

State University of New York College at Cortland Room and Board License and Residence Hall Policies



2018-2019

Table of Contents

Room and Board License

Residence Life and Housing Mission Statement	5
State University New York (SUNY) Policy- Residence in University Housing Facilities.....	5
Presidents Authorized to Make Rules and Regulations for Student Housing	5
SUNY Cortland Undergraduate Student Housing (Residency) Requirement	5
New Student Housing Requirement.....	5
Returning Student Housing Requirement.....	6
College Housing Policy.....	6
Release From Housing.....	7
Requests to be Released for Spring Semester	7
Unconditional Rights of the College.....	7
Student Responsibilities.....	8
Terms of Occupancy.....	8
Room Occupancy	8
Break Periods:.....	8
Personal Property	9
Damage to Personal Property	9
Room Check-out.....	9
Room Assignment	9
New Student Housing Assignments.....	9
Returning Student Room Selection.....	10
Mandated Triple Rooms.....	10
Consolidation Policy.....	10
Medical or Disability Request for Accommodations.....	10
Steps for students to request a housing accommodation.....	11
Minimum Living Condition Standards.....	11
Billing Procedures.....	11
Room Deposit Refunds	12
New students.....	12
Continuing students.....	12
Room Refund Policy.....	12
Withdrawal Process.....	13
Use of College Property	13
Damages/Room Condition Reports (RCRs).....	14
Dining Plan Agreement.....	14
Plan Documents	14
Policies Governing Rights and Responsibilities of Dining Plan Participants	15
Plan Values.....	15

Sales Taxes.....	15
Plan Changes and Dining Plan Refund Policy	15
West Campus Apartments.....	15
Apartment Management.....	15
Period of Occupancy.....	15
Housing Charge.....	16
Occupancy and Assignment	16
Furniture.....	16
Liability.....	16
Mail.....	16
Miscellaneous Policies and Procedures Specific to West Campus Apartments	17
Cars.....	17
Entrances, Front Walks, and Lawns	17
Recycling/Trash Removal.....	17
Storage	17
Judson Taylor Leadership House.....	17
Occupancy and Assignment	17
Use of the Judson Taylor Leadership House	17
Mail.....	18
Phone Service.....	18
Heating, Maintenance and/or Laundry Concerns.....	18
Trash and Recycle Pick Up.....	18
Alcohol.....	19
Appliances and other restricted items	20
Bed risers/cinder blocks	20
Bicycles.....	21
Biohazard/Sharps Needle Disposal.....	21
Candles, incense, open flames.....	21
Cars and parking.....	21
Decorations	21
Disorderly Conduct	21
Drugs	22
Electrical Items	22
Emergency Procedures.....	22
Emergency contact information	22
<i>Emergency contact</i>	22
<i>Missing person contact</i>	22
Fire alarms.....	22
Campus emergency alert system	22
Residence hall lockdown.....	22
Suspicious person(s).....	22
Bomb threat.....	23
Active shooter	23
Tornado.....	23

Flooding.....	23
Emergency Services/EMS	23
Fire Procedures.....	23
Fire extinguishers and alarm pull boxes	23
Fire drills/fire alarms	23
Fire Safety Equipment.....	24
Furniture	24
Gambling	24
Graffiti.....	24
Guests and Visitation	24
Visitor.....	24
Guest	24
Guns, explosives, firearms	25
Hallways	25
Hazardous Materials	25
Health Insurance	25
Hoverboards	26
Kitchens	26
Laundry Rooms.....	26
Lofts	26
Lost Keys.....	26
Motorcycles	26
Musical Instruments	26
Noise and Quiet Hours.....	26
Painting.....	27
Pets.....	27
Property Insurance.....	27
RA Duty Hours.....	27
Recycling.....	27
Refrigerators.....	27
Residence Hall Access.....	28
Room Occupancy Limits.....	28
Security	29
Smoking/Tobacco Free Campus.....	29
Solicitation.....	29
Sport Activities or Rough Housing Including Ball Playing	29
Student Conduct System	29
Residence Hall Director	29
Disciplinary Conference	29
Student Conduct Board	30
College Hearing Panel	30
Tapestries, Flags, Jerseys, Curtains and Other Fabric Items.....	30
University Police	30
Windows.....	30
Policies- Leadership House Specific	30

Alcohol policy	31
Antennas and Satellite Dishes	31
Entrances, Front Walks, and Lawns.....	31
Fire Safety	31
Kitchen and Bathroom Clean Up.....	31
Parking.....	31
Signs.....	32
Snow Removal.....	32

Room and Board License

Read carefully: You are required to abide by these regulations and procedures.

Residence Life and Housing Mission Statement

The Residence Life and Housing Office offers exemplary facilities while encouraging learning, acceptance and cooperation to engage all individuals as positive community members by providing opportunities for academic support, civic responsibility, and personal and leadership development.

State University New York (SUNY) Policy- Residence in University Housing Facilities

Every student, in full-time attendance at a state-operated campus of the State University of New York (SUNY) other than married students or students residing with a parent or parents, shall be required to live in a residence hall maintained and operated by such unit or have permission under such provisions as may be made therefore by the president, or designee, of such campus to live off-campus.

Presidents Authorized to Make Rules and Regulations for Student Housing

- A. Subject to these regulations, and except as may otherwise be provided by the chancellor of the University, the president of each campus of the University is hereby authorized to make and administer rules and regulations for student housing which may:
 1. prescribe the extent to which students in full-time attendance, other than married students or students residing with a parent or parents, shall be required to live in residence halls operated by such unit; and
 2. provide the procedure for obtaining the permission of such president or such other officer or officers as he/she may designate to live off-campus.
- B. In making such rules and regulations, each president or designee, shall consider the educational needs and interests of the campus, the extent to which housing is available and utilized in residence halls, and to provisions for individual cases under special circumstances.

SUNY Cortland Undergraduate Student Housing (Residency) Requirement

SUNY Cortland abides by the tenets outlined by the SUNY Policy while recognizing that the family structure is becoming less traditional and special circumstances need to be considered for our diverse and dynamic student population.

A student's "Freshman" or "Transfer" distinction is determined by their admitted status to SUNY Cortland based on credit hours. "Returning" students are defined as current residential students who continue from semester to semester or academic year to academic year.

The SUNY Cortland Residency Requirement supports the institution's value as a four-year residential college where the student gains most by experiencing the classroom, co-curricular, and residential education benefits. The Residency Requirement is outlined and defined by the Room and Board License.

New Student Housing Requirement

Freshmen Housing Requirement

All students entering SUNY Cortland as "freshmen" are subject to a minimum two-year (four-semester) campus residency requirement and obligation to a Room and Board License. Students may be required to remain in residence past the two-year freshman residency requirement and will be required, like all residential students, to request to be released from their residential obligation. This release is not automatic and will take into account

the aforementioned consideration of the educational needs and interests of the campus, the extent to which housing is available and utilized in residence halls, and to provisions for individual cases under special circumstances.

All students desiring to move off campus and/or be released from their housing license are required to submit the “*Release from Housing*” form.

Transfer Housing Requirement

- Residence Life and Housing requires all new transfer students (with at least sophomore credits) to live on campus for the first two semesters of their attendance.

Exceptions to the Housing Requirement

- Any exception to the housing requirement must be reviewed and approved by the Residence Life and Housing Office. A student must formally request a review in writing including any supporting documentation. Decisions of the Residence Life and Housing Office regarding exceptions to the Housing Requirement are final.

New students who fit the following descriptions may request to be exempt from the housing requirement

- Married
- Veteran
- Commuting locally from home (50-mile radius from campus will be considered local – a home address will also be verified)
- Over 21 years of age by August 31 for a fall semester start and by January 15 for a spring semester start

If a student meets one of the above criteria, they should complete the “*Release from Housing*” form at least 30 days prior to the proposed date of termination. The student will receive notice of the final decision regarding the release request from the Residence Life and Housing Office.

Returning Student Housing Requirement

Returning students selecting a room through the Room Selection Process (RSP) are obligated to live on-campus for the entire academic year covered by the term of their license. (Both fall and spring semesters). An academic commitment which would have the student exceed the commuting distance (50 miles) of the campus will be considered for an exemption from the yearlong license obligation. Examples would be student teaching, an internship, or studying abroad. Reasons to be released from housing that are not for an academic commitment are not guaranteed. Examples that will not result in automatic approval include meeting the housing requirement, turning 21 during the fall semester or signing a lease off campus.

College Housing Policy

SUNY Cortland considers the residence hall experience to be an important aspect of the students' education. It is the policy of the College that all freshmen, sophomores, and new transfer students who are not commuting from the home of their parents, must live in college-operated housing unless they receive permission from Residence Life and Housing to live off campus. The housing policy states that all new freshmen are required to live on campus for four semesters (two full years) and all new transfers are required to live on campus for two semesters (one full year.) Students who are living in college housing must submit an online Housing Preference Form which is binding for the **entire academic year** (both fall and spring semesters). We are committed to a policy prohibiting discrimination based on an individual's race, gender, religion, national origin, age, disability, gender identity and expression, or sexual orientation in all of our operations and facilities. All continuing students

must complete either the A) Room Selection Process (RSP) form to continue to live on campus or B) the Release from Housing Form to receive permission to move off campus or transfer, student teach, study abroad, complete an internship or to withdraw.

Failure to (1) pay room and board charges upon receipt of a bill, (2) submit the online Housing Preference Form, (3) check in to the residence hall/Judson Taylor Leadership House/West Campus Apartments, or (4) reside in the residence hall/Judson Taylor Leadership House/West Campus Apartments, does not release a student from the obligations listed in this Room and Board License. Students whose academic course load drops below 12 credit hours will not be guaranteed housing unless they receive permission from the Director of Residence Life and Housing. The College reserves the right to terminate on-campus residency of persons not engaged in full-time study. You can contact Residence Life and Housing to request an exception to live on campus if your credit hours drop below 12.

Release From Housing

Students who wish to be released from housing and the License for any reason must request permission by submitting a "Release From Housing" form at least 30 days prior to the proposed date of termination. To submit a Release From Housing form go to myRedDragon and select the Student tab > Residence Life and Housing section > "Housing Process and Information" > Forms > select the appropriate Release from Housing form. Follow the directions found on the form. You will receive notice of the final decision regarding your release request from the Residence Life and Housing Office within two weeks from the date of submission.

The Director of Residence Life and Housing will give consideration to: A) documented individual circumstances beyond the control of the individual which did not exist at the time this License was entered into by the individual and B) the administration of the residence hall program, including, but not limited to, the extent of space available in the residence halls. A student's failure to give proper notice may result in the request being denied and the assessment of a full room charge. Once the housing requirement has been met, all students must complete either the A) Room Selection Process (RSP) form to continue to live on campus or B) Release From Housing Form to receive permission to move off campus or transfer, student teach, study abroad, complete an internship or withdraw.

Students who continue at the College, but receive permission to be released from the Room and Board License are subject to a \$150 Housing Release Fee/Termination Fee that must be paid before final approval can be granted. In cases where the application is not made at least 30 days prior to the beginning of the next semester, the student, if approved, is also liable for the prorated room charge. The approval of a Release from Housing Form releases the College from any current or future obligation to provide room and board for that student.

Requests to be Released for Spring Semester

Students living on campus in the fall are not automatically approved to be released in the spring based on the fact that they have completed the minimum housing requirement by the end of the fall semester. All students who sign up to live on campus agree to live on campus for both the fall and spring semester, unless they have an academic reason that exceeds the commuting distance from the campus (50 miles).

Unconditional Rights of the College

I. The College recognizes students' rights to privacy, but maintains the right for its personnel to enter student premises for routine and immediate maintenance, in an emergency involving a danger to life or property, for the purpose of health and safety inspections, when a condition is observed that is prohibited by this license

agreement or College policy, and/or when it is believed that a student is using an assigned space in a manner contrary to the provisions of this license agreement or College policy. A minimum of 24 hours notice will be provided prior to any routine inspection, unless there is an emergency. In all cases, authorized personnel will carry College identification, present it on request, knock, and provide a reasonable period of time prior to entering.

- II. The College reserves the right (using established procedures) to reassign or withdraw accommodations for reasons that may include health and safety, non-payment of bills, student conduct (disciplinary) action, consolidation of space and administrative needs.
- III. The College may terminate this agreement at any time for reasons of safety, security, and conduct of its residential program. In all cases moves are not considered official unless there is administrative acknowledgement by the Residence Life and Housing Office.

Student Responsibilities

1. This License obligates the student to occupy the assigned space for **THE ENTIRE ACADEMIC YEAR** (both fall and spring semesters) unless otherwise agreed to by the Director of Residence Life and Housing or his or her designee.
2. Students are responsible for the condition of their room and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy.
3. Students are responsible for checking in and out of the residence hall/Judson Taylor Leadership House/West Campus Apartments properly (see section on Room Check Out on page 9).
4. All students living on campus are required to have a meal contract. Payment each semester will enroll the student automatically in a meal contract. All on-campus students are enrolled automatically in the *Silver Plan* which is covered under "Room and Board" on the tuition bill. Students may upgrade or downgrade to any other on-campus meal plan. A partial meal contract is available for students who can demonstrate significant amounts of time away from the campus for academic purposes. Students assigned to the West Campus Apartments and the Judson Taylor Leadership House are not required to have a meal contract.
5. All enrolled students must provide the College with an accurate local and permanent address and phone number. Any time a student has a change of address, the College must be notified within two weeks of this change. The College will communicate important information to students via SUNY Cortland e-mail, residence hall mailboxes, and myRedDragon. Students are expected to regularly access these College methods of communication.
6. All students are required to comply with all Federal, State and local laws, and College and residence hall rules, regulations and policies as stipulated in this License and the Code of Student Conduct.

Terms of Occupancy

Room Occupancy: A room may only be occupied by the student(s) assigned to it. For each term, occupancy will commence as specified by the College and Residence Life and Housing calendar. Students must check into the assigned residence hall/Judson Taylor Leadership House/West Campus Apartments room by noon on the first day of classes. Students who notify Residence Life and Housing that they will arrive later than noon on the first day of classes will have the room reserved; such persons will be liable for the full semester room rate.

Break Periods: The residence halls and Judson Taylor Leadership House will close and must be vacated during periods of academic recess, with the exception of the West Campus Apartments, Judson Taylor Leadership House and DeGroat Hall. Students must follow all closing procedures when leaving for breaks. A student shall have no right to enter, use, or occupy the residence hall during any period when the College is not in session for formal academic purposes.

Personal Property: The student may leave personal property in assigned accommodations during periods of recess only at the risk of the student. The student's acceptance of this License shall be construed as acceptance of any and all such risk. Storage of any items during the summer is not permitted.

Subletting: Students shall not assign or sublet this License to any part or all of the Premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services such as Airbnb, Craigslist, or Couchsurfing. Assigning or subletting may result in discipline and/or license revocation without compensation.

Damage to Personal Property

The College is not responsible for the loss of property of any student or other individuals due to fire, theft, flooding or other causes. **It is suggested that students obtain insurance against loss by fire, theft, flooding or other causes before taking occupancy in any residence hall/Judson Taylor Leadership House/West Campus Apartments facility.**

Room Check-out: As stated in the Student Responsibilities section above, students are responsible for checking in and out of the residence hall/Judson Taylor Leadership House/West Campus Apartments properly. **Failure to sign out of the residence hall/Judson Taylor Leadership House/West Campus Apartments by the stated deadline or without following the proper check-out procedures may result in continuing liability for room rental charges and additional improper check-out charges.** All students must vacate the residence hall/Judson Taylor Leadership House/West Campus Apartments and remove all personal belongings from the premises by the last day of final exams and in accordance with a closing schedule posted by the Director of Residence Life and Housing or designee.

1. Students who are academically dismissed or suspended, or withdraw from the College are required to remove all belongings from their room and follow proper check out procedures by the stated deadline.
2. For students leaving for the spring semester, the student is liable for pro-rated room charges for the time their belongings remain in the room, as well as the \$150 room deposit or its equivalent. Spring check-out deadlines are available on the Residence Life and Housing Web page. Students must check out of their room even if requiring housing for winter session.
3. The student properly terminates residence hall/Judson Taylor Leadership House/West Campus Apartments occupancy by completing all the following: a) notifying the RHD that they are leaving, b) removing all personal belongings from the room, c) cleaning the room, d) signing the Room Condition Report (RCR), and the Express Check-Out Waiver Form, and e) turning in the room key to the RHD or a staff member.

Room Assignment

The License's provisions shall not be effective and assignments cannot be made until the student's formal admission to the College is completed, the \$200 admissions deposit has been received, and the online Housing Preference Form has been completed and submitted. The standard accommodation is a room occupied by two persons of the same gender. A number of designed singles are available for an additional cost; preference is given to students with medical documentation. SUNY Cortland offers limited all gender housing options both on campus and at West Campus Apartments. The Director of Residence Life and Housing or designee may reassign any student.

New Student Housing Assignments: New students (freshmen, transfers) have no guarantee of assignment to a specific building or room. Residence Life and Housing will attempt to honor new student requests for "special interest" housing. We are usually able to honor roommate(s) requests provided such requests are received in Residence Life and Housing by the stated deadline. Residence Life and Housing must have an online Housing

Preference Form on file by the stated deadline from each of the roommates requesting each other, and all must indicate the same choice of preferences (i.e. smoking, special interest, etc.).

Students who have not expressed a roommate preference will be randomly assigned a roommate(s) based on the Housing Preference Form information. The College will not discriminate on the basis of race, gender, religion, national origin, age, disability or sexual orientation in the assignment of roommate(s). New students are randomly assigned rooms by a computer process in accordance with the date their admissions deposit is received by the College, as well as their listed preferences, and the date the online Housing Preference Form is submitted.

Returning Student Room Selection: Continuing students who participate in the room selection process (RSP) may select a building, room, suite, apartment and roommate(s) in accordance with established room selection procedures and deadlines as specified by the Director of Residence Life and Housing. Building requests are not guaranteed. Current Juniors and Seniors who miss any of the Room Selection Process (RSP) deadlines will need to place themselves on the waiting list for available housing.

Mandated Triple Rooms: The College reserves the right to over-assign selected residence hall rooms. If students are placed in an over-assigned room, a partial room rate reduction of approximately 25% of the standard room rate for the number of days in a tripled room or lounge will be granted. Any students who refuse reassignment to a standard occupancy room forfeit eligibility for a triple room reduction from the date the space was offered.

Consolidation Policy: The Director of Residence Life and Housing or their designee reserves the right to reassign students to maintain rooms at their designed occupancy. If vacancies exist, students may be consolidated during the beginning of each semester as well as throughout the academic year. Class year and date the admissions deposit was paid is considered when determining which student must move. Any student who refuses reassignment may be referred for disciplinary action, and/or will be charged at the paid single rate for the remainder of the semester.

Paid Singles in Doubles: Based on housing occupancy, students may be offered the opportunity to buy out their room in a double as a single for an additional room charge. There is a waiting list for the opportunity to purchase a single in a double room.

Medical or Disability Request for Accommodations

SUNY Cortland is committed to upholding and maintaining all aspects of the Federal Americans with Disabilities Act of 1990 (ADA) as amended and Section 504 of the Rehabilitation Act of 1973 as amended. If a student with a disability wishes to request accommodations, please contact the Disability Resources Office located in Van Hoesen Hall, Room B-1 (607-753-2967). Any information regarding the disability will remain confidential and will only be divulged with the student's knowledge/permission. Timeliness of requests for housing accommodations is appreciated; there is a June 1 deadline for submitting medical documentation to Disability Resources for the fall semester and a December 1 deadline for submitting medical documentation for the spring semester. Housing accommodations cannot be guaranteed after these deadlines.

Students with disabilities whose paperwork has been processed through the SUNY Cortland Disability Resources Office and who have been **approved to receive housing accommodations** will receive those accommodations at the standard double room rate or the West Campus Apartments rate, regardless of the differential room rate of their housing assignment. Accommodations can include wheelchair accessible single rooms with wheelchair accessible private bathrooms, wheelchair accessible rooms, air-conditioned rooms, single rooms and rooms with private bathrooms. *These rooms are available in limited quantities.*

To receive full consideration we request that you provide documentation by July 1 for fall/December 1 for spring.

Steps for students to request a housing accommodation

Step 1: Review Guidelines for Providing Disability Information and Documentation, available through the Disability Resources Office.

Step 2: Fill out the forms provided by Disability Resources - a) Self Identification Form, b) Disability Declaration Form, c) Release of Information Form.

Step 3: The Director of Disability Resources will review the submitted documentation and will assess the information to determine the approval or denial using the criterion of identifying a student living with a disability per the Americans with Disabilities Act. The Director of Disability Resources will communicate a response regarding this determination to the student and will let Residence Life and Housing know whether or not the student meets the criterion.

Step 4: Residence Life and Housing will let the student know whether they will be assigned in a location that meets the student's housing accommodation request, or Residence Life and Housing will let the student know if their name is on a waiting list for the housing accommodation. Housing assignments for new students are posted on myRedDragon on August 1.

Minimum Living Condition Standards

On June 2, 1989, the State University of New York Board of Trustees adopted five "minimum living condition standards" for university residence halls. Cortland has developed policies and procedures which ensure our compliance with these standards.

- I. The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards.
- II. The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls.
- III. The campus shall provide each student resident with adequate living space, furniture and appropriate and sufficient heat, light and hot water.
- IV. The campus shall establish procedures for routine and emergency repairs to residence hall facilities.
- V. The campus shall establish procedures for redress for student residents in the event of or the loss of services such as heat, light and hot water in residence halls for extended periods that are within the control of the campus.

Copies of the College's compliance statement are on file in Residence Life and Housing.

Billing Procedures

Students are billed before the beginning of each semester for standard occupancy. Payments received after the due date are subject to assessment of a late payment fee. If an occupant either refuses to accept a roommate who has been assigned to them or refuses an assignment to another room, there will be a subsequent upward adjustment in room charges or a second charge for the additional room they are occupying, depending on the situation. A student who receives notification of a change in occupancy or assignment will be billed accordingly. Room charges are established through the annual budget process and are subject to change. An admissions deposit of \$200 is required for campus residence.

Room Deposit Refunds

New students:

An admissions deposit is required when the student is accepted. The deposit secures a place in the entering class and a residence hall room for a specific semester.

If the student is a fall semester applicant, the \$200 deposit is due May 1. If offered admission after April 1, the student will have 30 days from the date of the acceptance letter to submit the deposit. If the student is accepted to the spring semester, the deposit must be submitted within 30 days of the date on the acceptance letter. Deposits are not refundable beyond the deposit due date.

Continuing students:

All refunds will be made by check to the student via the College Student Accounts Office or mailed to his/her last known permanent address. Refunds will be processed as they are received and approved in accordance with the following:

SUNY Cortland Room Deposit Refund

Continuing Students Only:	Fall Semester
Approved and move off campus or withdraw after room deposit is paid. Must receive written notification in Residence Life and Housing by:	May 1 = \$150 refund July 1 = \$100 refund August 1 = \$50 refund

- I. Notwithstanding the refund dates established above, when a student submits a room deposit after April 1 or October 1, a refund will be granted if the student requests a refund within 30 days of payment of the deposit and requests said refund in writing before the first day of occupancy. If application is made on or after the above deadlines, the refund will be granted only if the student's request is due to conditions beyond his/her control. An application for refund stating such conditions shall be made by the applicant in writing by submitting the Release From Housing form on myRedDragon before the beginning of the semester for which housing has been reserved. The sufficiency of such conditions shall be finally determined by the College President or designee.
- II. Students who receive a waiver of their room deposit (EOP, student staff, CURE students and RHA/NRHH officers) and do not inform Residence Life and Housing within the above stated deadlines of their intention to not occupy a room, will be charged based on the criteria listed above for continuing students.
- III. Those students who are academically dismissed from the College, withdraw because of medical reasons, or are assigned to student teaching or field work outside of the Cortland area, or who withdraw to enter military service may request a room deposit refund if the request is received in Residence Life and Housing before the student should have occupied the residence.
- IV. Students who are removed from housing due to campus student conduct sanctions are not eligible for a room deposit refund.

Room Refund Policy

Room refunds are based upon the date personal effects are removed from the room, and check-out procedures have been followed. Room refunds are granted in accordance with the following:

- I. Students withdrawing from the College or released from residence after May 1 for the fall semester, or November 1 for the spring semester, but prior to checking into the residence hall/Judson Taylor Leadership

- House/West Campus Apartments for that semester shall be entitled to a refund of prepaid room charges less the \$150 non-refundable room deposit.
- II. In addition to forfeiture of \$150, students who register and occupy a room for three weeks or less will receive a pro-rated refund based on a daily charge for the number of days housed. For this purpose, weeks are defined as beginning on Sunday. **Any student who occupies a room after Saturday following the third full week of occupancy in the residence hall/Judson Taylor Leadership House/West Campus Apartments will be liable for the entire semester's room rent.** Exceptions are made when a full-time student withdraws due to circumstances beyond his/her control. Whether or not such circumstances are beyond the student's control shall be determined finally by the College President.
 - III. Pro-rated medical refunds require medical documentation and approval from the Director of Student Health Services. Once approved, throughout the semester, medical refunds are pro-rated based on the date the student officially checks out properly with a staff member and removes all belongings from the room.
 - IV. Students will be entitled to a full refund of room and board paid in advance if they are denied permission to register by the College, and follow proper guidelines related to termination of occupancy.
 - V. Students who are removed from housing due to student conduct (disciplinary) sanctions are not eligible for a refund of room charges.

Withdrawal Process

Students who withdraw from the College should terminate their Room and Board License by notifying the Director of Residence Life and Housing online by filling out and submitting the Release from Housing Form available on myRedDragon as well as notifying their Dean and the Registrar. Students who withdraw from the College must vacate the residence hall/Judson Taylor Leadership House/West Campus Apartments and remove all personal belongings from the premises no later than 12 midnight of the date on which the withdrawal becomes effective. Failure to officially check out of the residence hall/Judson Taylor Leadership House/West Campus Apartments will result in room rental charges for the period of time elapsed until the official termination of occupancy. **All students who are suspended or dismissed or withdraw at the end of the fall semester must move out of the residence hall/Judson Taylor Leadership House/West Campus Apartments prior to the opening of the residence hall/Judson Taylor Leadership House/West Campus Apartments for the next semester. It is the student's responsibility to know the date their belongings must be removed from the residence hall/Judson Taylor Leadership House/West Campus Apartments. This information is available on the Residence Life and Housing Web page.**

Use of College Property

It is the student's responsibility to care for the condition of elevators, corridors, lounges, furnishings, and equipment as well as their individual rooms. Theft of or vandalism of state property is prohibited. Students apprehended damaging state property will be held financially and legally responsible through the damage billing and/or student conduct process.

Students are held financially and legally responsible during their occupancy for the condition of their individual rooms and assigned contents. Students' rooms are furnished with bed frames, mattresses, desks and desk chairs, and dressers which are to be used only during authorized occupancy of the assigned room. Suites are furnished with couches, chairs and tables. The removal of College-owned furniture from a student's room or from a public area is prohibited and may result in the levying of a replacement charge and other disciplinary action. No such removal is authorized, unless a work order has been approved by the residence hall director.

Students are expected to report to the resident assistant or residence hall director specific items which they notice as damaged or in need of repair both in their assigned room or suite, and in public areas or corridors as soon as possible. All occupants of a room or suite will be held equally responsible for losses or damages to it or its furnishings and/or fixtures. Charges for loss or damage must be paid upon the student's receipt of the damage billing statement.

Any unauthorized repairs and/or improvements done to the premises or its furnishings by a student shall not mitigate any damage expenses such student owes, and the College will not be liable for the amount of money incurred by the student for his/her services resulting from unauthorized improvement of the premises, its fixtures or its furnishings. Assessments for damaged or missing property is made in accordance with the schedule of charges published by Residence Life and Housing. Items not covered by this schedule will be evaluated either through proration, depreciation, or the cost in labor and materials to restore them.

Damages/Room Condition Reports (RCRs)

Before the student signs the RCR or CAR (Common Area Report) information must be reviewed to ensure its accuracy and to add any damages found that were not already indicated. Students will be held responsible for maintaining the room and its furnishings in at least the condition in which found. The room will be inspected when the student moves out, and the student will be charged for any damage that has occurred or for excessive cleaning. Using materials like tape, paste, glue, nails, tacks, 3M Command hooks/strips, poster putty and screws on walls, ceiling, furniture or woodwork will cause damage for which charges may occur.

All students in a room or suite will be held jointly responsible for losses or damages unless someone takes responsibility in writing. Damage assessments will be completed by the Residence Hall Director. The student's name will be added to the College Hold List and monthly late fees incurred if they fail to pay damage assessments on time. Should the student disagree with a damage assessment, they have the right to appeal. The damage billing and appeal process is online on myRedDragon. It is the student's responsibility to check myRedDragon to see if there are damage charges. Closing information includes dates that damages can be viewed as well as the deadline for payment of charges without incurring late fees.

Dining Plan Agreement

All SUNY Cortland students living on campus are required by College policy to participate in a campus dining plan unless they live at West Campus Apartments or in the Leadership House. In accordance with NYS Sales Tax Law, meal plans are non-transferable and are for individual student use only. The Auxiliary Services Corporation (ASC) provides dining services for all students at SUNY Cortland. ASC agrees to provide dining services in accordance with the dining plan selected throughout the semester for which a dining plan fee or credit is accepted. Interruption of service beyond the control of ASC shall not constitute breach nor loss under this agreement. Serving locations, hours of service and dining plans may change without notice. Check the ASC website (cortlandasc.com) for the most current information. All governmental regulations pertaining to dining operations and plans offered by ASC are stipulations of this agreement.

All ASC dining facilities are accessed with the SUNY ID Card. For more detailed information on ASC dining facilities, meal plans, menus, policies and frequently asked questions, visit the ASC web site at cortlandasc.com/dining/

Plan Documents

Services, benefits, terms and conditions associated with this agreement are detailed in the current plan description of the dining plan selected. Authorized plan descriptions are on file in the ASC office.

Policies Governing Rights and Responsibilities of Dining Plan Participants

- SUNY Cortland Code of Student Conduct
- SUNY Cortland Residence Hall Licensing agreement
- SUNY Cortland College Handbook
- New York State Sales Tax Code
- SUNY Cortland and ASC policy regulating the use of College ID cards
- Cortland County Health Department
- ASC may adopt such reasonable rules and regulations relating to the operation of its facilities as it deems appropriate to assure the health, safety, and well-being of its customers and employees.

Plan Values: Please visit the ASC Web site at cortlandasc.com/mealplans/ for more information.

Sales Taxes: All dining plans offered by ASC are exempt from NYS sales taxes. Authorized service to guests, and other transactions chargeable to a participant's *Connections* account may be taxed.

Plan Changes and Dining Plan Refund Policy: Dining plan options may be changed by visiting the Residence Life and Housing page on myRedDragon or by written request filed at the ASC office in Neubig Hall prior to the close of business on the Friday of the first full week of classes. The NYS Sales Tax Code governs the terms for tax exempt dining plan refunds. Except for reasons of dismissal or withdrawal from college, no refunds will be authorized after the close of business on the Friday of the first full week of classes. The Code stipulates that qualified refunds for tax exempt plans will be based on time criteria, and not plan utilization. Refunds are coordinated with the SUNY Cortland Student Accounts Office. The dining plan refund will be applied to any balance or debt owed to the College or ASC.

West Campus Apartments

Apartment Management

The West Campus Residence Hall Director and the West Campus Resident Assistants constitute the on-premises apartment management team. They shall, with the approval of the Director of Residence Life and Housing, have the right to issue and enforce additional rules and procedures governing residency at West Campus Apartments as they deem necessary. A copy of any such additional rules and procedures shall be distributed to each Student.

Period of Occupancy

The period of occupancy is for the entire academic year and, unless otherwise indicated on the online Housing Preference Form, all Students agree to reside at West Campus Apartments **for the entire College academic year**. Partial year reservations will be permitted only for students who are required to participate in an academic program which is not within commuting distance from the campus.

The period of occupancy is August 24, 2017 to May 11, 2018, unless terminated sooner by the College for disciplinary or administrative reasons. The period of occupancy for those Students who occupy for the Fall semester only is from August 24, 2017 to December 15, 2017. If the Student requires housing for winter session, they will be required to check out by December 15 and apply for separate Winter Session Housing. The period of occupancy for the Spring semester is from January 25, 2018 to May 11, 2018.

Housing Charge

The housing charge for the apartment which includes the cost of cable and internet is included in the College's semester billing. Students who fail to make payment of the full occupancy charge by the deadline dates may be de-registered from their classes and/or be liable for a late payment fee.

Occupancy and Assignment

Each four-bedroom apartment shall be occupied by no more than four (4) Students. All Students of an apartment shall be of the same gender, except in apartments designated as gender inclusive.

The College shall have the sole right to determine apartment assignments. The College will not discriminate on the basis of race, gender, religion, national origin, age, disability, gender identity and expression or sexual orientation in the assignment of students to apartments. Once an apartment assignment has been made, changes of that assignment must be approved in writing by the Director of Residence Life and Housing or his/her duly authorized representative.

The College reserves the right to maintain apartments at full occupancy by filling vacancies as they occur and to administratively reassign Students if it is in the best interest of the College. In cases where reassignment is made, the College shall bear no costs which result from the reassignment.

Furniture

Each apartment contains the following items of furniture: Bedrooms contain a twin bed (a mattress, box spring, and bed frame), a dresser, a desk, and a chair. Living rooms contain a sofa, two chairs, coffee table, end table, lamp, dining room table and four chairs. Kitchens include a dish washer, refrigerator, fire extinguisher, and microwave oven. Students may not remove any of these items from the apartment at any time during their occupancy, nor can they request to have any of these items removed and placed into storage. Students may choose to add their own furniture accessories, as long as they are compliant with fire safety regulations. Students are responsible for the furniture within the confines of their assigned bedroom, and all students of the apartment share joint responsibility for the items in the common areas, and will be billed equally for any damages sustained to these items.

Liability

Student will be held liable for any damage to the apartment and to the fixtures thereof caused by moving property of the Student or visitors into or out of the apartment. Also, any damage caused by overflow or escape of water, steam, gas, electricity, or other substance, due to the negligence of the Student shall be repaired by the College at the expense of the Student. The cost will be determined by the College and billed to the Student for payment.

Neither the Residence Life and Housing Office nor the staff of the Complex shall be liable to the student or any guests for injury, damage, or loss to person or property caused by criminal conduct of other persons. We reserve the right to deal with crimes including burglary, assault, vandalism, or other crimes including any personal conflict with roommates via student conduct.

Mail

Mail should be addressed as follows:

Name

Building # West Campus Circle, Apt #

Cortland, NY 13045

Miscellaneous Policies and Procedures Specific to West Campus Apartments

Cars

Cars are to be parked in designated areas. There is a 5 mile per hour speed limit throughout the apartment complex. All cars parked on the premises must have valid State registration and be registered with University Police and have student sticker displayed in window. Cars parked improperly may be ticketed and/or towed without notice at the owner's expense. No parking in front of sidewalks to buildings or restricted areas. This is especially important in the winter to aid in snow removal. The college is not responsible for any damage and/or theft to vehicles parked at the complex.

Entrances, Front Walks, and Lawns

Sidewalks, driveways, walkways, public lawns, entrances, hallways, stairs, and other public areas must not be obstructed or used for any purpose other than ingress and egress to and from the apartments.

Recycling/Trash Removal

All garbage and trash must be placed in dumpsters in sealed plastic bags on a regular basis. Students must follow established recycling guidelines. Students who leave trash outside the apartment in the hallway will be subject to a charge for removal of the items. Students who use needles for medical reasons must dispose of them through a "Sharps" container available from Student Health Services at no charge.

Storage

Storage of any items during the summer at West Campus Apartments is not allowed.

Judson Taylor Leadership House

Occupancy and Assignment

Each single bedroom in the Judson Taylor Leadership House shall be occupied by not more than one student. The College shall have the sole right to determine Leadership House assignments. The College will not discriminate on the basis of race, gender, religion, national origin, age, disability gender identity and expression or sexual orientation in the assignment of students. There is an application process for admission to the Judson Taylor Leadership House. Once an assignment has been made, changes of that assignment must be approved in writing by the Director of Residence Life and housing or his/her duly authorized representative.

Use of the Judson Taylor Leadership House

A room may be occupied only by the student assigned to it. For each term, occupancy will commence as specified by Residence Life and Housing. The Leadership House closes over all breaks. The student may leave personal property in assigned accommodations during periods of recess only at the risk of the student. The student's acceptance of this License shall be construed as acceptance of any and all such risk. For the purpose of this License, "personal property" shall include any property, excluding residence hall furnishings, in the possession of the student, located in or on the grounds of the house. Storage of any items during the summer is not allowed.

Mail

Mail should be addressed as follows:

Name

Leadership House

94 Prospect Terrace, Room # _____

Cortland, NY 13045

There is a mailbox for Leadership House residents in Residence Life and Housing, Van Hoesen Hall, room B-33. Residents should create a schedule for this mail pickup on a daily basis. This schedule must be provided to the Leadership House Residence Hall Director at the beginning of each semester.

Phone Service

There is one house phone installed on the main floor of the house. This number should be used for incoming calls to all members of the house and for outgoing calls using calling cards. The number to this phone is 607-756-0329. The Leadership House is not connected to the campus phone system.

Heating, Maintenance and/or Laundry Concerns

Leadership House students are required to report any maintenance problems in a timely manner. Please report concerns to the House Manager. If there are ever any heating or maintenance concerns during business hours and the student cannot get in contact with the House Manager (8 a.m. - 4:30 p.m., Monday to Friday) please call Residence Life and Housing at 753-4724.

After business hours, please call the Residence Hall Director on Duty.

If it is not an emergency repair, please request the Leadership House House Manager or Residence Hall Director to fill out a work order.

Trash and Recycle Pick Up

Trash and recycle pick-up will be done by the College every Monday, Wednesday, and Friday. Trash and recycle receptacles (as well as garbage bags) for the common areas of the House (i.e., bathrooms and kitchen) will be supplied by the College, as well as recycle bins for those areas, plus each bedroom. There are two totes outside of the House, and they are labeled trash and recycle. Cardboard must be stacked on top of totes to be taken with garbage. Residents of the House will be responsible for emptying the trash/recycle containers in their bedrooms and common areas as needed into the totes so that they can be picked up by the College.

Residence Hall Policies

Rules and regulations are authorized by the Director of Residence Life and Housing subject to the approval of the College Council and subject to periodic change. **As set forth in the Student Responsibilities section of this license and the Code of Student Conduct students are required to comply with all regulations and policies.** Please refer to the Residence Life and Housing web page for specific and detailed policy information (cortland.edu/reslife).

Alcohol

The following alcohol policy is from the *Code of Student Conduct*:

The College is concerned with the use and abuse of alcohol, as it is with other drugs. A person is as responsible for his/her behavior when s/he has been drinking as when s/he has not been drinking. The alcohol policy states that the consumption of alcohol in conjunction with the violation of any College policy can result in a more severe disciplinary sanction. The following guidelines for the responsible consumption of alcohol apply to students at SUNY Cortland:

- Students less than 21 years of age may not use, possess, distribute, sell or be knowingly in the presence of alcoholic beverages on the college campus or in the Cortland community except as expressly permitted by law and College policy. The only exception is that underage students who reside with students of legal drinking age may be in the presence of alcohol in their assigned student residence hall room, provided these underage roommates do not distribute, sell, possess or consume alcohol. No alcoholic beverages shall be permitted in rooms of students where all residents are under the age of 21, even if a student 21 years of age or older is present.
- Alcohol may be consumed by students or guests over 21 years of age only in student residence hall rooms if the residents responsible for the room are at least 21 years of age. Students present in a room where any alcohol is being consumed by under 21 year olds are in violation of the alcohol policy. Alcohol may be transported through hallways and via elevators and stairwells but may not be consumed in these places. Consumption includes the possession of an open container.
- Alcohol may not be consumed in public areas of the residence halls.
- Consumption of alcohol is not permitted on the grounds of the campus without prior approval of the Alcohol Advisory Committee.
- Due to the remote location and higher prevalent risk involved in outdoor activities, alcohol is not permitted to be possessed or consumed by any student regardless of age while attending any programs operated at Raquette Lake.
- Games of chance, drinking games (actual or simulated), contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited. (eg. Beer pong, water pong, flip cup, etc.)
- Behavior by an intoxicated person such that he or she becomes a public nuisance is prohibited.
- For more information on policies associated with alcohol use, consult the College Handbook

Residence Life and Housing policies related to alcohol and alcohol containers:

- Persons of 21 years of age or older may consume alcoholic beverages under the same guidelines described in the *Code of Student Conduct* in the common area of their suite or apartment.
- Display or storage of alcoholic beverage containers is not permitted. Any cans, bottles, or cartons must be immediately disposed of/recycled after use.

- There is to be no storage of alcohol in any common room spaces unless all residents of the suite/apartment/quad are 21 years or over.
- No person may possess open containers or consume alcoholic beverages in public areas, including hallways, outside of residence halls or on college grounds.
- Games that encourage binge drinking or any simulated drinking games (e.g. beer pong, water pong) are prohibited.
- Residence Life and Housing reserves the right to remove or prohibit any paraphernalia that encourages irresponsible drinking.
- Any individual hosting a disruptive or disorderly gathering in a room will be held responsible for the event and will be subject to appropriate disciplinary action.
- All alcoholic beverages are prohibited on campus between the day before the first study day and the last day of final exams each semester.
- If alcohol is determined to have contributed to the violation of any College policy, or disorderly behavior, a staff member will supervise the disposal of all alcoholic beverages present in the residence hall location or student room, and the gathering will be dispersed.

Appliances and other restricted items

We encourage all allowed appliances to be Energy Star. For the safety of all residents, use and/or possession of these appliances will not be allowed in any of the residence halls. **Do not bring the following:**

- air conditioner*
- candle*
- drip coffee pot without auto shutoff
- electric blanket*
- electric coil*
- electric griddle
- electric percolator
- electrical outlet adaptor/splitter*
- extension cord (including heavy duty)*
- heater (including personal space heater)*
- hot plate
- any other electrical appliance used for cooking or preparing food (Foreman grill/oven, propane grill*)
- hot pot
- hoverboards
- lamp with plastic shades, i.e. “octopus” lights*
- lava lamp*
- microwave oven, excluding MicroFridge (included at WCA/LH)
- potpourri pot*
- refrigerator exceeding 5 cubic feet*
- sun lamp*
- toaster oven*
- toaster

**West Campus Apartments/Leadership House residents may not have these items.*

Allowed appliances: UL approved appliances with built-in automatic shut-offs and cool air vaporizers.

At West Campus Apartments/Leadership House ONLY: Students are permitted to have a total of four tabletop appliances (small electrical appliances that must be plugged into an electrical outlet to work- blender, toaster, etc.) Staff members reserve the right to remove any appliances that are in poor working condition, malfunctioning, or being misused.

Bed risers/cinder blocks

The use of any kind of bed riser or cinder blocks to raise the height of the bed is prohibited. Beds can be raised and lowered by custodial staff via a work order.

Bicycles

Bicycles are not allowed in any residence hall common areas or hallways because they could be a hazard to people evacuating the building in case of fire or drills. They must be stored in your room or on the bike rack outside of the building.

Biohazard/Sharps Needle Disposal

Students may be responsible for any charges that result in any biohazard clean up (e.g. blood, bodily fluids). Students who use hypodermic needles of any type are required to dispose of them in a proper manner. “Sharps” containers are required to be used and available at the college Student Health Service Office at no charge.

Candles, incense, open flames

Candles or incense of any type are not permitted in the residence hall/Judson Taylor Leadership House/West Campus Apartments (including student rooms) due to the potential fire threat they pose to all students living in the community. This includes any decorative or fragrant candles. Because of the danger of fire, candles and any kind of open flame (including charcoal, propane, grills, stoves and incense) cannot be allowed in the residence hall/Judson Taylor Leadership House/West Campus Apartments. The use of candles for religious observances may be permitted with permission and specific guidelines from the Director of Residence Life and Housing.

Cars and parking

All cars parked on campus must be registered with the Parking Department (607-753- 4123) and must display a parking permit sticker. Motorcycles also must be registered. Cars not parked in designated spaces and adjacent to the residence halls or academic buildings may be towed at the owner’s expense. Complete parking regulations may be obtained from the campus Parking Department. To register guest vehicles, call the Parking Department at 607-753-4123.

Decorations

- Decorations for special events (birthdays, pledging, other events) should not remain on a door for more than 24 hours.
- Electrical decorations are not permitted on corridor doors.
- Items must not be draped across the ceiling or across the width of a room.
- Any paper decorations must only be placed on the occupant’s corridor door. Paper should not be attached to exit signs, ceilings or placed on wall areas surrounding the door.
- Any wall posters or decoration cannot cover more than 20% of the available space on the wall.
- Wall decorations that are fabric are not permitted including, but not limited to, tapestries, blankets, flags, curtains and jerseys.
- Fire code door decoration allowances: two 4” x 6” photos; two door tags; one dry erase board (exception: tripled rooms may have three photos and three door tags.)
- Twinkle/Christmas lights must not be hung wall to wall.

Disorderly Conduct

Disruptive behavior including physical abuse, assault, harassment (verbal, IM, Facebook, MySpace, email, Twitter, etc.), reckless endangerment, threats, excessive noise (including loud stereos), and boisterousness is prohibited.

Further, acts or behavior that compromise the peace, safety and/or health of other residents or compromise the educational purposes of the College are prohibited.

Drugs

It is the position of the State University College at Cortland that the illegal possession or use of drugs adversely affects the College community's pursuit of its educational objectives. The possession and/or use of illegal drugs (including but not limited to the use of marijuana and psychoactive drugs) or prescription drugs without a prescription, as well as knowingly being in the presence of drugs in one's room or in public areas, is a violation of New York State law and College policy. Drugs or drug-related paraphernalia will be confiscated and used as evidence. In compliance with Federal, State and Local laws, the illegal possession, sale, distribution or use of drugs is prohibited on Cortland's campus.

Electrical Items

All electrical items must be plugged into a surge protector.

Emergency Procedures

Emergency contact information: It is important for SUNY Cortland to have your emergency contact information on file. Please update this information by visiting myRedDragon > select the student tab > scroll to the bottom of the page and select "Update/Edit/View Emergency Contacts" under the Related Links section. Select "New Contact" and add information. Designate at least one relationship status as "missing person contact".

Emergency contact: this person will be contacted in case of a serious emergency on/off campus while you are a SUNY Cortland student

Missing person contact: if designated under relationship status, this person will be contacted if you are to go missing from campus.

Fire alarms: When the fire alarm sounds in the building you must exit the building and convene in the designated area for your building. Do not reenter the building without approval from staff. Students who are found in the building during a fire alarm will be referred to the Student Conduct office.

Campus emergency alert system: In the event of a wide-scale emergency, the campus emergency alert system will be activated. A series of loud-speaker announcements, text messages, cable television scroll messages, and IP phone texts will be broadcast to the campus. In addition, comply with any staff requests related to the emergency broadcast.

Residence hall lockdown: A campus emergency may result in a residence hall lockdown, determined by the Director of Residence Life and Housing. In the event of a lockdown, listen to the requests of staff members and do the following: close and lock accessible windows and doors, stay away from windows, turn off all lights, silence cell phones, seek shelter in your room on the floor with a heavy object over you, and remain in the building until you are given the "all clear" from residence hall staff.

Suspicious person(s): Report any individual to residence hall staff or University Police that behaves in a manner that raises suspicion/concern or poses a threat to the health and safety of the residents.

Bomb threat: If you receive or hear of a bomb threat, report it to staff or University Police immediately. Provide as many details as possible (when the bomb will detonate, where the bomb is located, the reason for the threat, and the age, sex, location, emotional state of the caller).

Active shooter: In the event of an active shooter on campus, UPD and local law enforcement will be engaged in stopping the active shooter(s). Do not interfere with or obstruct law enforcement's objective. Follow all staff directions and residence hall lockdown procedures. Residence hall staff receives training on protocol for an active shooter event.

Tornado: In the event of a tornado, all residents should move to the lowest possible floor in their building and remain in the hallway away from any glass, which could shatter.

Flooding: Report any evidence of flooding to a staff member immediately.

Emergency Services/EMS

Emergency medical care is available at the local hospital emergency room, Cortland Regional Medical Center, which is staffed 24 hours a day. The student is responsible for charges incurred at the hospital, as well as transportation. SUNY Cortland EMS (Emergency Medical Services) and University Police are available for on-site care until an ambulance arrives. For medical emergencies call ext. 4111 or 911 from an on campus phone. From a cell phone or off-campus phone call 607-753-4111 or 911.

Fire Procedures

Because of the possibility of fires in the residence halls/Judson Taylor Leadership House/West Campus Apartments, the residence hall staff is especially concerned with taking all possible precautions to guard against fire. As a resident, you should take every precaution to guard against the possibility of fire. You will be held responsible for any action which endangers others. Failure to evacuate a residence hall/Judson Taylor Leadership House/West Campus Apartments during an alarm is considered a serious violation of College policy.

Fire extinguishers and alarm pull boxes - are located in each residence hall corridor and in the stairwell going from the first floor to the second of the Leadership House. The use of either of these fire safety apparatus should be for emergencies only.

Fire drills/fire alarms - each residence hall has at least three fire drills per year. These drills will not be announced and you must evacuate the building each time the fire alarm is sounded. Failure to leave the building will result in student conduct action. Please make sure you and your guests are wearing appropriate clothing and shoes when evacuating the building. If a fire alarm in the building is pulled in any non-drill situation, the local fire department will respond immediately. In accordance with state and local laws, pulling a fire alarm in non-emergency situations is illegal.

The College will treat any tampering with the fire alarm systems as a serious offense that will result in student conduct action and state law prosecution. A student should expect the sanction for a malicious false alarm to be suspension from the College.

Fire Safety Equipment

Each residence hall/Judson Taylor Leadership House/West Campus Apartments room, hallway and public areas are equipped with heat and smoke detectors. The renovated residence halls also have sprinklers in each student's room, hallways, and common areas. Tampering with these, either by activating them or by making them inoperable will be treated as a severe offense and will be handled through the student conduct system.

Furniture

Students are prohibited from bringing furniture into their residence hall/Judson Taylor Leadership House/West Campus Apartments room due to fire safety and health concerns, as well as limited space available. Couches, love seats, futons, personal mattresses, waterbeds and stuffed chairs that are not College property are prohibited. Any furniture designed for alcohol consumption is not permitted (e.g. beer pong table). All original furniture in bedrooms and suites must remain in those rooms. Beanbag chairs, papasan chairs, and inflatable furniture are permissible. Furniture may be removed at the discretion of residence hall staff.

Gambling

In accordance with SUNY policy, gambling of any kind is not allowed in College residence hall/Judson Taylor Leadership House/West Campus Apartments.

Graffiti

Graffiti of any type is prohibited on College property, both indoors and outside of campus buildings.

Guests and Visitation

The following guest policy is from the Code of Student Conduct:

Guest Policy: All students are responsible for the actions of their guests for any violations committed on College premises, or at College-sponsored or supervised functions. Students are also expected to take reasonable action to prevent their guests from violating College policies. Also, a failure to properly register or sign in guests or visitors is a violation of this policy.

Residence Life and Housing policies related to guests and visitation:

Visitor – a currently enrolled SUNY Cortland student who is visiting an on-campus resident

Guest - a person who is not a SUNY Cortland student and is visiting an on-campus resident. Guests must be of traditional college age (17-24). Parents and children are not allowed to stay overnight. Overnight guests are permitted to stay in the residence hall/Judson Taylor Leadership House/West Campus Apartments only on weekends (Friday and Saturday). Guests are not permitted during study days or the final exam period. Sunday through Thursday guests must leave by 2 a.m. Guests are required to sleep in their host's room and not in residence hall/Judson Taylor Leadership House/West Campus Apartments lounges. A guest must be escorted by their host at all times. Any student making arrangements for a guest must first receive consent from his or her roommate. Students have the right to use their own room for the purposes of studying and sleeping. If a conflict arises between roommates regarding the use of the residence hall room, this established priority should be recognized by both roommates. Any exceptions must have the approval of the Residence hall/Judson Taylor Leadership House/West Campus Apartments Director of your building.

For their security and for yours, all guests must be registered using the online Guest Registration process on myRedDragon, and must be escorted by their host at all times. Once registered, hosts will print a guest pass that they must carry with them at all times. Guests should be registered by 2 p.m. on the Friday of the weekend that the guest/guests will visit. If a guest is registered after this time, you must inform the RHD or RA on duty. You are fully responsible for your guest. This means that if a guest breaks a window, disturbs other students, etc., you may be referred to the student conduct office and will be held accountable for the actions of your guest. A student may not host more than two guests/visitors at any time dependent on the total occupancy restrictions of your room. Your guest is expected to follow the same rules and policies that you are expected to follow. The College is not liable for injuries to, or personal property of your guest. Residence Life and Housing reserves the right to limit the number of guests a student can have at any time.

You will be held accountable for any inappropriate behavior your guests may engage in while at Cortland.

- **Host** - an on-campus resident having a guest or visitor visit them.
- **Trespasser** - any non-resident in a hall who is not properly registered by a host of that hall. Trespassers will be escorted from the building.

Remember to make your guest aware of parking regulations, inform them that they must register their vehicles with the University Police Department and be sure that they park only in appropriate areas. If you have any questions regarding parking, call the University Police Department at 607-753-2112 (non-emergency).

Guns, explosives, firearms

Firearms, (includes BB, pellet and paintball), weapons, ammunition, firecrackers, explosives, harmful chemicals or any other type of flammable materials are not to be stored or used in or around the residence hall/Judson Taylor Leadership House/West Campus Apartments. Internal combustion engines are prohibited within the buildings.

Hallways

Students are not permitted to have any items in the hallway outside of their residence hall room. This includes, but not limited to, floor/welcome mats and shoes.

Hazardous Materials

Combustible materials are not permitted in the residence hall/Judson Taylor Leadership House/West Campus Apartments.

Health Insurance

Health insurance is not required for full-time undergraduates, except for intercollegiate athletes, foreign students and students who will be studying abroad. All students and their parents are strongly encouraged to assess their health insurance coverage before starting classes, in particular ensuring that students are covered in the Syracuse/Cortland/Binghamton area. Due to the requirements of the Affordable Care Act, the College will not be able to offer a voluntary plan for the 2015 – 2016 academic year. Students requiring insurance for any of the reasons stated above are responsible for securing their own private coverage.

Please note that the mandatory Student Health Fee is not a charge for insurance. Instead, this fee supports direct health care services on the Cortland campus, as well as other support services.

Hoverboards

Hoverboards are not permitted in the residence hall. This pertains to both use and storage of hoverboards.

Kitchens

Alger, Bishop, Cheney, Clark, Dragon, Fitzgerald, Glass Tower, Hayes, Hendrick, Higgins, Leadership House, Randall, Shea, Casey Tower, Smith Tower and Whitaker ONLY: Kitchens are designed for students to supplement and enhance their meal plans, not to replace them. Students are expected to take reasonable care in using these kitchens in a safe manner. Students who misuse the kitchens or fail to clean up after themselves will be subject to losing the privilege of using the kitchens and/or other disciplinary actions.

Laundry Rooms

Each residence hall/Judson Taylor Leadership House/West Campus Apartments laundry facility is dedicated for use by only SUNY Cortland students that reside in that residence hall or building. You have already paid a laundry fee through your ASC dining plan.

Lofts

The campus permits the use of lofts only in certain halls with loftable furniture. After you arrive on campus you can put in a work order with your Residence Hall Director to request a loft be placed in your room. You must allow two weeks for the staff to construct the loft. Students are not permitted to construct lofts.

Lost Keys

You must report all lost room keys to your Residence Hall Director immediately. In the case of a lost room key, there will be a \$75 charge for a lock change. For your safety and security, a new lock will be installed and new keys issued to you and your roommates.

Motorcycles

You are not allowed to park a motorcycle in or around the residence halls.

Musical Instruments

The use of excessively loud instruments is prohibited. Drum sets and electric guitars with attached amplifiers are expressly prohibited.

Noise and Quiet Hours

Quiet hours in each residence hall/Judson Taylor Leadership House/West Campus Apartments are designated from 11 p.m. to 8 a.m. Sunday -Thursday; and on weekends (Friday and Saturday), from 12 a.m. to 11 a.m. Quiet hours are defined as time during which all students should be able to sleep and/or study without disruption and that noise should not be heard outside the room, including from outside of the building. Quiet hours exist 24 hours a day on the designated Quiet floors in Higgins and the quiet wings in DeGroat Hall. A 24-hour quiet policy goes

into effect for all campus residence halls/Leadership House/West Campus Apartments prior to and during final examinations.

- **City of Cortland Noise Ordinance:** The City of Cortland noise ordinance states that between 11 p.m. and 7 a.m. anyone disturbing other people by loud noise-making (plainly audible at a distance of 50 feet) may be subject to a fine not exceeding \$250 or a jail sentence of up to 15 days.

Painting

Students are not permitted to paint any rooms in the residence halls/Judson Taylor Leadership House/West Campus Apartments, including bedrooms.

Pets

Pets are not permitted in the residence halls/Judson Taylor Leadership House/West Campus Apartments. Fish kept in bowls under 10 gallons that require no filters, heaters or lights are exceptions. Fish must be taken with you over breaks when the halls close or they will be confiscated.

Property Insurance

You should consider purchasing personal property insurance on your belongings. Check with your parents' insurance agent to see if you can be covered on one of your parents' policies. ASC also contracts with an insurance company that offers a low cost insurance policy that provides coverage for student belongings. The State of New York is not responsible for stolen or damaged property.

RA Duty Hours

Every night from 9 p.m. – midnight Sunday through Wednesday, and 9 p.m. – 1 a.m. Thursday, and 9 p.m. – 2 a.m. Friday through Saturday, an RA from your building will be on call in the staff office located on the lobby floor in your hall. RAs are on duty in the building from 9 p.m. – 8 a.m. nightly. The West Campus Apartments and Whitaker offices are open from 9:30 – 10:30 p.m. The RA on duty is there to answer questions, check out equipment and games, register guests, and provide other services. The RA on duty also makes rounds of the building at least three times a night for your safety. In addition to the RA in your hall, a Residence Hall Director is on duty every night for the campus.

Recycling

In order to comply with County law, and in support of both the State and the College, the residence halls/Judson Taylor Leadership House/West Campus Apartments actively participate in a recycling program. Each hall has recycling bins for single stream recycling for glass, plastic, metal, newspaper, and paper. The College provides a recycling bin in each student room. Students are responsible for trash removal from their bedroom/suite/quad/deluxe room/apartment and must bring their own trash bin. Misuse of trash rooms can result in student conduct charges.

Refrigerators

Each campus room is permitted one refrigerator including common area/lounge areas in suites, quads, and deluxe rooms. Exceptions can be approved if medical documentation is provided. The refrigerator must be UL-approved with three-pronged plug, tight-fitting door gasket and un-frayed feeder line. The maximum size for student

refrigerators is 5.0 cubic feet. MicroFridge units, either available for rental from the Auxiliary Services Corporation (ASC) or personally owned, combine a refrigerator, freezer and microwave in one unit, and are the only microwaves approved for use in student rooms. Visit the CSI website for more information, to order a unit, or to report a problem at mymicrofridge.com or call 1-800-525-7307.

Residence Hall Access

Room Keys: You will be issued a room key when you move into your residence hall/Judson Taylor Leadership House/West Campus Apartments. Always carry your key and ID card with you. Never lend your keys to someone else. Always report a lost/broken key immediately. Never duplicate your keys. Never connect your keys to something that identifies their owner (e.g. ID card). And always lock your bedroom door, as well as your suite door.

Identification Cards: All students who register for courses at SUNY Cortland are required to have a SUNY ID card on them at all times. To obtain the card students must be registered, have their Cortland identification number, and present photo identification. The ID card is a multifunctional, photo ID card with electronic verification capability and provides online access for dining services, vending, library, network copying/printing, health service, fitness center access, and access to participating off-campus vendors. Care of the card is important – never BEND or PUNCH holes in your card. The ID card is issued by Auxiliary Services Corporation (ASC) in Neubig Hall. You are entitled to your first replacement ID card during your 4-year college career at no charge. Additional replacements will cost \$15. Temporary residence hall proximity cards are available nights and weekends at the University Police Department in the case of lost/stolen cards. ASC office hours are Monday through Friday, 8 a.m.-4:30 p.m. Extended service hours are offered during the first week of the semester.

The ID card is used instead of outdoor keys to the residence halls/Judson Taylor Leadership House/West Campus Apartments and provides access to students residing in that building only. Holding the card up to the card reader next to the outside door of your residence hall or building will allow you to gain entry into the building. **Report lost ID cards immediately to University Police and on the ASC website cortlandasc.com/idcard/lostcard.cfm**. Students only have card access to their own building. **Never have your ID card connected to your room key for your safety.**

Students may not possess any ID for someone other than themselves or that misrepresents their personal information. Manufacture, sale, possession or use of altered or another person's documents, including those used for identification either on campus or in the College community. Failure to show proper student identification or other identification to any faculty, staff, or student staff in the performance of her/his official duties is a violation. All students are required to carry their identification with them at all times.

Room Occupancy Limits

Guest and visitor policies should be strictly maintained, and all occupants should present identification if found to be in violation of policy. The following are maximum occupancy numbers for on-campus rooms:

- Designed single- three people
- Double occupancy or temporary triple in a double- five
- Designed triple- seven
- Four person suite or quad- nine
- West Campus Apartment- nine
- Five person suite- 11
- Six person suite- 13

Security

All residence hall/Judson Taylor Leadership House/West Campus Apartments outside doors are locked 24-hours a day. Residents are responsible for the general security of their building, and acts which compromise building security are prohibited. Specifically, residents are prohibited from propping open any exterior doors normally locked for security purposes. Residents are expected to allow your guests and visitors to enter through the main door of their building only. Residents are expected to lock their room doors and to report thefts and/or vandalism immediately to the Residence Hall Director and University Police. Residents of a room/floor/suite are responsible for the security and use of the room/floor/suite in accordance with College and Residence Life and Housing policies, rules and regulations.

Smoking/Tobacco Free Campus

SUNY Cortland policy as of January 1, 2013 prohibits the use of all forms of tobacco on the entire campus. Refrain from the use of any tobacco products (cigarettes, chewing tobacco, electronic cigarettes, hookahs, vaping, etc) while on campus grounds. Please refer to the policy by visiting the link on the Student Health Service website: cortland.edu/shs

Students are not permitted to use any tobacco products within the residence hall or within 10 feet of the residence hall.

Solicitation

College policy prohibits selling and soliciting merchandise and services in the residence halls/Judson Taylor Leadership House/West Campus Apartments. Please report any solicitors in the buildings to an RA or to your Residence Hall Director.

Sport Activities or Rough Housing Including Ball Playing

Ball playing, boxing, wrestling, hackey sack, rollerblading, skateboarding, use of toy guns that shoot any kind of projectile (i.e. Nerf guns), use of lacrosse or hockey sticks, and other similar activity is not permitted inside the residence halls/Judson Taylor Leadership House/West Campus Apartments. Ball playing (i.e.: lacrosse, softball, football) in areas that are immediately adjacent to a residence hall/Judson Taylor Leadership House/West Campus Apartments is not allowed.

Student Conduct System

In order to create and maintain an academically supportive residence hall atmosphere, the College is committed to confronting individuals who act inappropriately. You are always responsible for your actions as well as the actions of your guests and/or visitors. If your actions are inappropriate in the residence hall/Judson Taylor Leadership House/West Campus Apartments, you can expect to be confronted by your RA, your Residence Hall Director or University Police. Depending upon the seriousness of your violation, your behavior may be addressed in a number of different ways, ranging from an informal meeting with your Residence Hall Director, to a conduct referral with sanctions that may include but are not limited to a verbal reprimand, to suspension or dismissal from the College.

Residence Hall Director: Your Residence Hall Director is empowered to hear cases involving minor incidents of alleged misconduct in and around the residence hall/Judson Taylor Leadership House/West Campus Apartments. Typical sanctions at this level include reprimands, residence hall probation, community service and other educational sanctions.

Disciplinary Conference: A disciplinary conference may be held at any level of the student conduct process if all parties agree to such a resolution, and where the accused student acknowledges violations of the *Code of*

Student Conduct. In the disciplinary conference, the student conduct officer shall review all available information and determine violations and sanctions.

Student Conduct Board: The Student Conduct Board is comprised of one student and two faculty/staff members who hear cases involving allegations of misconduct, which may occur both on and off campus. Sanctions range from a reprimand to a recommendation for suspension or dismissal from the College. Any student who is scheduled to answer allegations of misconduct at this level may request a student advisor from the Student Conduct Office and one will be provided upon availability. Administrative hearings at the Student Conduct Board level or College Hearing Panel level may be conducted by a single faculty member or administrator at the discretion of the Student Conduct Office.

College Hearing Panel: The College Hearing Panel is comprised of three students, and two faculty/staff members. The panel hears cases involving the most serious allegations of misconduct, which occurs both on and off campus. Sanctions range from a reprimand to a recommendation for suspension or dismissal from the College.

Refer to the *Code of Student Conduct* for further information on the Student Conduct System. cortland.edu/student-conduct

Tapestries, Flags, Jerseys, Curtains and Other Fabric Items

Students are not permitted to hang any fabric items on the walls or over windows within their residence hall rooms, including, but not limited to tapestries, flags, curtains and jerseys.

University Police

The University Police Department helps to maintain the safety and welfare of all members of the College community. If you see a suspicious incident or person, or if you are the victim of a crime, please notify the department at 607-753-2111. **Blue light emergency phones** are located throughout the campus. If you are concerned about an incident in a residence hall, share your concern with your Residence Hall Director or with an RA before calling the University Police Department.

Windows

Inappropriate or inconsiderate use of windows is prohibited. You are responsible for any noise or objects coming out of your windows. Students are prohibited from placing possessions on window ledges, removing screens from their windows, leaning or sitting on window ledges, yelling, playing music loudly, throwing or dropping things out of a window. In addition, students are not permitted to climb in or out of any windows or climb on any roofs or overhangs. Students must not remove screens at any time unless in an emergency. The public display of alcoholic beverage containers, including liquor bottles of any type, on windows or immediate adjacent areas in student campus rooms, lounges, or apartments are prohibited.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice from the Director of Residence Life and Housing, the College President, and/or the Board of Trustees.

Policies- Leadership House Specific

Rules and regulations are authorized by the Director of Residence Life and Housing subject to the approval of the College Council and subject to periodic change. **As set forth in the Student Responsibilities section of this**

license, the *Code of Student Conduct*, and the *Room and Board License*, students are required to comply with all regulations and policies. Please refer to the *Room and Board License* or Residence Life and Housing web page for specific and detailed policy information (cortland.edu/reslife).

Alcohol policy

Residents must be in compliance with New York State laws associated with alcohol possession and consumption. Further, kegs of beer are prohibited from the House. Social gatherings of more than 20 people must be approved by the Residence Hall Director one week in advance. Group consumption of alcohol on the grounds of the complex is not permitted and implements or behavior designed to irresponsibly consume alcohol (e.g., funnels, beer pong) are prohibited in the Judson Taylor Leadership House. The College permits individual consumption of alcoholic beverages **in the student rooms** for students 21 years or older. No person may possess open containers or consume alcoholic beverages in public areas of the Leadership House including the living room, dining room, kitchen, and other lounge areas.

Antennas and Satellite Dishes

Neither radio antennas nor satellite dishes shall be erected on the roof, exterior of the building, or on the outside property of the Leadership House. Amateur radio transmission is prohibited within the Leadership House. Campus Cable TV is supplied by the College. If residents choose to subscribe to premium channels, this cost would be incurred by the residents.

Entrances, Front Walks, and Lawns

Sidewalks, driveways, walkways, public lawns, entrances, hallways, stairs and other public areas must not be obstructed or used for any purpose other than ingress and egress to and from the apartments.

Fire Safety

Failure to evacuate a building during a fire alarm and the theft or improper use of fire-fighting equipment, detection, and/or alarm equipment is prohibited. The use or possession of candles and incense is prohibited. All Judson Taylor Leadership House fire doors must remain closed. Please contact UPD as a courtesy in any alarm situation.

Kitchen and Bathroom Clean Up

The residents of the Leadership House are all responsible for the cleaning of the Leadership House on a daily basis. Residents are responsible for providing a cleaning schedule to their assigned Residence Hall Director. All household cleaning supplies, including shower curtains, paper towels and toilet paper are supplied by the residents. Residents must provide their own kitchen items and utensils (pots, pans, etc.) Kitchen appliances (refrigerator, stove/oven, dishwasher and microwave) are provided by the College.

Parking

The College is not responsible for any damage and/or theft to vehicles parked at the Leadership House. The parking area can accommodate seven cars at a time, except during snow season when only 5 cars are permitted. With this in mind, the parking spaces will only be for the residents of the house; guests will not be allowed to park. **Parking will be based on a first come/first serve basis for residents of the house with “C” Lot permits only.** If the lot behind the house is full, residents must park in a lot where C permits are permitted. Parking is only available in the back of the house and in the marked spaces. **There is to be no parking in the driveway, this area is considered a fire lane and only to be used by emergency vehicles. Residents are required to purchase their “C” Lot permits by the first day of classes for each semester.**

Signs

The Resident will not display any signs or exterior lights, and no other markings on the premises, and no awnings or other projections shall be attached to the outside walls of the Leadership House.

Snow Removal

Physical Plant will be responsible for plowing the parking spaces and surrounding areas, as well as shoveling the front steps, back steps and sidewalks, and salting them. Salt and a shovel have been provided by Physical Plant for Leadership House resident use. All residents must abide by the established snow removal/plowing procedures provided to them. Failure to abide by the procedures may result in having the resident's car ticketed and/or towed at the owner's expense. Any concerns regarding snow removal should be communicated to the Leadership House Residence Hall Director.