflicting information, the expectations set in COVID-19 Updates supersede the information in this policy until further notice.

Common areas are spaces designated for community use and is accessible to many or all students. The College cleans common areas regularly, but students are responsible for cleaning up after themselves.

- **Lounges** are studying and social spaces. Lounge furniture must stay in its designated lounge and non-College owned furniture may not be left in a lounge. Personal belongings must be removed in a timely manner. Sleeping

in a lounge overnight or for an extended period is prohibited. Lounges may not be reserved by residents for private gatherings.

- **Common area kitchens** are available to all residents and their guests. Kitchens must be left clean, and that includes washed pots, pans, and utensils; counters wiped down; and personal belongings put away. Food stored in community refrigerators should be labeled with the owner's name, room number, and date, and disposed of promptly and properly.
- **Community bathrooms** designated with a specific gender sign may be used by people who feel that designation aligns with their gender identity. Non-designated community bathrooms are available for anyone to use.
- The **fitness center** in Chidsey Hall is managed by RLO, is available to all students, and is open from 6 am until 1 am daily from move-in until closing. Fitness equipment should be wiped down after each use. Towels are available but should remain in the fitness center. When finished, equipment should be set up for the next user, including placing dumbbells on racks.
- **Laundry rooms** have no-charge self-service washers and dryers that are open 24 hours a day. Washers require high-efficiency (HE) detergent. Laundry machine availability and load status can be viewed online at www.laundryview.com. Clothes should be promptly removed from washers and dryers; clothing that has been abandoned in laundry rooms are removed periodically and donated to local aid agencies.
- No personal items may be left in **hallways, stairwells, laundry rooms, or common bathrooms.**

If a lounge, common area kitchen, fitness center, or laundry room has repeated issues, RLO may close the space for up to one week to address the issues. If a space needs to be closed again, it may be closed for up to one month at a time.

The first time a common area has personal items which are not removed in a timely manner, RLO will email the residents a reminder to remove the belongings. Subsequent violations may result in RLO confiscating and holding those personal items for up to one month or disposal of the personal items.

Repeated or egregious violations of the common area policy may result in a resident being placed in "poor standing with RLO" for up to one year (see Section 3. Additional Information). Furthermore, repeated and/or egregious violations of the lounges, common area kitchens, or fitness center portion of this policy may result in a student not being allowed to use that type of space for up to one semester.

Damages.

Damages, or the physical harm which impairs the value, usefulness, or normal function of a building or a college-owned object, is prohibited and should be

reported immediately to the Residence Life Office or Campus Police. A person who damages College-owned property is responsible for that damage, whether it was intentional or accidental. Damages attributed to an individual or group of individuals will be billed to the individual or the group of individuals on a pro rata basis. Damages not attributed to an individual may be billed back to the community. Activities which are likely to cause damage are prohibited.

Residence halls and apartments are safer and more pleasant living environments when things function properly and look attractive. Residents have a responsibility to help minimize damages by taking responsibility for their own actions and by holding peers accountable.

Students who are painting or working with messy materials in and around the residence halls need to put down a drop cloth, newspaper, or cardboard first. This includes projects outside where spray paint can leave lasting marks on walkways or kill plant life. Residents can get an appropriate cover by emailing rlo@davidson.edu first.

Damages should be reported to RLO by emailing rlo@davidson.edu. RLO staff members will investigate unclaimed damages and make every attempt to hold the individual(s) causing the damage responsible. Damages that cannot be attributed to an individual may be billed back to the residents of an entire residence hall and/or floor and/or apartment. In some cases, RLO may redirect a community's programming funds to offset unclaimed community damages and put building access limitations in place so that new, unclaimed damages can be attributed back to the residents of that building or their guests (see Safety and Security (Access) for more information about access limitations).

A student who immediately reports damages and takes responsibility for them will most often be billed for the repair, replacement and/or cleaning costs, but not may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) nor referred to the Dean of Students Office with additional Code of Responsibility charges for the damage. Students who are determined to have caused damages but did not report the damage in a timely manner and/or take responsibility for the damage will be billed for the repair, replacement, and/or cleaning costs, and will be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) and/or referred to the Office of the Dean of Students for Code of Responsibility charges.

In addition to the charges listed in Furniture, the following are standard charges for damages:

Damages

Price Range

Ceiling panel broken/missing	\$20
Wall/Paint damage	\$10 - \$150 (each)
Wall/Paint damage in apt common areas	\$20 - \$500 (each)
Door Damage	\$50 - \$400
Lock Damage	\$30 - \$300
Peep hole missing in door	\$15
Door closer removed	\$20
Door closer disabled	\$30
Carpet stained (cost to clean)	\$15 - \$100
Carpet stained (cost to replace)	At cost
Damage light sensor	\$10
Light cover broken/missing (cost to replace)	\$40
Smoke detector disabled	\$25
Missing room number	\$30
Detached room number	\$20
Towel rack/knob damage	\$20
Reassemble bed	\$30
Broken windows	\$176 minimum
Labor cost per ¼ hour	\$15

See Cleaning, Furniture, Malfunctioning and Broken Items for additional information.

Drugs.

Drugs that are illegal or are misused are prohibited. Possession of drug paraphernalia is prohibited. Students who are prescribed drugs are responsible for not transferring the prescribed drug to any other person, using it as directed, storing it securely, and storing it in a properly labeled container. Students should report missing prescription drugs to the Office of Public Safety immediately.

College policies regarding the possession, use, and distribution of controlled substances (drugs) adhere to Federal, State, and local laws. Many controlled substances have a high potential for abuse or serious medical consequences for misuse. Use of illegal drugs and misuse of drugs can contribute to behavior that threatens the safety of campus.

The Office of Public Safety is contacted immediately when there is suspicion or knowledge of a violation of the drug policy. The Office of Public Safety determines if they will press charges and/or refer alleged violations of the drug policy to the Office of the Dean of Students.

Early Arrivals and Late Stays.

The semester room rent covers housing from the date when the residence halls officially open ("**Move-In**") until they are officially closed ("**Closing**") each semester. Limited groups (i.e. in-season athletic teams, orientation leaders, etc.) are given permission to move-in early ("**Early Arrival**") or stay past closing ("**Late Stay**"). Residents who arrive on campus without approval or stay past closing without approval are subject to fines.

Prior to move-in, offices across campus are preparing for students. Residents who receive permission to be an early arrival have "opening responsibilities," which includes a leadership group with duties during opening and orientation, participation in a pre-orientation program, or participation as an in-season varsity athlete. Additional residents living on-campus shift the focus away from the preparation for opening and orientation, and the College intentionally limits access for residents without opening responsibilities.

Each year RLO receives early arrival requests from residents who are not part of an approved early arrival group. Most early arrival and all requests to only drop off items in the spaces will be denied. If a request is approved, there will be up to a \$70 per night charge placed on the student account. This charge includes requests from individuals in approved groups who wish to arrive earlier.

Students who arrive on campus without approval before the posted opening date will be charged a \$250 fine plus the \$70 per night fee on their student account and may also face additional consequences.

Residents classified as international students are often given permission to arrive 24 hours before their scheduled move-in date/time to accommodate international travel if applicable. Eligible residents must request permission to arrive early by emailing both the International Student Programs (ISP) and rlo@davidson.edu by July 15th for fall and by December 1st for spring.

Students who live on-campus over the summer and have a fall semester on-campus housing assignment are given the option to continue living in the residence halls from the end of summer until the residence halls open ("August Move-Over"). August move-overs are charged \$35 per night from the end of the summer semester until move-in; the \$35 per night is waived for any night where they have an "opening responsibility." Typically, students move into their fall assignment a few days after the end of summer. Once a resident moves into his or her fall assignment, the resident cannot check-out and then check-in again later; the resident is billed continuously.

Information about Move-In and Move-Out dates and times can be found in Section 1. Overview.

Fire Safety.

- Do not tamper with or misuse **fire safety equipment**, which includes smoke detectors, fire extinguishers, pull stations, lighted exit signs, sirens, emergency lighting, and door closers.
- Do not touch **sprinkler heads** or hang decorations on or near them, as they contain sensitive instruments which can be set off unintentionally if disturbed.
- Report damaged or missing fire safety equipment immediately to Campus Police. Do not tamper with or remove fire safety equipment.
- Immediately **evacuate buildings** when the fire alarm is activated. Stay at least 100 feet away from the building until permission to reenter is given by the Fire Department or Campus Police.
- **"Cooking out"** near residence halls is prohibited; this includes on Martin Court patios. Storing gas and charcoal grills inside residence halls and apartments is prohibited.
- Plug Microfridges, hairdryers, and other appliances with a high electrical draw directly into the wall outlet instead of a power strip/surge protector.
- Occupying spaces that serve as public walkways (porches, patios, stairwells) and blocking egress is prohibited.

Fire safety policies protect both individuals and the community.

A student who observes a fire or smoke in the residence halls should immediately pull the manual fire station, evacuate the building, and call Campus Police when they are safely outside the building. Students should always prioritize their personal safety over extinguishing a fire.

Grills for "cooking out" are located throughout Martin Court and Chidsey Hall and are for resident use. Martin Court residents may use small charcoal grills away from buildings (20 feet or further), and when cooled, stored on their patios; gas grills and large charcoal grills are prohibited. RLO and the Office of Public Safety can authorize other areas or different equipment for "cooking out" for specific events.

When the fire alarm sounds, students who fail to immediately evacuate a building, or attempt to hide, or avoid evacuating will receive a \$50 fine and will be referred to the Office of the Dean of Students for Code of Responsibility charges.

Any student who tampers with or misuses fire safety equipment will receive a fine of \$250, incur any associated expenses for damage or cleaning, and will be referred

to the Office of the Dean of Students for Code of Responsibility charges. Any student who activates a sprinkler head in a non-emergency, even unintentionally, is responsible for damages and cleaning, and may be referred to the Office of the Dean of Students for Code of Responsibility charges.

Any student who intentionally sets a fire or causes a false fire alarm will be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) in addition to the possibility of being evicted from the residence halls / apartments, referred to the Dean of Students Office for a Code of Responsibility charge, and/or charged criminally.

See Appliances, Electrical Devices, and Personal Items for additional information.

Flags and Banners.

The Davidson College Statement of Purpose states, "As a college that welcomes students, faculty, and staff from a variety of nationalities, ethnic groups, and traditions, Davidson values diversity, recognizing the dignity and worth of every person."

Flags and banners may be hung out of the windows of resident rooms and off Martin Court apartment porches, provided they are not in conflict with the above referenced principle. No more than one flag or banner may be displayed from a window or porch of an apartment at a time. These items must be in good condition and may be up to 3 feet by 5 feet in size. Flags and banners may not be displayed from common areas.

Flags and banners must be registered with RLO prior to hanging them and may not be displayed until the registering person has received written notification from RLO and the permission of the roommate(s) or apartment-mates. Failure to register a flag or banner will result in the removal of that item by RLO until it has been registered and notification received.

Items that may conflict with the Statement of Purpose will be referred to the Flag and Banner Committee (FBC) for prompt review, and the majority decision will determine outcome. Any member of the community who objects to a flag or banner may request the FBC review the item and/or have RLO facilitate a conversation between that individual and the person displaying the flag.

The FBC consists of the four student members of the Committee on Campus and Religious Life (CCRL) who are elected by the student body, the Vice President of SGA, the Assistant Dean of Students for Diversity and Inclusion, and the Assistant Dean of Students/Director of Residence Life.

Registration forms are available at the Residence Life Office. Completed registration forms are available for review by students, faculty, and staff.

Furniture.

Furniture provided by the College must stay in the assigned room or apartment. Within private residential spaces, furniture may be arranged as desired provided it does not block egress or cause damage. Residents may bring most additional furniture other than homemade lofts, waterbeds, hot tubs, or bar cabinets. Apartments may have un-upholstered personal furniture on patios/porches provided it does not block egress or public walkways. All personal property must be removed at the end of the academic year.

The College provides each resident with a bed, mattress, dresser, closet or wardrobe, desk, and desk chair; apartments also include a couch, a dining room table, and dining room seating/stools for the number of residents. Many residents bring extra furnishings to compliment the college furniture and personalize the space, and this is permitted provided that the furniture is not potentially destructive, dangerous to person or property, or in conflict with the academic mission of the college. RLO is unable to store any furniture originally assigned to a room.

Residents found in violation of this policy will be required to immediately return the furniture to the assigned space or immediately remove prohibited furniture. Additional violations may result in a student being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Students are billed for the replacement costs of lost or damaged college-owned furniture, or a portion of that cost for damaged furniture that can continue to be used. Furniture that is recovered outside of a room and cannot be attributed to a specific room or apartment will be split across nearby spaces that are missing that type of furniture, as will any repair or replacement costs.

Replacement costs for furniture are:

Bed Ends - Twin	\$75 each
Bed Ends – Full	\$100 each
Bed Rails	\$35 each
Bed Spring/Frame – Twin	\$150
Bed Spring/Frame – Full	\$345
Mattress – Twin	\$150
Mattress – Full	\$200
Dresser	\$300
Wardrobe	\$575

Small 3-Drawer Unit	\$280
Bookcase (free standing)	\$150
Desk	\$275
Desk Carrell/Hutch	\$200
Desk Chair	\$235
Desk Wheel Missing	\$30 each
Dining Table	\$400
Dining Chair	\$150 each
Stool – no back	\$50 each
Stool – with back	\$150 each
Sofa	\$1000
Ottomans	\$240
Lounge Chair	\$550
End Table	\$250
Coffee Table	\$250
Blinds slat replacement	\$30
Blinds	\$50
Flat Screen TV	\$600

Personal property found in rooms during check-out is removed and disposed of; students may be charged a fee for removal (\$60 per hour of labor, with a \$30 minimum).

See Cleaning, Damages, Malfunctioning and Broken Items for additional information.

Health and Medical Needs.

In the event of a **medical emergency**, call 911 immediately.

Students are expected to carry out self-care obligations and to obtain treatment for medical needs. The Residence Life Office supports residents through short-term and long-term health and medical needs and is committed to supporting students with disabilities.

Students are encouraged to report medical conditions with community implication to RLO promptly so we can provide support to both the individual student and the community. Requests for housing accommodation are made to the Office of Academic Access of Disability Resources (AADR) and should be made as soon as possible.

Housing accommodations are determined by AADR and communicated to RLO. Whenever possible, residents should correspond with AADR at the beginning of a

housing assignment process (i.e., with the housing preference form as a new student, in early spring at the beginning of lottery, when a student completes the housing preference form before going abroad). If a resident submits a new or sudden housing accommodation request to AADR after RLO has begun the assignment process, or one that requires an immediate change, RLO will take reasonable steps to accommodate the resident's need. RLO will not reassign or relocate another resident to meet the need.

RLO takes student privacy very seriously. RLO Professionals may need to share limited health and medical information with HCs and RAs for continued student support, and we encourage residents to share additional information directly with their RLO student leader so they might be most supportive. RLO works with residents before sharing any health or medical information with other residents. As necessary, RLO shares health information with other relevant offices (e.g., Campus Police, Physical Plant, Student Health Center).

Health and Safety Inspections.

Each semester, RLO conducts Health and Safety Inspections (HSI) in the residential spaces. HSIs provide an opportunity for residents and RLO student leaders to support the health and safety of the community. This is achieved by timely identification of items that may not be working in student spaces and quickly working to fix them. Additionally, HSIs allow the RLO student leaders the ability to address violations and students to remove prohibited appliances.

During the check, RLO student leaders conduct a non-invasive scan of the room/apartment/suite/pod. They do not open drawers, refrigerators, or closets, but may move (or ask the resident to move) items blocking outlets. Students are encouraged to be present during the HSIs but are not required to be in the rooms during the inspections.

Residence Life Professional Staff will notify residents at least twenty-four (24) hours in advance of the date of area specific HSI inspection. To prepare for the upcoming HSIs, residents should review the list of items approved/prohibited for the residential spaces. Here is the link for the items on the lists:

<http://www.davidson.edu/student-life/residence-life/new-students/what-to-bring>.

Hosts.

Please refer to the COVID-19 Updates expectations in this document (see Section 1). In the case of conflicting information, the expectations set in COVID-19 Updates supersede the information in this policy until further notice.

For the purposes of RLO's policies and procedures, **guests** are Davidson students who are in a room or apartment other than where they are assigned; **visitors** are non-Davidson students.

Hosts are responsible for the conduct (including damages) of their **guests/visitors** and informing them of College policies. Hosts need to ask permission of roommate(s) or apartment-mates before inviting guests/visitors into a room; a student may refuse entry to any person except his or her roommate(s). Guests/visitors may not become residents of a hall or apartment and are only permitted to stay up to 96 hours/4 nights per month without permission from RLO.

Hosts may request permission to have a guest/visitor stay beyond the 96 hours/4 nights per month by emailing rlo@davidson.edu and including the rationale for the request. Requests should be made before visitors arrive on campus.

Policy violations by a guest/visitor may result in consequences for the host as if the host violated the policy themselves, and egregious or repeated policy violations by a visitor may result in that person being banned from campus. Violations of the 96 hours/4 nights per month limit may result in the removal of a guest/visitor from a room or apartment, and/or having a visitor banned from campus, and/or a host being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Malfunctioning and Broken Items.

Malfunctioning and broken items should be reported promptly to RLO when something College-owned is not working properly or is damaged. A person who damaged College-owned property is responsible for that damage, whether it was intentional or accidental.

Routine or non-emergency maintenance requests should be reported to RLO by emailing rlo@davidson.edu. More urgent maintenance issues should be reported immediately; during business hours, call RLO (704-894-2188); after-hours and on weekends, call the RLO student leader area duty phone. Examples of urgent maintenance issues include any plumbing problems (leaking water, overflowing toilets), electrical problems (localized power outage), and issues that create ongoing safety concerns (a shattered window, exterior door card reader that isn't securing).

In most cases, work orders are completed within 24 to 48 business hours. If a reported problem has not been resolved with 48 business hours, students should submit a new email to rlo@davidson.edu; this is particularly helpful when the College officials believed an issue was fixed when it was not.

Students should not complete repairs themselves.

Students are not billed for repairs for “normal wear and tear;” students are billed for “irresponsible or malicious damages.” “Normal wear and tear” is defined as predictable issues that come up through an item’s intended use, and is often determined by looking at the relative maintenance issues of comparable items/spaces.

See Damages for additional information.

Martin Court Apartment Housing Agreement.

The Martin Court Apartments were specifically designed to be an important transitional community at Davidson, allowing seniors and some juniors the opportunity to cook their own meals, share larger common spaces, and take responsibility for keeping their spaces clean. This transitional-type housing affords residents the opportunity to learn what it is like to live in a “rental property” and assume all responsibilities for such housing; this residential experience is intended to teach Davidson students important life skills related to renting a property and living in community with others. It should be noted, however, that living in these residential on-campus apartments is a privilege and not a right. The Martin Court Apartment Housing Agreement document is an addendum to the Residence Life Office Policies and Procedures.

Noise.

Noise which disrupts the community is prohibited, and residents have a right to a reasonably quiet living environment at any time. During Quiet Hours, noise should not be heard outside a room or apartment.

Quiet Hours are designated times when there is an expectation for reduced noise so that community members can study and sleep. On weekday nights (Sunday – Thursday nights), quiet hours are from midnight until 8 am; on weekend nights (Friday – Saturday nights), quiet hours are from 2 am until 8 am. During finals and reading days, quiet hours are in effect 24 hours a day. Quiet hours follow the set times even when classes are not in session because students have responsibilities outside of class and, for noise that can be heard outside of the residence halls and apartments, to show courtesy to the residents of the Town of Davidson who do not operate on the academic calendar. Residents can agree to have quiet hours begin earlier in the night on their floor through community standard conversations.

Residents who are disrupted by the noise of other community members are asked to first speak with the person or people causing the disturbance. If that does not work, they should contact the RLO student leader of the floor or on duty, or Campus Police if the RLO student leader is unavailable.

Students who are asked to be quieter are expected to immediately reduce the noise and keep the noise level down. In addition, repeated violations of this policy – whether on one occasion or over multiple occasions – may also result in one or more of the following – limiting where sound amplification equipment may be placed, and/or having sound amplification equipment removed, and/or being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Occupancy.

Please refer to the COVID-19 Updates expectations in this document (see Section 1). In the case of conflicting information, the expectations set in COVID-19 Updates supersede the information in this policy until further notice.

Occupancy varies by room type and building. Large gatherings inside buildings are prohibited.

Rooms and apartments that exceed occupancy can create safety hazards in emergencies and are difficult for hosts to manage. Most residential spaces do not have a set occupancy and are determined by Residence Life professionals or Campus Police on a case-by-case basis; the interior of Martin Court apartments have a set occupancy of 25.

Violations of the Occupancy policy are assessed to the room or apartment. Multiple violations in the same room or apartment that occur in the same academic year are considered subsequent violations and are subject to greater consequences.

The resident may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) in addition to the following consequences for violations:

- 1st offense - Warning. If the violation is in an apartment and exceeds 35, each apartment resident will be assigned to 5 hours of college service. If the occupancy is in a room and grossly exceeds reasonable occupancy, each resident will be assigned 5 hours of college service.
- 2nd offense – 10 hours of college service with RLO and/or Physical Plant per resident.
- 3rd offense – Referral to the Office of the Dean of Students for Code of Responsibility charges.
- 4th offense – Removal from current housing assignment; possible eviction from campus housing.

Residents of the room or apartment who were not present for the violation may not be responsible for service hours or Code of Responsibility Charges, depending on the circumstances (e.g., a person out of town would not be responsible, but residents opening their room or apartment to guests and going to another party are responsible). If a fourth violation occurs, all residents will either be reassigned to other campus housing or removed from campus housing entirely.

Violations of occupancy may result in gatherings being shut down immediately, or hosts may be given an opportunity to correct the over-occupancy issue at the discretion of the person addressing the violation. A second violation of Occupancy policy in one day/evening will result in the gathering being shut down immediately.

Pets.

Pets, other than fish, are not permitted in the residence halls or apartments; this includes animals who are only “visiting” for a short period of time. Fish may only be kept in a bowl or aquarium of 5 gallons or less and the aquarium must be maintained suitably. Service animals and emotional support animals (ESA) are governed under a different policy and are permitted for qualified persons with documented disabilities.

The residence halls and apartments are communal environments that are not designed for pets. Many residents have animal-related allergies and phobias and living in close proximity to those animals is difficult. Pets in the residence halls and apartments can result in health and safety concerns, damaged property, and inhumane conditions for the animals.

Students found in violation of the pet policy will be required to immediately remove the animal from the residence hall or apartment. In addition, violations of this policy may also result in being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) in addition to the following: a \$100 fine; charges for defleaing the residential space(s); charges for deep cleaning carpeted and upholstered surface(s); and/or, charges for cleaning the air ducts in the residential space(s). RLO determines cleaning needs. Multiple violations may result in the student being evicted from the residence halls/apartment.

See Service Animals and Emotional Support Animals (ESA) for additional information.

Responding to Staff Inquiries.

Respond in an honorable manner to student and professional staff members, which includes answering questions honestly, acting respectfully, and complying with requests related to enforcement of these policies and procedures.

Violations of this policy may result in a student being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Right of Entry.

College representatives have the right, but not obligation, to enter resident rooms and apartments under reasonable circumstances including but not limited to;

- **Inspection:** regular maintenance, work order repairs, and health and safety inspections conducted by Physical Plant, Building Services, and/or RLO staff. Inspections shall be preceded, if possible, by 24-hour notice to the resident(s).
- **Search:** entry into a residential room without notice or search warrant by Campus Police for the purpose of investigating suspected violations of state and federal law. With reasonable cause, full-time professional staff in Residence Life or the Dean of Students may search the room of any resident. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, and searching an adjoining bath, kitchen, suite, or apartment room.
- **Emergencies:** Campus Police may enter student housing without notice or search warrant to prevent danger to person, property, the building itself or for the following reasons:
 - Incident to and following a lawful arrest
 - For and in the pursuit of a fleeing dangerous criminal suspect
 - Under urgent necessity (such as persistent loud screaming)
 - Necessary to prevent loss of or destruction of an item to be seized

Room Changes.

Residents are assigned to rooms and apartments by RLO. RLO uses roommate agreements to facilitate discussion and expectation setting among residents who live together; first-year residents are required to complete roommate agreement forms, and upperclass residents are encouraged to do so. Residents may request room changes after their initial assignment by working with RLO, and that process is different for first-year residents and for upperclass residents; residents may not make room changes independently from RLO. In the fall, no room changes will be made for first-year residents before October 1st, and no room changes will be made for upperclass residents before September 15th unless deemed necessary by RLO Professional staff. In the spring, no room changes will be made before February 1st. Room changes to assignments made during Lottery will not be considered until after May 1st.

Living with a roommate can be both exciting and challenging. Conflict between roommates is natural and healthy, and RLO offers assistance in managing that conflict. In some cases, a room change is the best option.

Prior to requesting a room change, a first-year resident needs to talk with his or her HC for assistance with a difficult roommate situation, which often includes a mediation or revision of the roommate agreement. If the situation continues or requires additional assistance, an RLO professional staff member will assist. If an issue persists after RLO professional involvement, residents may be given the option to make a room change. Room options/availability may be limited.

Upperclass residents are encouraged to talk with their RA or the RLO professional staff member who has oversight for their area, but not required to do so before making a room change. Upperclass residents who wish to make a room change who have not been working with an RLO professional should email rlo@davidson.edu to initiate that process.

Residents who make room changes without working with RLO will be required to return to their official assignment and may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Safety and Security (Access).

Please refer to the COVID19 Updates expectations in this document (see Section 1). In the case of conflicting information, the expectations set in COVID19 Updates supersede the information in this policy until further notice.

- All exterior residence hall doors and interior private room doors are secured with either a key or electronic card (CatCard) access. Residents assigned to a private room are given keys.
- **Keys** may not be given to anyone other than the assigned resident, and lost or misplaced keys must be reported to RLO promptly. Residents are expected to lock their room doors when the space is vacant or they are sleeping. RLO gives access to residents when they are “locked out.”
- **CatCards** provide access to exterior entrances of residence halls and apartments. CatCards may not be given to anyone other than the assigned student. Lost or misplaced CatCards must be reported to CatCard Services promptly.
- Propping exterior doors open and tampering with door locks and card readers is prohibited.

- Providing residence hall access to non-Davidson College community members, whether swiping the individual into a building or allowing them to follow into a residence hall, is prohibited.

All exterior residence hall doors and apartment are secured with electronic card access. All interior rooms in the residence halls, Tomlinson common rooms, and apartment bedrooms are secured with keys. All exterior doors have audible alarms which sound when the door has been open for too long. Residents are issued one residence hall room key upon check-in (two keys for Tomlinson residents).

Residents who are **locked-out** of their rooms during business hours (between 9 am and 5 pm, Monday – Friday) can borrow a temporary loaner key from RLO; these keys need to be returned within the same day (3 hour limit). Residents who are locked-out of their rooms overnight (between 2 am and 9 am, 7 days a week) should call Campus Police to be let into their room. Residents who are locked-out at a time other than business hours or overnight can call the RLO student leader duty phone to be let into their room. There is no charge for lockouts unless it becomes a pattern, at which point a student is charged \$25 per lock-out.

Students who do not return the loaner key promptly will have their CatCard deactivated until the key is returned and may have the lock changed which would be billed to the student.

When keys are lost, RLO changes the lock core to prevent found keys from compromising the security of residents. Residents are charged \$60 for a lock change. Replacement CatCards are available for \$25.

Students may be put on "**prohibited access**" meaning those students are not allowed in/on the specified floor, building, or area. This typically occurs for individual students as part of a sanction, interim measure, or additional remedy including as part of being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

RLO student leaders within a duty area are notified of any students who have "prohibited access" for that area. Those RLO student leaders have the restricted students' name, picture, and expiration date of the access limitation but no information regarding the prompting incident. Under most circumstances, Campus Police are notified immediately to address violations of prohibited access.

Buildings may be given an "**access limitation**" allowing only the residents of that building to swipe into the building. Those residents may invite non-residents guests/visitors into the building. Access limitations can apply to all residential spaces and is in effect with specific residential spaces. Access limitations can be

put on buildings in response to unclaimed community damage. This allows residents more control over who is entering the building and makes it clear that future unclaimed damages can be attributed back to a resident of that hall or their guests (see Damages for additional information). Prohibited access and access limitations can be put in place by RLO for up to one year.

Students who prop exterior doors or tamper with door locks and card access readers will incur any associated expenses for damage or cleaning, and be referred to the Dean of Students Office for Code of Responsibility charges.

Students who lend their keys or CatCards will receive a Housing Policy Infraction are given a warning for the first offense; a second offense results in being sent through the Housing Policy Infraction Process (see Section 3. Housing Policy Infractions); additional violations will be referred to the Office of the Dean of Students for Code of Responsibility charges.

Service Animals and Emotional Support Animals (ESA).

Davidson College is committed to supporting students with disabilities and their use of service animals and emotional support animals while residing in campus housing. Please contact the Office of Academic Access and Disability Resources (AADR) for more information and to receive copies of the college's Service Animal Policy and Emotional Support Animal Policy.

Service Animals

Students are not required to notify the college regarding a service animal, but they are encouraged to register their service animal with the Office of Academic Access and Disability Resources (AADR) and Residence Life (RLO).

When it is not obvious what service an animal provides, the ADA only permits limited inquiries. Campus personnel may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task the dog has been trained to perform. Service animals are working animals and not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. A dog that provides comfort merely by its presence is not considered a service animal.

Students with a service animal are permitted everywhere on campus where students can go, including food service locations, except in situations where safety may be compromised or where the animal's presence may compromise a sterile environment.

Emotional Support Animals (ESA)

Although students are prohibited from having pets (see Pets for additional information), Davidson College will consider requests for emotional support animals. Residents should contact AADR with their intention to begin the request process. Residents will need to meet with AADR and RLO, complete paperwork, and submit documentation that verifies the disability and the need for an ESA.

Emotional support animals, while under the resident's control, are permitted in all residential community spaces, including lounges, kitchen areas, laundry rooms, bathrooms, hallway, and stairwells. ESAs, while in the presence of their resident, are permitted in private residence hall spaces assigned to other residents with the permission of those residents. ESAs are not permitted in non-residential college buildings, such as the Union, academic buildings, dining facilities, and athletic buildings, etc.

Notification & Student Responsibilities

AAADR shares information about service animals that are voluntarily registered and all ESAs with college professionals who have a need to know, including RLO, Campus Police, Physical Plant, and Building Services. Residents are encouraged to give RLO permission to attach a sign to the upper right corner of their residence hall door to signify that an approved animal resides in the space.

Residents are responsible for their service animal or emotional support animals, including: maintaining control of the animal at all times, assuring that the animal does not interfere with routine activities or cause difficulties for residents involved in these activities, including creating disruptive noise concerns; caring for and supervising the animal, which includes proper waste disposal, feeding, grooming, using a flea/tick control program, and providing veterinary care; complying with all local and state animal licensing and registration requirements, which includes immediately reporting animal bites to Davidson College Campus Police; and, maintaining financial responsibility of the actions of their animal, including bodily injury, property damages, cleaning costs above and beyond any standard cleaning or repair of college property, and flea/tick management.

A student may be asked to remove a service animal or ESA from the residence halls if the above responsibilities are not met, the animal is not housebroken, or the animal poses a direct threat to the health and safety of others. Additionally, for ESAs, the animal's presence cannot create a fundamental alteration of a college program.

Smoking.

Smoking, including e-cigarettes and vaping, is prohibited in all residence halls and apartments, and within 20 feet of any building. The possession, storage, and use of hookahs in the residence halls and apartments are prohibited.

Violations of the smoking policy in a residence hall or apartment will result in a \$50 fine for the first offense; a second offense will result in a \$50 fine, 5 hours of college service, and being placed in "poor standing with RLO" for one semester (see Section 3. Additional Information); any additional violations will result in a referral to Office of the Dean of Students for Code of Responsibility charges.

Students smoking outside of buildings but closer than 20 feet away will be asked to immediately move to at least 20 feet away. Repeated violations of smoking outside too close to buildings may result in a student being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Social Responsibility.

Social responsibility, which acknowledges that students are members of a community, requires social conduct that respects others and conforms to high standards of courtesy and propriety.

- Residents are expected to set **community standards** with roommates or apartment-mates, and peers on the floor, and to abide by those expectations.
- Participate in the U.S. Census process of gathering demographic information, which is mandated by law, when randomly selected to do so.
- Indecent exposure and sexual acts in common areas are prohibited.
- Public urination is prohibited.

Incidents of indecent exposure and sexual acts in common areas will be referred to the Office of the Dean of Students for Code of Responsibility charges.

A first offense of public urination will result a student being may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions). If a violation of this policy results in damage, the Damage policy applies. Additional violations will be referred to the Office of the Dean of Students as an alleged violation of the Code of Responsibility.

Solicitation.

Solicitation (the door-to-door sale of goods/services, polling, putting flyers under doors, or advertising) is prohibited in the residence halls. Solicitation outside of buildings in residential areas is permitted only with permission. **Flyers** may only be

hung on designated public spaces in residential areas. Placing flyers or publications on the floor is prohibited.

Door-to-door solicitation in the residence halls interferes with the reasonable expectation of privacy and may jeopardize the safety of residents and their possessions by giving solicitors the opportunity to “case” a building or room.

Flyers that are hung in designated public spaces that conflict with the Davidson College statement of purpose, or those that promote violations of campus policy or illegal activities are prohibited and may be removed.

Requests for permission to solicit in the residential areas outside the buildings must be made in writing to the College Union Director and the Assistant Dean of Students/Director of Residence Life. If granted, RLO will notify Campus Police and applicable RLO student leaders. Solicitation outside of buildings in residential areas may be limited to a specific area and time.

The Office of Public Safety is contacted immediately to address non-student solicitors. Students who solicit in the residence halls may be asked to leave a building/area, and/or put on **prohibited access** (see Safety and Security (Access) for more information) for a building/area, and/or placed in “poor standing with RLO” for up to one year.

Flyers which are hung in non-designated spaces will be removed and recycled. Repeated instances of hanging flyers in non-designated spaces may result in the student being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) in addition to 5 hours of college service.

Sports in Hallways and Common Areas.

Sports in hallways and common areas is prohibited.

Sports in hallways and common areas are likely to cause damage or hurt an unsuspecting person who steps into the area of play. For the purpose of this policy sports includes: any game with a ball; riding a bicycle, skateboard, rollerblades, or skates; wrestling or play fighting; and running recklessly.

Repeated or egregious violations of this policy may result in a student being sent through the Housing Policy Infraction Process (see Section 3. Housing Policy Infractions). If a violation of this policy results in damage, the Damage policy applies.

Storage.

Storage is not available for personal belongings or College-owned furniture that a resident does not want in their room. All **personal property** must be removed at the end of the academic year.

Fire regulations prohibit storage of any item in direct proximity to the heating system and water heater. Therefore, the maintenance closets in the Martin Court apartments always remain locked.

Any personal property of obvious value found by the Residence Life staff or turned into RLO during the academic year is kept and a reasonable attempt is made to return it to the rightful owner. Personal property found in rooms during check-out is removed and disposed of; residents may be charged a fee for removal (\$60 per hour of labor, with a \$30 minimum).

Substance-Free Housing.

Substance-free housing is a living option where alcohol, alcohol-related behaviors, illicit drugs, and smoking materials are prohibited on the floor(s) for all residents and non-residents.

Davidson College offers substance-free housing for those residents who wish to minimize their exposure to alcohol and alcohol-related behaviors, illicit drugs, and smoking materials, and is an important protective factor for students in recovery from addiction or who have been impacted by addiction at home.

The spaces designated as substance-free varies from year to year, and the amount of beds offered is based on current interest. With sufficient interest, substance-free housing is available for both first-year and upperclass residents. Any upperclass resident living in substance-free housing is required to sign a substance-free housing agreement.

Residents of substance-free housing who violate the policy may be relocated to another assignment outside of substance-free housing, and/or prohibited from living in substance-free housing in the future, and/or put on **prohibited access** (see Safety and Security (Access) for more information) from all substance-free floors/buildings (in addition to any other consequences associated with the policy violation). Non-residents who violate the substance-free housing policy may be put on **prohibited access** (see Safety and Security (Access) for more information) from all substance-free floors/buildings, and/or being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Unauthorized Access.

Unauthorized access to **roofs, balconies, ledges**, mechanical equipment rooms and Technology Rooms is prohibited. **Windows** may not be used for entrance/egress except in emergency situations. Students are not permitted to climb the exterior of buildings. Throwing or dropping any objects out of windows or off porches is prohibited.

Roofs, balconies, and ledges are dangerous because of the potential for falls, and are not equipped for student use. Fire regulations dictate strict expectations around mechanical equipment because of the potential for fire safety issues.

Violations of the Unauthorized access policy may result in being may be sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions) and/or a referral to Office of the Dean of Students for Code of Responsibility charges. If a violation of this policy results in damage, the Damage policy applies.

Vacancies.

Vacancies are partially filled rooms or apartments (e.g., one person living in a double room). Residents with vacancies are expected to create a welcoming environment for all possible future roommate(s) and to have the space prepared for a future roommate. Residents with a vacancy may select another student to fill the vacancy or they may move into a different vacancy; if they do neither of those things, RLO may assign a student to the vacancy. A vacancy cannot be held for student on personal leave/returning from studying abroad. The College reserves the right to reassign a student to consolidate vacancies.

Roommates who want to live together are often more satisfied with their living experience and, as such, the Residence Life Office prefers roommates who choose each other. When a double, triple, suite, or an apartment has a vacancy, the resident(s) will be given a short period of time in which they may request a specific person to fill the vacancy, or they may move to another vacancy. If the space remains vacant, the resident is no longer given significant input over who will move-in and a student may be assigned to the space quickly with little involvement of the current occupant. RLO strives to match roommates with similar living habits when making assignments.

If a resident who has a vacancy is contacted by a potential roommate, it is the responsibility of the resident to create a welcoming environment and not dissuade inquiring students from moving into the space to maintain a single room. In some instances, RLO will facilitate meetings between potential roommates.

Residents do not have the option to “buy out” a vacancy so that others cannot move into the space.

Violations of the Vacancies policy, specifically not creating a welcoming environment or preparing a space for a future roommate, may result in relocating the resident to a different housing assignment, and/or being sent through the Housing Policy Infractions Process (see Section 3. Housing Policy Infractions).

Weapons.

Weapons are prohibited.

The presence of weapons on campus poses a serious threat to the safety of the community and the possession, use, and display of weapons on campus is a violation of state law. An object used in a threatening manner can be considered a weapon.

Guns (both concealed and visible, regardless of the validity of permits), rifles, airsoft guns, explosives, martial arts weapons, swords, pocketknives with blades longer than 3.5 inches, switchblades, and hunting knives are all weapons. Fireworks that are illegal in North Carolina are prohibited on campus; all fireworks are prohibited in the residence halls and apartments. Knives that are used for cooking are permitted if they are not displayed in a threatening manner or used to harm someone.

The Office of Public Safety is contacted immediately when there is suspicion or knowledge of a violation of the weapons policy, and those incidents are referred to the Office of the Dean of Students.

Section 3. Housing Policy Infractions

Procedures of Housing Policy Infraction

Students alleged to have violated Residence Life Office policies ("Residential Respondent") who is subject to housing policy infractions process meeting before a Residence Life Professional Staff (i.e., Associate Director of Residence Life, Assistant Director for Selection and Training, or Area Coordinator) shall be afforded the following rights:

- The Residential Respondent shall be presumed innocent unless and until proven otherwise by clear and convincing evidence.
- The Residential Respondent shall be informed in writing of the charges against them and given up to three (3) business days to prepare their case.
- The Residential Respondent shall have the right to a prompt, fair, and impartial case resolution process, meaning a process that:
 - Is completed within reasonably prompt timeframes;
 - Is conducted in a manner that is consistent with college Policy;
 - Includes timely notice of meetings at which the Respondent may be present;
 - Provides timely access to information that will be used during the complaint resolution process; and
 - Is conducted by individuals who do not have a conflict of interest or bias for or against the Respondent.
- Written notification of the results of the housing policy infractions process (subject to any redactions required by law)
- The Residential Respondent shall be able to present relevant witnesses and ask questions at the housing disciplinary meeting
- An outcome based solely on the information present as part of the housing policy infractions process
- The preservation of privacy, to the extent possible and allowed by law
- The Residential Respondent shall not be required to testify against themselves, but the Residence Life Professional Staff member may request other students to testify against them.

The Housing Policy Infractions Process may be initiated by the receipt of a formal complaint from any student, staff, faculty member, administrative officer, employee, or guest of the College or upon independent initiative of the Dean. The formal complaint must be submitted in writing to the Residence Life Professional staff.

Note: Depending on the severity of the Housing Policy Infraction, the Residential Respondent may be referred to the Office of the Dean of Students for Code of Responsibility charges.

- A student who receives a Housing Policy Infraction Notification must schedule a meeting with the Residence Life Professional Staff. The meeting should

take place within two weeks of the infraction (or as time permits). During the meeting, the Residence Life Professional Staff will have an educational conversation with the Residential Respondent and assign an appropriate sanction (as listed in this document).

- The Residential Respondent may be given the opportunity to correct a housing policy violation to avoid an infraction. In this case the student will have 24 hours to correct the violation before an infraction is given.
- The Housing Policy Infraction will be filed in the Residential Respondent's disciplinary file in accordance with the Disciplinary Records section of the Student Handbook.
- The Residential Respondent who receives the infraction may want to also discuss or appeal their outcome (sanction) with the Assistant Dean of Student/Director of Residence Life. This request must be in writing and given to the Assistant Dean of Students/Director of Residence Life.

Possible Outcomes for Housing Policy Infractions

The outcome of a Housing Policy Infraction typically encompasses sanctioning that are:

- **Educational** – the outcome is designed to aid in student education
 - Content knowledge - the sanction is designed to help the student to increase knowledge of content regarding a specific topic or special issue.
 - Self-reflective - the sanction is designed to help the student to increase self-awareness of their behavior, meaning the appropriateness or inappropriateness.
 - Impact on personal well-being - the sanction is designed to help the student to increase their self-awareness of the potential physical or psychological impact of their behavior.
 - Impact on personal future - the sanction is designed to help the student to increase their self-awareness of the potential impact their behavior may have on relationships with others, academic major or course of study, or future career.
- **Restorative** - the outcome is designed to help the student to increase their understanding of how their behavior impacted or potentially could have impacted others. In addition, the sanction may be designed to help the student to increase understanding of community and/or societal standards, the reasons for them, and how their actions may adversely affect their successful interaction within the community and/or society. The sanction is also intended to reestablish balance and order to the affected community.
- **Consequential** - the outcome is designed as a strong deterrent to prevent subsequent violations of Residence Life Office Policies and Procedures. In some cases, the sanction may be designed to separate Residential

Respondent from the residential community. Consideration will be given to the following when determining the appropriate sanction(s):

- The seriousness of the violation;
- Whether there are minimum sanctions already established for the violation;
- Consequences enacted in similar cases;
- Whether or not the Residential Respondent was cooperative and honest;
- The specific circumstances surrounding the violation; and
- Whether or not the Residential Respondent has a prior conduct record(s), especially for similar offenses or for a pattern of behaviors inconsistent with the Residence Life Policies and Procedures

Range of Permissible Outcomes

The range of permissible outcomes for Housing Policy infractions include the following categories. Outcomes can only be assigned from one category. As appropriate, multiple sanctions (in category 3) may be assigned. This information is similar to the sanctions established in the Code of Disciplinary Procedures in the Student Handbook.

1. Conversational Resolution: Conversational Resolutions are meant to provide students an opportunity to discuss behavioral expectations of RLO, as well as to strategize ways to prevent further misconduct through student decision-making.
2. Educational Resolution: This consequence indicates that the behavior was inappropriate and warrants a modification for the future. An educational resolution provides an opportunity to discuss behavioral expectations, as well as better decision-making.
3. Sanction(s):
 - Apology: Oral or written apologies to persons or groups upon whose rights the Respondent may have infringed. This may involve a meeting under administrative supervision.
 - Confiscation of item: Any prohibited items referenced by the Residence Life Policies and Procedures may be confiscated. Confiscated items may or may not be returned to the resident pending violation of the Davidson College Code of Responsibility.
 - Essay: Written reflective response about the student's infraction. The essay should address how the student's behavior 1) brought harm to the student, 2) brought harm to the community, 3) taught the student about interacting in community in a healthy and respectful manner moving forward. The essay should appropriately cite any references and be typed using 12-point Times New Roman font and one-inch margins. Upon submission, the student must schedule a follow-up meeting with a RLO Professional Staff to discuss the content of the essay.

- Financial penalty: fine as the result of specific behavior.
- Housing Relocation: Loss of the privilege of remaining in current housing and required to relocate to other housing on campus.
- Loss of status in housing lottery. Restrictions may be placed on a student's participation in the housing lottery.
 - The resident will not be prevented from living in College housing but will be restricted to a specific residential spaces.
- Participation in educational programming: which may include but is not limited to awareness/prevention programming and other educational programming deemed appropriate.
- Poor standing with RLO: Students in violation of a Residence Life policy or procedure may be put in "poor standing with the Residence Life Office" status for up to one year. While on this status, a student is prohibited from any of the following:
 - Early arrival (see Section 2, Early Arrivals and Late Stays.)
 - Late stay (see Section 2, Early Arrivals and Late Stays.)
 - Summer housing (May through August)
 - Application for or holding a RLO student leader position
 - Having CatCard access to residence halls other than their assigned building
- Referral: referral to Office of the Dean of Students for Code of Responsibility charges
- Removal from campus housing: a student may be removed from campus housing with no refund provided.
- Residential Community Service: A reasonable number of hours of community service rendered to a specified person or group for restitution of damages. The hours will be supervised and may occur early in the morning, before classes, and on the weekends.
 - Assisting Residence Life Office Professional Staff with educational and/or social programming for the community
 - Assisting Residence Life Office Professional Staff with tasks that assist the residential community
 - Cleaning the residence hall common areas
 - Removing posters and signs from common areas
 - Working with Physical Plant or Building Services
- Restitution: Reimbursement for defacement, damage to or misappropriation of property, whether that of the college or of any member of the college community or of any guest on the campus.
- Restorative Conversation with community: Resident will participate in guided conversation with community to understand impact of behavior on others.
- Restricted Access: limiting having CatCard access to residence halls other than their assigned building
- Social Probation: exclusion from participation in "open parties" or extra-curricular activities with the residence halls for a period not exceeding one year.

- Warning: Notice, oral or in writing, that additional violations may be cause for more severe disciplinary sanctions.

Appeals.

The Assistant Dean of Students / Director of Residence Life oversees all appeals to alleged violations and consequences for violations of the Residence Life Office Policies and Procedures that have not been referred to other offices. Appeals must be made in writing and submitted within 2 weeks of the decision.

Review of the finding of violation is confined to the questions: (1) whether there is clear and convincing evidence in the record to support the finding; (2) whether the infraction meeting was free of substantial error prejudicial to the person charged under the prescribed procedures; and (3) whether the sanction imposed is essentially appropriate considering the seriousness of the violation.