Davidson College
Residence Life Office
Policies and Procedures for Residents
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Residence Life Policies and Procedures for Residents

The Residence Life Office (RLO) at Davidson College is dedicated to providing 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 will gain the knowledge, awareness, and skills to lead ethical, inclusive lives.

RLO handles all room assignments, manages room and damage billing, coordinates social and educational programming in the residence halls, serves as a liaison between residents and maintenance staff, and responds to all housing needs. The professional staff selects, trains, and supervises the student staff, responds to disciplinary matters in the residence halls, and provides counseling referral and conflict management. Student staff members (Hall Counselors (HCs) for first-year students and Resident Advisors (RAs) for upperclass students) are assigned to residence halls and apartment buildings and provide support, programming, and referrals.

These policies and procedures cover the expectations and responsibilities for students residing in residence halls and apartments.

Section 1. Overview
Davidson College is a four-year residential community and all students are expected to live on-campus all four years. 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 Residence Life Office assigns students to rooms. The 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 Associate Dean / Director of Residence Life.

Students living in the residence halls agree to abide by all rules and regulations set forth in this document; 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.

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 as a result of a disciplinary action.

In the fall semester, Move-In for first-year students begins at 9 am on the Thursday before the first day of class; for upperclass students, Move-In begins at 9 am on the Saturday before the first day of class. Closing for the fall semester is at noon following the last day of exams, which marks the beginning of winter break. The residence halls close over winter break and all students must vacate campus during this time. In the spring semester, Move-In begins for all students 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 students; Closing for graduating seniors is at noon on the Monday following Commencement. The residence halls remain open during all breaks other than winter break.

At times, there are more students in town than beds on campus, and at those times RLO extends off-campus permission to a number of students beyond the number of on-campus beds. Lottery numbers, which are based on class year, are used to determine the order in which permission is granted. 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.

Because Davidson has more enrolled students than beds on campus, housing is not guaranteed. RLO works to accommodate as many students as possible.

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

Davidson College and the Residence Life Office are not responsible for the loss, damage, or theft of any personal property. Students are strongly encouraged to carry insurance to protect their personal property.
The Residence Life Office 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. Infrequent commercial transactions are permitted in private residential spaces, provided that they comply with College policies. The use of common areas for commercial activity is prohibited.

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. Policies and procedures set high expectations for students. 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 may be referred to the Dean of Student’s Office 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.

- **Individuals under 21 years of age** are responsible for NOT possessing, consuming, providing/selling/enabling access to, and/or purchasing or attempting 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), and in the Armfield courtyard; 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.

Violations of the Alcohol policy are adjudicated as per the Davidson College Alcohol Policy. At the discretion of the Dean of Students, first offense violations and some second offense violations are adjudicated by RLO while other violations are adjudicated by the Dean of Students Office.

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, installing lighting, painting rooms, removing doors, removing security window screens, moving ceiling tiles, and installing wall to wall carpeting.

Students found in violation of the Alteration policy are billed for the repair or replacement costs, and may be placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).

**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. 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 rooms.

- **Appliances/electrical devices permitted** in all residence hall rooms and apartments: one microfridge unit, coffee makers, hot air popcorn poppers, slow cookers/crock pots, blenders, hair dryers, electric shavers/razors, irons (with auto shutoff), de-humidifiers, air purifiers, vacuum cleaners, and power strips/surge protectors.

- **Prohibited in all residence halls and apartments:** incendiary agents (including candles, incense, hookah, and fireworks), combustibles (including lighter fluid, motor oil, propane, gasoline, charcoal, and vehicles that hold fuel like scooters and motorcycles) and fire hazards (including extension cords which do not have an on-off switch, live Christmas trees,
paper-covered room doors, fabric hanging over beds, large stacks of newspaper, halogen lights, electric blankets, and hoverboards).

- **Prohibited** in residence hall spaces but **permitted** in Martin Court apartments and common area kitchens: one microwave, open-coil burners (hot plates), griddles or grills (including Foreman-type grills), toasters, fryers, and hibachis/grills designed for indoor use.

Students 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, students may be 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 vacuum cleaners in the residence halls but not in apartments. College-owned vacuum cleaners are stored in common areas (typically lounges or a hall closet) and must be returned promptly. If a vacuum cleaner isn’t working properly, email rlo@davidson.edu promptly so that it can be emptied or repaired (see Malfunctioning and Broken Items for additional information). Students are responsible for the cleanliness of their room even if a vacuum cleaner 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.

Students 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 following consequences for each person associated with the living space:

- 1<sup>st</sup> offense – Warning letter.
- 2<sup>nd</sup> offense – Fine of $25.
- 3<sup>rd</sup> offense – 5 hours of College service and a $50 fine.
- 4<sup>th</sup> offense – Referred to the Office of the Dean of Students for Code of Responsibility charges.
Common Areas.
Common areas are spaces designated for community use where many or all students have access. 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 students. 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 in order 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 student being placed in “poor standing with RLO” for up to one year (see Section 3.
Additional Information). Furthermore, repeated 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 dropcloth, newspaper, or cardboard first. This includes projects outside where spray paint can leave lasting marks on walkways or kill plant life. Students 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. Damage 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 charged 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 referred to the Office of the Dean of Students for Code of Responsibility charges.

See 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 violations of the drug policy to the Office of the Dean of Students for Code of Responsibility charges.

Early Arrivals and Late Stays.
The semester room rent covers housing from the time when the residence halls open (“Move-In”) until they are officially closed (“Closing”) each semester. Some students are given permission to move-in early (“Early Arrival”) or stay past closing (“Late Stay”). Students 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. Most of the students who are granted 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 students living on-campus shift the focus away from the preparation for opening and orientation, and the College intentionally limits access for students without opening responsibilities.

RLO will consider reasonable requests for early arrivals that are not part of an approved early arrival group; those requests should be made by emailing rlo@davidson.edu by July 15th for fall or December 1st for spring. Requests based on travel convenience or to drop off belongings early are not granted. If a request is approved, there is a $30 per night charge for each night prior to move-in. Requests made after July 15th for fall or December 1st for spring are most likely to be denied. If approved, there is a $60 per night charge for each night prior to move-in. Students who arrive on campus without approval may be charged a $250 fee plus $60 per night prior to move-in.
International students are often given permission to arrive 24 hours before their scheduled move-in date/time to accommodate international travel; eligible students must request permission to arrive early by emailing both the International Student Adviser 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 $30 per night from the end of the summer semester until move-in; the $30 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 student moves into his or her fall assignment, they cannot check-out and then check-in again later; they are 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 may be evicted from the residence halls / apartments, charged with a Code of Responsibility violation, 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 on-campus student 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 apartmentmates. 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 be in 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 Director of Multicultural Affairs and the Associate Dean/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. Students may bring most additional furniture other than homemade lofts, waterbeds, 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 student with a bed, mattress, dresser, closet or wardrobe, desk, and desk chair; apartments also include a couch, a coffee table, a dining room table, and dining room seating for the number of residents. Most beds can be lofted; components not in room (including safety rails) are available through RLO. Many students 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.

Students 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).

Students are billed for the replacement costs of lost or damaged college-owned furniture, or a portion Students can report medical conditions with community implications to the Residence Life Office by emailing rlo@davidson.edu. The
Residence Life Office will share that information with the Student Health Center and determine what steps, if any, need to be taken.

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 (e.g., if two adjacent apartments are each missing three dining room table chairs and four chairs are found outside – 2 damaged, 2 undamaged – each apartment will be billed for one missing chair and one damaged chair).

Replacement costs for furniture are:

- Loftable Bed – Bed Ends $75 each
- Loftable Bed – Bed Rails $35 each
- Loftable Bed – Bed Spring $100
- Mattress – Twin $120
- Mattress – Full $140
- Dresser $250
- Wardrobe $525
- Small 3-Drawer Unit (apts) $215
- Desk $275
- Desk Carrell $125
- Desk Chair $200
- Dining Table $300
- Dining Chair $150 each
- Stool $50 each
- Sofa $600
- Lounge Chair $550
- End Table $250
- Coffee Table – Oblong $250
- Coffee Table – Round $600
- Flat Screen TV $500

Personal property found in rooms during check-out is removed and disposed of; students may be charged a fee for removal ($40 per hour of labor, with a $20 minimum).

**Health and Medical Needs.**

Students are expected to carry out self-care obligations and to obtain treatment for medical needs. The Residence Life Office supports students through short-term and long-term health and medical needs, and is committed to supporting students with
disabilities. In the event of a **medical emergency**, call 911 immediately. 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 (OAADR), and should be made as soon as possible.

Housing accommodations are determined by OAADR, and communicated to RLO. Whenever possible, students should correspond with OAADR 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 student submits a new or sudden housing accommodation request to OAADR after RLO has begun the assignment process, or one that requires an immediate change, RLO will take reasonable steps to accommodate the student’s need. RLO will not reassign or relocate another student to meet the need.

RLO takes student privacy very seriously. Professionals in RLO share limited health and medical information with HCs and RAs, and we encourage residents to share additional information directly with their student staff members so they might be most supportive. RLO works with students 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).

**Hosts.**

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 apartmentmates 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.

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 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information), and/or suspension of hosting privileges for up to one year.

**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 student staff 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.

**Noise.**
Noise which disrupts the community is prohibited, and students 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.

Students 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 student staff member of the floor or on duty, or Campus Police if the student staff member 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information), and/or a referral to the Office of the Dean of Students for Code of Responsibility charges.

**Occupancy.**

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 consequences for violations are:

- **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 students 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 one or more of the following – “poor standing with RLO” for up to one year (see Section 3. Additional Information); 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information), and/or a referral to the Office of the Dean of Students for Code of Responsibility and/or Honor Code charges.

Room Changes.
Students are assigned to rooms and apartments by RLO. RLO uses roommate agreements to facilitate discussion and expectation setting among students who live together; first-year students are required to complete roommate agreement forms, and upperclass students are encouraged to do so. Students may request room changes after their initial assignment by working with RLO, and that process is different for first-year students and for upperclass students; students may not make room changes independently from RLO. In the fall, no room changes will be made for first-year students before October 1st, and no room changes will be made for upperclass students between August 15th and September 15th. 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 student 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, students may be given the option to make a room change. Room options/availability may be limited.

Upperclass students 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 students 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.

Students who make room changes without working with RLO will be required to return to their official assignment and may be placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).
Safety and Security (Access).

- All exterior residence hall doors and interior private room doors are secured with either a key or electronic card (CatCard) access. Students assigned to a private room are given keys. Students have exterior access to all residence halls unless access has been restricted due to being in “poor standing” with RLO or other restrictions.
- **Keys** may not be given to anyone other than the assigned student, and lost or misplaced keys must be reported to RLO promptly. Students are expected to lock their room doors when the space is vacant or they are sleeping. RLO gives access to students 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, and 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. Students are issued one residence hall room key upon check-in (two keys for Tomlinson pod residents).

Students who are locked-out of their rooms during business hours (between 8 am and 5 pm, Monday – Friday) can borrow a temporary loaner key from RLO; these keys need to be returned within the same day. Students who are locked-out of their rooms overnight (between 2 am and 8 am, 7 days a week) should call Campus Police to be let into their room. Students who are locked-out at a time other than business hours or overnight can call the student staff duty phone to be let into their room. There is no charge for lock-outs unless it becomes a pattern, at which point a student is charged $25 per lock-out.

When keys are lost, RLO changes the lock core to prevent found keys from compromising the security of residents. Students are charged $40 for a lock change. Replacement CatCards are available for $25.

Students may be put on “prohibited access;” 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 “poor standing with RLO” (see Section 3. Additional Information). Buildings may be given
an “access limitation;” only the residents of that building are able to swipe into the building but they may invite non-residents guests/visitors into the building. Access limitations are typically 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.

Student staff members within a duty area are notified of any students who have “prohibited access” for that area. Those student staff members 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.

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.

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 are given a warning for the first offense; a second offense results in being in “poor standing with RLO” for up to one year (see Section 3. Additional Information); 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 has the dog 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 are allowed to 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. Students should contact AADR with their intention to begin the request process. Students 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 student’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 student, are permitted in private residence hall spaces assigned to other students 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

AADR 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. Students 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.

Students 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 students 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).

**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.

- Students are expected to set **community standards** with roommates or apartmentmates, 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information). 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 for Code of Responsibility charges.

**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.

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 are in 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 Director of Residence Life. If granted, RLO will notify Campus Police and applicable student staff members. 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 5 hours of college service, and/or being placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).

**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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).
Information). 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 student does not want in his or her room. All personal property must be removed at the end of the academic year.

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; students may be charged a fee for removal ($40 per hour of labor, with a $20 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 students 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 students. Any student 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).

**Unauthorized Access.**
Unauthorized access to roofs, balconies, ledges, and mechanical equipment 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 placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information), 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). Students 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. Students 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 student who has a vacancy is contacted by a potential roommate, it is the responsibility of the student to create a welcoming environment and not dissuade inquiring students from moving into the space in an effort to maintain a single room. In some instances, RLO will facilitate meetings between potential roommates.

Students 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 student to a different housing assignment, and/or being placed in “poor standing with RLO” for up to one year (see Section 3. Additional Information).

**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, pocket knives 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 provided that 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. Additional Information**

**Appeals.**
The Associate Dean of Students / Director of Residence Life oversees all appeals to violations, 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.

**Poor standing with the Residence Life Office.**
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 student staff position
- Having CatCard access to residence halls other than their assigned building
Right of Entry.
College representatives have the right, but not obligation, to enter student 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 student. 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