



OFFICE OF  
STUDENT AND RESIDENTIAL LIFE

Handbook for 2023-2024

# Student and Residence Life

Revised: June 2023

## I. Student and Residence Life Philosophy and Program Information

- A. SUNY Adirondack fosters intellectual, emotional, cultural, ethical, philosophical, social, and spiritual growth. Both classroom and out-of-class educational experiences facilitate this growth. Residence hall living is considered an integral part of a student's overall educational and personal development. The Student and Residence Life Department focuses its energy on the co-curricular experience, which is an important and valued component of a student's development. Students are provided with opportunities to broaden their educational objectives through the living and learning process in the residence hall, as well as through participation in an assortment of student organizations and activities. The program considers students' educational and social needs, safety and health standards, and the overall educational objectives of SUNY Adirondack.
- B. The residence hall is owned and operated by the ADIRONDACK HOUSING ASSOCIATION, LLC (AHA), a not-for-profit corporation affiliated with the Faculty Student Association (FSA). The residence hall is supervised by a team of professional staff who are assisted by a paraprofessional staff of Resident Assistants. Residence hall facilities and programs are provided to satisfy not only the physical needs of residents but their social, academic, and psychological needs as well.
- C. Staffing  
Residence Hall staff members are here to provide a service to residential students. Please be assured we will do our best to make sure your experience is as enjoyable and educational as possible.
  1. Resident Assistants: Resident Assistants or RA's are student staff members who provide leadership, assistance and support to students living in the residence hall. RA's help foster community, develop programming and assist in policy enforcement.
  2. Office Specialist: Our Office Specialist is responsible for receiving and organizing all student mail, managing lost keys, meal plan inquiries/changes and student ID access to the building.
  3. Residential Academic Success Coach: The Academic Coach is a live in professional staff member. They assist with academic advising, early academic interventions of residential students, programming and coordinating the residence hall study lounge program.

4. Assistant Directors of Student and Residential Life: The Assistant Directors of Student and Residential Life are responsible for assisting students with transitioning to residential living, room changes or roommate agreements, damage assessment, supervision of resident assistants and oversight of the Residence Hall Association.
5. Director of Student and Residential Life: The Director of Student and Residential Life is responsible for providing leadership and overall administration of the Residence Life program, including planning new student orientation, personnel and programming oversight and conduct.

#### D. Rights and Responsibilities

As a member of this community, you have both rights and responsibilities.

You have the right to:

- Study, sleep, and socialize in your room.
- Live in a supportive and stimulating community where your individuality is valued, respected, and appreciated.
- Involve yourself and others in promoting the health, safety, and security of all residents.
- Enjoy access to a variety of facilities and services provided by SUNY Adirondack.

You have the **responsibility** to:

- Consider the needs of other residents and balance them with your own needs. Just as you expect other community members to be considerate of your needs, you are responsible for demonstrating consideration for their needs.
- Promote care of the physical facilities, equipment, and services provided by the program.
- Communicate with other residents and staff members. Communication is an important aspect of building relationships with others and in seeking assistance to address academic and personal issues.
- Let other residents know when they are disturbing you. When other people infringe upon your rights, you are responsible for asking them to alter their behavior out of respect for you. If others do not respond to your request, you should ask other staff members for help and they will assist you.
- Demonstrate a commitment to the SUNY Adirondack community by getting involved.

- Get to know other residents. Participating in activities and joining the Residence Hall Association are ways to have fun and make your mark at SUNY Adirondack.
- Promote campus safety and security by locking your room and suite doors at all times, reporting missing or stolen keys, un-propping outside doors, walking with other people at night, and reporting suspicious people and activities to staff members.
- Demonstrate respect for all individuals and enjoy the benefits of meeting people who are similar to and different from you.
- Be aware of your behavior and emotions at all times. Expect that differences will arise, and to deal with those differences in a mature and responsible manner.
- Take precautions for your safety and those around you.
- Use laundry facilities and all furnishings properly. Please ask if you are unsure about how to use any machine or appliance.
- Understand and follow all SUNY Adirondack and Residence Life rules and represent SUNY Adirondack responsibly when off campus.

E. Solicitation in the residence hall for non-SUNY Adirondack/residence life-related services or programs is not permitted. Students are not permitted to run a business from their residence hall suite.

F. Students may not take a roommate, assign, subcontract, lease, or otherwise transfer their interest under this contract, or permit anyone not duly assigned or approved by the Director of Student and Residential Life to share any part of the room or suite.

G. Housing app process/timeline

H. Check in/Out

Established check-in and check-out procedures must be followed by each student. At the beginning of each semester, each new student must check-in at the designated location as indicated in the room assignment letter. Students will then receive keys and sign a completed room condition form. Students will have the opportunity to take a receipt of the room condition form to further assess the room. All damages not noted on the Room Condition form or receipt will be at the responsibility of the student. Failure to hand in keys will result in a lock change charge. Failure to hand in room condition forms will result in an administrative charge for improper check-out. These check-in and check-out procedures are to be followed during the academic year as well.

## I. Break Info

All students must vacate their suites during breaks. All students must follow correct closing procedures posted by their RA. Students with academic-related reasons may request to stay.

### a. Breaks for 2023-2024:

#### Thanksgiving Break:

Residence Hall Closes at 10:00 AM on November 22nd.

Residence Hall Reopens at 12:00 PM on November 26th

#### Winter Break:

Residence Hall Closes at 12:00 PM on December 22nd

Residence Hall Reopens on January 19th

#### Spring Break:

Residence Hall Closes at 10:00 AM on March 11th

Residence Hall Opens at 12:00 PM on March 17th.

### b. At Each Break Student should:

- Leave your room in a neat and tidy manner. Excessive trash may be removed at the discretion of residence Life Staff. Trash removal is billed at \$25.00 a bag
- Turn all lights and electronics off
- Unplug all appliances (excluding refrigerators)
- Set the thermostat to 65 degrees (heat) and fan to auto
- Close and lock all windows and doors

## J. Plattsburgh Students

Plattsburgh Students enrolled full time at the Queensbury Campus are eligible for on campus housing at SUNY Adirondack. They will receive a bill from SUNY Adirondack for housing and dining in addition to their bill from Plattsburgh. Plattsburgh Students are responsible for adhering to the guidelines in this handbook and in the SUNY Adirondack Code of Conduct.

## K. Living Learning Communities

All students living on campus will be required to live within one of our dedicated communities. The living learning communities for the 2023-24 academic year are:

Zen/Mindful living: This community has extended quiet hours for students. This

community is for students looking for a quieter environment

Gender Inclusive Housing: With a focus on meeting the needs of our LGBTQ+ students this floor is intended for students who are looking for housing selections that are not defined by traditional male/female divisions.

Athlete Living: Designed for enrolled SUNY Adk athletes to live on campus with their teams

Health & Wellness floor: This floor is dedicated for students committed to living healthy and holistic lifestyles. (Please note that students living on this floor found in violation of substance related policies will be required to relocate)

## **II. Suites & Rooms**

### **A. Security Deposit**

Students are required to pay a \$250 security deposit prior to being assigned a room in the residence hall.

- a. This deposit is part of the process but does not guarantee a room. At the start of the semester, the deposit will be refunded if you are not offered a room in on-campus housing.
- b. The deposit is on record for the full academic year from the fall semester move-in date to the spring semester move-out date.
- c. When you move in, you sign a contract with housing for the academic year.
- d. You may be released from your obligation under this contract only with the written permission of AHA's Director of Student and Residential Life. As stated above, the license to live agreement is for the entire academic year.
- e. All requests for release must be submitted in writing to the Director of Student and Residential Life. You must present compelling reasons for the requested release (i.e., marriage, activation for military duty, significant medical reasons, financial hardship).
- f. The decision as to approve or deny any such request shall lie at the discretion of the Director of Student and Residential Life.
- g. Your housing deposit will not be refunded if you are released mid-year as you would be breaking your housing contract.
- h. Room damages beyond normal wear and other administrative penalties will be charged against the deposit.
- i. Students who would like to return to the Residence Hall for an additional

academic year may rollover their deposit from their current contract year to the next contract year if they are in good standing academically, socially and financially with the College and the AHA.

- j. A deposit rollover will not require any additional payment if no damage is due to the room and/or there are no outstanding financial obligations. This will secure student placement in the building for the next academic year.
- k. Once the deposit is rolled to the next academic term, any bills for damage, cleaning, keys, improper checkout, or prior balances will become immediately due and must be paid in order to remain a student for the next term. Failure to pay would result in the loss of their room and their security deposit.
- l. Once a student authorizes to rollover their deposit, it is no longer refundable if that student later changes his or her mind about living on campus for the following academic year or later chooses to not return to SUNY Adirondack.
- m. Students who are not intending to return for the next academic year, will be refunded their deposit IF they have no financial obligations (outstanding bill, damages, etc.), have not broken the Residence Hall Contract, and have indicated their request via a completed and signed intent form at the end of the academic year prior to student move-out.
- n. If the residence hall contract is broken for any reason, the security deposit will not be refunded.

## B. Room Layout

All housing is suite style, and each suite has a living room and at least one bathroom. Most suites feature double occupancy bedrooms, while there are a few triple occupancy bedrooms available. The layout and size of each room varies, but the average double occupancy bedroom size is 150 sq. ft. The residence hall has a fitness center, a multipurpose room, three classrooms, and a study lounge.

## C. Suite Amenities

Only SUNY Adirondack-provided furniture is permitted in the residence hall.

-Living Room – couch, chair, end table, TV stand, and kitchen table with two chairs

-Bedrooms – twin-size bed, which are 80 inches by 36 inches, wardrobe, desk, and one chair per person

-Kitchenette – One microwave (900 watts maximum) per suite and one micro fridge unit

(3 cubic feet) per bedroom is allowed. These items are optional and are to be provided by the resident, they do not come as a part of the room furnishings.

-Most suites have two (2) full bathrooms with showers.

-Cable and Internet services are provided at no additional cost.

- Cable: Direct TV is provided to the common area of each suite. Each suite should be equipped with a remote to access the channels once connected.
- Internet Connection: All bedrooms have their own Epproach wifi router. Individual Suite Passwords will be sent to students via email at the start of each semester. Internet use is provided as a privilege and is intended to support your academic experience on campus. Illegal use, or activity that negatively affects the performance of the network, is prohibited.

#### D. Abandoned Property

- a. Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by AHA at its sole discretion. AHA may, in its discretion, make efforts to notify the student and/or student's parent or guardian that property has been found in the room. Neither the AHA, the FSA, SUNY Adirondack, or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.
- b. Student and Residential Life does not store belongings for students between academic years. Students must remove all their belongings from the residence hall. Any belongings left behind will be considered abandoned property.

#### E. Prohibited Items

Being mindful that this handbook and conduct standards promote healthy and respectful behavioral choices, the following are expressly prohibited in and around Residence Hall property.

-Air conditioners

-Alcohol paraphernalia (for example: beer taps, funnels, kegs, empty or full alcohol containers, etc.)

-Animals (including fish) with the exception of approved emotional support animals and service animals.

-Candles/incense

-Collection or display of empty or refilled alcohol containers

-Cooking devices including; electric griddles, hot pots, slow cooker, George Foreman

grills, roasting pans and similar cooking items.

- Culinary Arts knives (must be kept in Culinary Arts building)
- Dart boards with sharp point darts
- Drug-related paraphernalia, illegal drugs, non-prescribed narcotics, and/or drug-related devices
- E-Cigarettes, Vapes and charging devices for e-cigarettes
- Furniture (unless medically required and pre-approved)
- Halogen light bulbs
- Hover boards should not be used or stored in the Residence Hall
- Lava lamps
- LED lights strips
- Live Christmas/holiday trees
- Multi-arm floor lamps
- Multi-plug outlets or extension cords unless they are UL approved and have a surge protector
- Nails and foam backed adhesive tape
- Possession and/or use of weapons or firearms of any kind including, but not limited to; bows, arrows, archery equipment, air guns, pellet guns, dart guns, paintball guns, stun guns, chukka sticks, ammunition, CO2 cartridges, laser pointers, fireworks, firecrackers, explosives or dangerous chemicals of any kind, and display weapons.
- Safes
- Space heaters
- Tapestries or any items hung from the ceiling
- Wall units to mount a television
- Waterbeds and any other items imposing unreasonable structural stress
- Any other item deemed dangerous for on campus housing by the Director of Residence Life.

F. Property (renters) Insurance; the AHA, FSA and SUNY Adirondack do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Students are recommended to carry private insurance either

by being included in their parents' homeowners' policy, or by purchasing renters insurance to protect themselves against loss. Information on an optional plan for personal property insurance coverage is available in the Office of Student and Residential Life.

#### G. Decorations

- a. For your comfort, you are encouraged to decorate your suite. We ask that you take care in the decoration of the suite as well as in the removal of those decorations. Please do not use nails. Use thumbtacks, tape, funtac and 3M products sparingly to hang decorations on walls. Nothing is permitted to be on the ceiling.
- b. Students are not allowed to paint walls.
- c. Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings. TVs are not allowed to be mounted on the walls.

#### H. Appliances

- a. The only permitted cooking devices in the residence hall are; coffee maker (with automatic shut off), toasters, toaster ovens, and microwaves. Cooking devices are to be used in the kitchenette area of the student's suite only. All appliances must be UL approved.
- b. Appliances shall not be left unattended while in use.

### **III. Residence Life Services & Operations**

#### A. Laundry

The laundry room has washers and dryers for resident use only. Washing machines and dryers use is included with payment of your \$30 Residence Hall Fee.

#### B. Lockouts

All residents are expected to carry their own keys and SUNY Adirondack ID Card with them at all times. Residence hall staff members are available to open doors for students on rare occasions and emergency situations.

All residents are expected to carry their own keys and SUNY Adirondack ID Card with them at all times. Residence hall staff are available to open doors for students on rare occasions and for emergencies. The first three lock outs of each semester are free of charge. The fourth lock out is \$5.00, the fifth \$10.00, the sixth and all thereafter is \$20.00. All lock out charges will be added to a student's bill. Students who get locked out and attempt to break into the suite will be in violation and held financially responsible for

any damage occurring. Students can only be let into their own rooms. Student and Residential life staff and public safety staff do not have the authority to key someone into another person's room without the direct written consent from the person assigned to that room

#### C. Mail

- a. SUNY Adirondack Residence Addresses – U.S. mail is delivered to mailboxes in the residence hall. Packages arriving by UPS or Federal Express are delivered to the Office of Student and Residential Life and may be picked up during business hours with your ID card. The address is:

YOUR NAME

ROOM #

SUNY Adirondack

28 College Drive

Queensbury, NY 12804

- i. All residential students receive their mail in locked mailboxes within the residence hall. Mailboxes are provided for each suite, not individual students. Packages from UPS and Federal Express are delivered to the Office of Student and Residential Life where residents may pick them up with proof of identity. Please refer to Your Address in section 2.4 for the correct mailing address. Outgoing stamped mail can be dropped in the mailbox in the Office of Residence Life. The Office of Residence Life serves as the package pickup location.
- ii. Packages can be picked up Monday through Friday from 1pm-4pm.
- b. Deliveries: Students may choose to receive deliveries/groceries/food via services such as doordash, grubhub instacart or similar. The Office of Student and Residential Life does not take responsibility for these deliveries. Students are responsible for meeting their delivery driver to receive their items.

#### D. Maintenance

- a. Students should report maintenance concerns to the Office of Student and Residential Life

- b. Work orders will be addressed Monday through Friday between 8AM and 4PM.
- c. Maintenance personnel may be required to enter a suite at any time to perform emergency repairs.
- d. Students may be required to move personal belongings for maintenance to address areas of need.
- e. For extenuating maintenance needs, students may be required to relocate their suite or bedroom.

#### E. Residence Hall Association

The Residence Hall Association (RHA) is the governing body for all residence hall students and provides students with an opportunity to play an active role in developing their living environment. RHA is made up of the executive board and student representatives from each of the residence hall floors. The duties of RHA consist of reviewing, recommending, and/or establishing policies/procedures relating to the welfare of residence hall students. RHA is also involved with the development/planning of social and educational programs for students living in the residence hall.

#### F. Meal Plans

All students residing on campus are required to have a meal plan. Meal plan options and costs are:

Plan A: 200 meals per semester, \$125 points (Cost: \$2,180/semester)

Plan B: 150 meals per semester, \$425 points (Cost: \$2,180/semester)

Plan C: 125 meals per semester, \$575 points (Cost: \$2,180/semester)

Plan D: 240 meals per semester, \$125 points (Cost: \$2,585/semester)

#### G. Trash & Recycling

Students are responsible for bagging and placing all refuse in the dumpsters located outside next to the residence hall. Students found leaving garbage in their suite or in public areas will be subject to disciplinary action or cleaning charges. Trash removal typically starts at \$25 a bag.

#### H. Room Changes

- a. All room changes must be approved by a member of the residence life professional staff.
- b. At the beginning of each semester, there is a freeze on room changes in order to give students the chance to get to know each other. The Resident Assistants can assist with any conflicts that may arise.
- c. Fourteen days from the day classes begin, residents may submit a room

change request form for review by the Office of Student and Residential Life.

- d. There is also a room freeze during the final two weeks of each semester. This can be a busy time for students preparing for and taking finals, therefore only emergency changes are allowed.
- e. Students may be required to complete a roommate agreement in lieu of being granted a room change. Agreements can be completed with an RA or an Assistant Director.
- f. Any change made without prior consent from a member of the residence life professional staff will result in an administrative charge and possible disciplinary action.
- g. Any room change may result in a cleaning fee.
- h. The Office of Student and Residential Life reserves all rights concerning assignment and/or reassignment of all students. Requests for change will be considered but not necessarily approved.
- i. The Office of Student and Residential Life has the right to administer room changes in order to settle disputes, consolidate rooms for new incoming students and occupancy purposes, and as a disciplinary sanction.
- j. In the event of vacancies, the Office of Student and Residential Life will require the lone student in a room either to find a roommate of his/her own choosing or to relocate to another room, if time permits; or to accept another student who is on the priority list or is in a tripled situation; or to pay for single occupancy. Empty beds are rental possibilities for the AHA. Students may not refuse another student equal use of the room to which he/she has been assigned. Penalty incurred may be disciplinary action and/or assessment of full rent for that bed.

#### I. Security Alarms/Doors

- a. The front and rear entrances to the building are to be used to enter and exit the building. All other doors are for emergency exit only and have alarms on them. It is a violation of residence hall regulations to exit an alarm-equipped door. However, during a fire or in an emergency, students must exit through the nearest door immediately.
- b. The residence hall is secured 24 hours per day. Residents are issued a SUNY Adirondack ID Card that will admit them into the residence hall through either of the main entrances. All side doors are kept locked and are

for emergency exit purposes only. Students will not prop open any doors at any time.

#### J. Health & Safety

- a. The Director of Student and Residential Life and his/her designee reserve the right to inspect all or any suites. In addition, all suites are inspected during times of closedown (Thanksgiving break, winter break, and spring break).
- b. Students will be charged for trash removal and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.
- c. No notice is necessary when it is reported or suspected that a dangerous condition exists within the suite/room. In addition, AHA, is entitled to enter and conduct an unannounced inspection of any residence hall room if it has cause to reasonably believe illegal activity is or may be occurring in such room, or that any of the policies or conditions of occupancy either in the residence hall license or handbook is or may be occurring therein. Public Safety officers may be asked to assist staff or to conduct these inspections in their absence.
- d. Window screens are not to be removed at any time. Individuals are not permitted to enter or exit via room windows. Nothing is to be thrown from windows. Students found responsible for throwing trash or items out of residence hall windows or entering and exiting or permitting access through residence hall windows will be subject to residence hall dismissal. Residence will be fined for the removal of screens
- e. Skateboarding, skating, sledding and snow fights – Use of hoverboards, scooters, skateboards, skates, etc. are prohibited in the residence hall and on residence life property. Sledding and snowball/ice fights are not permitted on residence life property.

#### K. Housing Accommodations

- a. With the exception of service animals and emotional assistance animals approved by the Office of Accessibility Services, no animals or pets of any kind are permitted in the residence hall. This includes goldfish, hamsters, gerbils, cats, rabbits, reptiles, etc.
- b. Single bedrooms are only available when occupancy is not to capacity or

due to medical reasons.

- c. Students requesting an emotional support animal or other housing accommodations can do so here:

<https://www.sunyacc.edu/housing/special-housing-consideration>

#### **IV. Policies**

##### **A. Alcohol**

- a. No student or his/her guest(s), regardless of age, may possess, consume, store, distribute, or be in the presence of alcoholic beverages within the residence hall or on the property. This includes empty alcohol containers.
- b. Any student or his/her guest(s) under the influence of alcohol who brings attention to himself or herself by making noise or general disruption or publicly displaying intoxication is in violation of this policy.
- c. Any alcohol found on the property will be turned over to the residence hall staff or Public Safety and discarded immediately.
- d. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the residence hall.

##### **B. Drugs**

No student or his/her guest may possess, consume, distribute, or be in the presence of illegal or un-prescribed drugs anywhere on the premises. Any drug or smoking paraphernalia (pipes, hookahs, rolling papers, scales, etc.) found in student rooms will be viewed as a violation of this policy. In addition, any student, under the influence of illegal or un-prescribed drugs, who brings attention to himself or herself by general disruption or publicly displaying that they are under the influence of drugs, is in violation of this policy. The Office of Student and Residential Life will work closely with law enforcement officials in all drug-related matters. Possession of illegal drugs is grounds for dismissal from the residence hall and the violator may be subject to arrest.

##### **C. Dangerous Materials**

- a. Firearms and other weapons are not permitted on campus or in the residence hall at any time, not even for display purposes.
- b. Weapons are defined as, but are not limited to, hunting rifles, hand guns, paintball guns, BB guns, airsoft guns, stun guns, realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices, ammunition of any kind and any martial arts weapons (ex. chukka sticks, throwing stars, etc.), fireworks, firecrackers,

explosives or dangerous chemicals of any kind.

- c. Use of any object against another person will be considered a serious breach of the housing license, and is probable cause for removal from housing and/or suspension from the college.

#### D. Fire Safety & Regulations

- a. Law requires fire evacuation drills to be held periodically in the residence hall. All residents must evacuate the halls
- b. Fire safety inspections will occur at sporadic times throughout the semester by the residence life staff. The purpose is to educate students about how the condition of the suite could be a threat to the safety of themselves and others. Corrections will be mandated, with failure to make corrections considered a violation of the housing license.
- c. Students are responsible for taking the proper precautions to prevent unnecessary fire alarms by not smoking in the rooms, not burning candles, potpourri, or incense in the rooms, and by not burning food in the microwave oven. The use of multi-outlet plugs is prohibited, except for those with built-in surge protectors.
- d. Smoking devices of any kind are prohibited. Interior spaces of the residence hall are designated as smoke-free.
- e. Cooking with unapproved cooking devices (as outlined in this handbook) in the residence hall is prohibited.
- f. Each suite should have proper access to doors in their suite. Suites must be kept in a clean and orderly fashion to avoid issues related to egress.
- g. There should not be more than 10 individuals in a suite at a time due to fire code regulations.

#### E. Financial Obligations

- a. Payment and Failure to Make Payment- Students residing in the Residence Hall must have either paid their bill in full, be on a payment plan, or have proof of pending financial aid no later than the end of the first week of classes.
- b. Any students who have not resolved these issues by the end of the second week of classes may be removed from housing.
- c. Any students who have a change in their financial aid status or payment plan status will be reviewed on an ongoing basis throughout the academic year and may be removed if they are not in good financial standing.

- d. Students with outstanding financial obligations will be required to meet with the Director of Student and Residential Life or their designee to discuss the students housing eligibility.
  - e. Any balance due at the end of the semester will be deducted from the security deposit when applicable and place the student's account on hold with the college until the outstanding bill is paid in full.
- F. Short term and Long term Guests
- a. Definitions
    - i. A long term guest is a person who intends to stay overnight (past 11:45PM) in the residence hall and is not a resident of the residence hall. All guests must register (sign-in) with hall staff. Guests are permitted to stay for a period not to exceed 48 hours within a seven-day period. A seven-day period begins at the date of sign in.
    - ii. A short term guest is a person who does not plan to stay overnight and must vacate and sign-out by 11:45 PM on the night they sign-into the building.
  - b. No overnight guests will be permitted during the first and last week of classes each semester, and again during final exam week.
  - c. Students may begin signing in their guests and visitors at 7:00 PM with a Resident Assistant on duty at the main desk. Guests who arrive prior to 7:00 PM must go to the desk at 7 PM to be signed in at that time. Guests, visitors, and their host will be subject to conduct related discipline if the visitor does not sign out.
  - d. Guests and visitors must be with their host resident and carry ID with them at all times.
  - e. It is the residents' responsibility to inform their guests of the rules and regulations and to ensure their compliance. Residents will be held responsible for the behavior and any damage caused by their guests and visitors. Guests or visitors who violate the rules and regulations will be asked to leave the property and, if necessary, be banned from entering the premises. In the event of law violation or noncompliance with a request to leave, s/he shall be considered a trespasser and appropriate law enforcement authorities will be notified. Resident hosts of such guests/visitors will be held responsible for those violations. Residents who host persons that have been banned from the property are in violation of the housing license.
  - f. Residents are expected to be sensitive to the needs of their roommates

before inviting or allowing guests to visit.

- g. There should not be more than 10 individuals in a suite at a time due to fire code regulations. More than 10 will result in conduct charges for those individuals present.
- h. Minors under the age of 18 are not permitted to be overnight guests in the residence hall.

#### G. Damages

Students are responsible for the proper use of residence hall facilities. Any damages to student rooms are the responsibility of the occupants and will be billed accordingly. Please refer to the damage section of this handbook for details related to damage charges. All suites will be inspected at each break period. If common areas are left dirty to a point of causing a health hazard or creating an environment where a new student could not be placed, those areas will be cleaned by residence life staff and all residents will be charged for that cleaning. Whenever damage occurs in a student's room or to any equipment within the hall, it should be reported immediately to the Resident Assistant, Assistant Directors or other professional staff members and an incident report should be filed. All damages to common areas caused by misuse, abuse, or vandalism will be assessed against the student population of the appropriate building, floor or area.

- a. All residents will pay a security deposit as stipulated in the current license and outlined in section 2.1 of this handbook. This is to ensure the upkeep of the property, and to pay for damages discovered at the end of the license term.
- b. Upon arrival, each student will receive a Room Condition Form (RCF), to be completed and returned to the Office of Student and Residential Life.
- c. Each student is responsible for the condition and upkeep of their bedroom and, collectively with other suitemates, is responsible for the condition of the common living room, hallway, and bathroom.
- d. At the end of the year, or whenever a student leaves the room, the room will be checked for cleanliness and damages, and an inventory of furniture will be done, with the expectation that the room has been made ready for the next resident.
- e. Students residing within the residence hall will be held accountable for any costs of repairs or replacements to the physical structure, fixtures, equipment and furnishings of areas/rooms which are reasonably determined to be caused by intentional, willful, malicious, negligent, or

careless/unjustified damage or destruction to said facilities. The charge will include material, labor and administrative costs. Damage charges are not limited to the amount of the security deposit. Students are required to notify the Office of Student and Residential Life when damage occurs.

- f. When there is damage to common areas and it cannot be ascertained which student(s) are responsible for damage, assessments will be made against all suite residents, corridor residents, and/or all building/hall residents, depending on the situation.
- g. Students may be referred for disciplinary action for extensive or intentional damages. The damage will be repaired, and the students will be billed.
- h. All repairs are to be made by the Office of Student and Residential Life and/or its designee.
- i. Students will be billed either through the disciplinary process or through an administrative damage review process at the time of damage or at the end of each semester. Damage will be added to the responsible student account and a hold will be placed on the account until the damage is paid in full.
- j. Students may appeal administrative damage charges in writing by completing the damage appeal form and clearly explaining why the damage charge should not have been billed to them. The appeal must be received within 30 days of the damage bill being applied to the student account.
- k. Damage bills are paid to the “Adirondack Housing Association” at the Faculty-Student Association office located in the Student Center via cash, check, money order, or credit card (fees will apply).

#### H. Complaints

Issues concerning housing should be brought to the attention of the Resident Assistant (RA), and if not resolved, should be brought to the attention of the Assistant Director or the Director of Student and Residential Life.

#### I. Quiet Hours

- a. Quiet hours: During quiet hours, no noise should be heard beyond a student’s closed room window or door. At Final Examination times, 24-Hour Quiet Hours begin the Sunday before final exams begin and extend through the entire period of Final Examinations.
  - i. Student Residing in the Zen Living Learning Community have extended quiet hours which are as follows: 9:00 p.m. to 9:00 a.m. on Sunday, Monday, Tuesday, Wednesday, Thursday and from 12:00

a.m. to 11:00 a.m. on Friday and Saturday.

- b. Consideration Hours: At all times noise is to be kept to a level which will not disturb other residents or other community members in the building and adjacent parking lots. This means that at no time will music (including stereos) or other noise-producing activity be loud enough to be heard outside the student's room or the Residence Hall. Residents and staff should feel comfortable to speak with other members of the community regarding their noise level at any point of the day.
- c. Students are not permitted to put music equipment in the windows. Drums or amplified instruments are not permitted in the residence hall. Students are expected to refrain from any activity that might cause a disturbance in the community. This includes, but is not limited to, yelling out the window or down the hallway, and playing loud music or television in the buildings.

#### J. Parking & Snow Removal

- a. Residential Students are eligible to park on campus with the appropriate campus registration sticker.
- b. Residential Students should park behind the Residence Hall.
- c. In the event of a snowstorm or other inclement weather students must be prepared to relocate their vehicles or be subject to a ticket from Public Safety.
  - i. It is the responsibility of the student to be prepared to move their vehicle during inclement weather.
  - ii. Tickets for failure to relocate a vehicle can be up to \$75.
  - iii. Notification for the need for parking relocation will come via email.

#### K. Academic Success

- a. Residential Students are expected to remain enrolled full time (12 credits or more) throughout the semester.
- b. If a student is not able to register for a minimum of 12 credit hours prior to the start of the semester due to academic program or academic status, they may request, in writing, approval by the Director of Student and Residential Life for a reduced course load.
- c. Students who fall below full time will be required to meet with the Director of Student and Residential Life to discuss their housing eligibility.
  - i. Students who fall below full time may be asked to leave housing.
  - ii. Students who are asked to leave due to low enrollment will not receive a refund/prorated rate for housing.

- d. Students who are on Academic Probation and those students who drop below 12 credits during the semester will be required to attend academic recovery workshops/planning as designated by the Academic Coaches and the Adirondack Compass Program.

## **V. Conduct**

All Residential Students are responsible for their own behavior and expected to live within the guidelines established by both the Residence Life Section of this handbook and the Student Code of Conduct.

- A. Students in violation of Residence Hall policies will be assigned to meet with the Director of Student and Residential Life or their designee
- B. Students in violation of the campus code of conduct will be referred to the Dean for Student Affairs or their designee
- C. Sanctions are established based on the minimum sanction guidelines and are imposed on a case by case basis depending on the conduct history of the student being found in violation of the code. Potential sanctions include but are not limited to; community service, counseling referral, disciplinary probation, dismissal, Judicial Educator (educational modules), parental notification (for substance related violations of underage students), reflection papers, restitution, substance contracts, and written warnings.
- D. It is possible that infractions may be a violation of both the Student Code of Conduct and Residence Hall Policies
- E. Students with multiple violations or serious infractions may be removed from the residence hall or the college.
  - a. Students receiving an order to vacate as a result of a disciplinary hearing may have as few as 24 hours to vacate their suites.
  - b. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have full liability of their housing costs.
  - c. Students will also be banned from the residence hall and the property grounds, with threat of arrest for violators.
  - d. Removable offenses are listed below. Residents involved in the following activities should expect to be removed and banned from the residence hall, and in addition to being subject to arrest, can also be subject to student conduct consequences. These include, but are not limited to:

- i. Any form of physical assault or harassment.
  - ii. Possession of, or distribution of, any un-prescribed or illicit drug.
  - iii. Possession of a weapon.
  - iv. Multiple alcohol or drug offenses, or singular drug or alcohol offenses with extenuating circumstances.
  - v. Breaking and entering into another student's apartment or bedroom.
  - vi. Sexual misconduct.
- e. If a student is deemed to be a potential threat to the community, a temporary suspension may be issued by the Director in consultation with the Dean requiring the student to vacate immediately and remain out of the building until which point a disciplinary hearing can be held and a final determination regarding suspension/dismissal is made.

#### F. Prosocial Community Standards

- a. The Residence Hall is a unique community within the greater campus community and society as a whole. As members of the Residence Hall and campus community, residents are encouraged to create and engage in the environment in a positive and responsible manner.
- b. Prosocial behaviors are encouraged in the residence hall. Prosocial behavior is characterized by a concern about the rights, feelings and welfare of other people. Behaviors that can be described as prosocial include feeling empathy and concern for others and behaving in ways to help or benefit other people. Residents are encouraged to live with a prosocial mindset to create a more positive residential experience for all students. All residents, students, guests, faculty, and staff should feel comfortable in the residence hall