

10. *The right to expect reasonable cooperation in the use of the room's shared items (e.g., refrigerator, TV, stereo, etc.) and a commitment to honor agreed-upon payment procedures (e.g., HBO cable bill, etc.).*
11. *The right to live according to one's own unique values, beliefs, identities, and cultures, as long as they do not unduly interfere with the rights of others.*

## Roommate Conflicts

If roommate conflicts occur, the Department of Residence Life, Housing and Dining Services works with all residents involved through various channels to mediate the conflict. These channels include:

**Roommate Agreements** – As discussed earlier, roommate agreements can help roommates identify potential problems before they arise. Also, when a conflict does arise, roommates can go back to the guidelines they set in their roommate agreement to resolve their conflict.

**Mediation and Counseling** – Residence hall staff are trained and experienced in helping roommates resolve conflicts and can offer advice, support, and informal assistance. Furthermore, residence life staff members are aware of resources to aid roommates with formal mediation assistance. Students need to determine their concerns and share them honestly during the mediation session.

**Student Conduct** – Roommate issues can at times be related to violations of the University's *Code of Student Rights and Responsibilities*, found at <http://www.missouristate.edu/studentconduct/12331.htm>. Students have the option of reporting conduct violations and seeking assistance through the student conduct system. This system is an educational process that communicates and reaffirms standards of conduct, encourages students to make wise choices and engage in appropriate behavior, and holds students accountable for unacceptable behavior. The conduct system is not intended to be used as a vehicle to force roommates out of their living environment, and removal or relocation is not always an outcome of the conduct process.

**Room Changes** – If issues reach the point that other methods of resolving the conflict have not been successful, there may be an option for a change in room assignment. Room changes are not available during the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. It is important, therefore, that roommates try to resolve issues prior to requesting a room change. Room changes may be requested in My Missouri State under the "Profile" tab on the "Housing" channel, under "Assignment Information." Students wishing to move into a living-learning community will need to meet the criteria for that LLC.

Residence hall staff members have a responsibility to provide support and assistance to all students involved in a conflict and, therefore, do not decide who is "at fault" and who should be moved. If a determination is made that the conflict cannot be resolved without a room change, and if a roommate does not volunteer to change room assignments, all roommates may be reassigned.

## Community Standards

Community standards are in place in our residence halls. Students living in University housing have an opportunity to live in a community environment and to accept the responsibility of being a member of a diverse group of people. To help ensure that students may exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration. For the policy on community standards, please refer to the Policy Library at <http://www.missouristate.edu/policy/>.

Failure to abide by Community Standards could result in a student being charged with a conduct violation under 4.8 of the Student Code of Conduct.

**Common Area Damages** – In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows, and excessive cleaning charges and trash removal, the Department of Residence Life, Housing and Dining Services reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

**Computer Usage** – Please refer to the Policy Library at <http://www.missouristate.edu/policy/>. In addition, the following guidelines apply specifically to the residence halls:

*Computer Labs*

1. Computer lab resources are to be used only by residents of that particular residence hall.
2. E-mail usage and web browsing for non-academic purposes and game playing is limited to one hour when other students are waiting to use lab equipment.
3. The viewing, downloading, or printing of pornographic/harassing/offensive materials is prohibited.

*Individual Network Connection (in rooms)*

1. No personal routers or switches are permitted.
2. The downloading of non-academic materials that hinders bandwidth usage for others is prohibited, including memory-intensive audio and video files, etc.
3. Services that provide illegal access to copyrighted materials to others (on campus or off campus) are not permitted.
4. Disregard for adequate virus protection that interferes/infects others will not be tolerated. Free virus protection software is provided by the University for student use. Please contact the ResNet Help Desk at 417-836-6100 for more information.

*Policy and Ethics for Student Computer Use and Computer Network Use as defined by the University's computer services office: Statement of User Responsibility*

1. To be an authorized user of Missouri State computer and network resources, users must be currently enrolled as a student in good standing with the University.
2. As authorized users, students are responsible for the security and use of their computer accounts. They accept full responsibility for their accounts and all activity performed on University computing resources.
3. It is prohibited for any user other than the assigned account owner to use said accounts. Students are responsible for preventing unauthorized use of their computer accounts as well as refraining from using someone else's account.
4. Those interested in creating web pages are responsible for adhering to the Missouri State World Wide Web Policies.

*Definition of Appropriate Use and Misuse:*

1. Valid uses of computer and network resources include instructional use in classes, research, administrative support, electronic mail, web page development, and resume or vita posting.
2. It is a violation of University policy to use University computers for cheating of any kind.
3. Copying, sharing, uploading, downloading, sending, or receiving copyrighted or service/trademarked materials is strictly prohibited.

4. It is a violation of University policy to use the computer for promoting outside business interests. University computer resources shall not be used for private consulting or personal gain. Computer resources may not be used to support or engage in any other conduct prohibited by University policy, including the policies stated in the student conduct system and University catalogs. E-game playing from the University laboratories is strictly prohibited. University computer and network resources are limited; users should respect the needs of others to use these resources for approved activities.
5. It is a violation of this policy to examine, or attempt to examine, another computer user's private files or mail.
6. It is in violation of University policy to send/display defamatory, harassing, pornographic, obscene, or patently offensive sexual materials. It is also a violation of University policy to send/display patently offensive sexual materials to minors. These violations are in addition to items prohibited by sections of the Revised Statutes of Missouri, or other local, state, or federal law.
7. Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Missouri state law makes unauthorized access and interference with computer systems, computer data, and other computer users illegal. Altering electronic communications to hide a student's identity or impersonate another party is prohibited.

**Guests** – Residents want to have friends visit them; however, consideration for roommates and other floor residents dictates that guests do not infringe on another's right to privacy and the quiet enjoyment of the facilities the resident has under contract. Residents must obtain permission from all roommates and/or suitemates before inviting a guest to visit. In addition, it is each resident's responsibility to communicate disapproval of guests and to convey continual problems to a residence life staff member if approval is not sought after and received each time by all parties involved. If permission is not received and a guest is invited to visit, all future guest privileges may be revoked.

While your guest is in the residence hall, we ask that you understand the following guidelines:

1. Guests (except underage youths) should carry a picture ID at all times and all guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guests.
2. Guests found violating University or residence life policies may be escorted from the residence hall and restricted from further access.
3. Overnight guests not residing in the residence hall they are visiting must be registered at the reception desk by the host. Any guest who is not registered will be required to register at the desk by the host upon arrival or be asked to leave. If the guest or resident refuses to comply, the resident may lose future guest privileges.
4. A resident may have no more than two overnight guests at any time.
5. Residents need to be in the presence of their guests and includes traveling in hallways, stairwells, and elevators. Escorting guests enhances the security of the facilities and protects individual privacy. An escort is required in all residence halls for all guests who do not reside in the residence hall they are visiting.
6. The visitation policy applies specifically to guests who live outside the residence hall and outlines the time frame during which guests may visit a resident's room. Visitation to the extent of cohabitation (more than two overnight visits per week) is not permitted. The visitation policy applies to the entirety of the building, e.g., hallways, stairwells, and elevators. The current visitation hours are located on the Department of Residence Life, Housing and Dining services website at: <https://reslife.missouristate.edu/VisitationDetails.htm>. Visitation hours on three-day breaks and University holidays may be extended at the discretion of Residence Life. Consult the summer hall director for visitation hours during the summer session.

**Visitation Policy** – The visitation policy applies specifically to guests within the time frame during which guests may visit a resident's room. Visitation to the extent of cohabitation (more than two overnight visits per week) is not permitted. The visitation policy applies to the entirety of the building, e.g., hallways, stairwells, and elevators. The current visitation hours are located on the Department of Residence Life, Housing and Dining Services website at: <http://reslife.missouristate.edu/>. Visitation hours on three-day breaks and University holidays may be extended at the discretion of Residence Life. Consult the summer hall director for visitation hours during the summer session.

**Pets** – University policy states that pets under the control of an adult (i.e., 18 years or older) are permitted on University property but are not permitted within University-owned or leased buildings. **Exceptions:** Service animals trained to assist persons with disabilities; University approved emotional support animals, animals used in University laboratories for official research, classroom, or observation purposes; animals used in equine instruction at the Agricultural Center; and fish in properly maintained aquariums of 20 gallons of water or less in the residence halls. Laboratory animals are not permitted in the residence halls. Animals (e.g., dogs, cats, monkeys, etc.) must be leashed to be under the control of an adult. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult. Animals which are unleashed, or leashed and unattended, on University property are subject to impoundment. Animals left unattended in motor vehicles on University property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened. Any pet found within a University-owned or leased building may be impounded. Impounded pets may be reclaimed by the owner at the City Animal Shelter (417-833-3592) upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

**Posting** – All posting of signs, bulletins, and promotional materials in the residence halls must be approved by the Department of Residence Life, Housing and Dining Services, located in Hammons House, room 101. Approved materials will then be distributed to the individual halls for posting by residence life staff.

**Quiet Hours** – Quiet hours are maintained to provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn. The enforcement of quiet hours is the responsibility of each student, with assistance from residence life staff as needed. Each floor must observe the minimum acceptable quiet hours of 10:00 p.m. to 10:00 a.m., seven days a week. During final exams, 23-hour quiet periods are in effect for the entire residence life system, with "relief hour" set for 9:00 – 10:00 p.m. Exceptions will be permitted only for purposes of vacuuming rooms. Courtesy hours are in effect throughout the residence halls 24 hours a day. Therefore, excessive noise, as determined by affected students, is discouraged at all times.

**Room Decorations** – Nails, screws, double-stick tape, packing tape, or duct tape on or in the walls, ceilings, furniture, or fixtures is prohibited. Masking tape or white poster putty is permitted for hanging posters and other decorations. We recommend 3M Poster Strips with Command Adhesive, available at the Bookstore. Missouri law prohibits the removal of traffic and/or street signs. In the absence of a verifiable bill of sale, traffic signs, street signs, and parking gate arms are not permitted in the residence hall.

- Pictures and other materials that is discriminatory or harassment under other University policies are not to be displayed in areas that may be visible outside a residence hall room or suite (including viewed from outside of room through window or door).
- Alcoholic beverage signs are not allowed as window displays.
- No window display may be permitted if it substantially detracts from the aesthetics of the residence hall.
- Fire alarm pull stations, speakers/horns, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered, and exits must not be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, ceilings, walls, or doors, due to the fire hazard these decorations present. (All decorations must have a 1-foot fire break for every 3 feet.)
- Trees and other greenery must be artificial.
- String lights must be UL-approved and low wattage.

## Room Modifications –

As a safety precaution, the following guidelines for room modifications within the room or suite must be followed:

- No University-owned furniture or equipment may be removed from the room, suite, or apartment.
- No furnishings shall restrict exiting from any portion of the room or be a safety hazard to persons walking around the room.
- Students must use beds provided by Missouri State and cannot bring additional bed frames into the residence halls.
- Modifications must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics or carpeting applied anywhere except as a floor covering.
- Residents must be prepared to respond to concerns of staff about the hazardous nature of decorative materials and must remove materials that are judged by Residence Life staff to be particularly hazardous.
- Use and/or storage of hover boards in Residence Life facilities is prohibited.
- Modifications must not block the heating or cooling system, or require the removal or remodeling of electrical fixtures or outlets. Twelve inches of free space must be maintained in front of all air vents.
- Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.
- A University-provided light fixture must not be tampered with, and its light bulb must not be removed or switched out with a colored bulb.
- No lofts, risers, or concrete/cinder blocks are permitted. No furniture may be raised off the floor.
- Bed rails are not provided for students with bunked beds. As some beds may not be unbunked, students are encouraged to provide their own bed rail if they have a concern about falling out of bed. The University will not be held liable for injuries resulting from falling out of beds (bunked or unbanked).
- Bunked beds must be at least 3 feet out from all windows.
- Beds must be bunked in pairs only, not in conjunction with three or more beds.
- Beds must remain in their standard configuration (e.g., headboard, footboard).
- Mattresses must be used with the bedframes and not placed directly on the floor.
- Personal mattresses are not permitted.
- All mattress toppers and pads over 2" high need to be California fire rated.
- Underbed storage units provided must remain under the bed.
- Desk carrels must remain attached to desks.
- Window drapes must remain hung as provided.
- No furniture may touch any part of the drapes.
- Excessively heavy items should not be placed on furniture or shelving provided by the University.
- The University is not responsible for injury resulting from the modifications of a room.

**Room Entry** – The Department of Residence Life, Housing and Dining Services respects the student's rights to privacy within the community and will strive to protect and guarantee this privacy. This procedure is designed to ensure only legal and appropriate entry into a student's room by specifically authorized staff members and to define the conditions under which authorized personnel may enter a student's room. Rooms may be entered under the following conditions:

- To provide room maintenance inspections or repair service.
- To conduct periodic health and safety inspections.
- When there is reasonable cause to believe that University regulations or laws are being violated.
- When there is reasonable cause to believe an emergency situation has arisen that requires that the room be entered.
- When a student permanently vacates the room.
- When a student vacates a room for a break period.
- To identify if a space is ready for a new resident.

Illegal materials/items in plain view may be removed if they are noticed in the course of room maintenance or vacation inspections, or in response to a violation of University or departmental policy. The student will receive written notification of this action if confiscation of property is required when the student is absent. Authorized residence life staff members who may enter a student's room are administrative staff members, Coordinator of Apartment Living, Hall Directors, Graduate Assistants, RAs/CAs, maintenance, and custodial personnel.

**Smoke-Free and Tobacco-Free Living** – The use of all tobacco products (both smoking and non-smoking) is expressly forbidden in all areas, including all common areas and individual living units. Any student found responsible for contaminating the tobacco-free environment of a room/suite/apartment will be charged per incident per living unit for the thorough restoration/cleaning of that area, including carpets, walls, ceilings, draperies, etc. Charges vary and will be based on the cost to restore the living area.

See full policy here: [http://www.missouristate.edu/policy/Op11\\_18\\_TobaccoUse.htm](http://www.missouristate.edu/policy/Op11_18_TobaccoUse.htm).

#### Purpose

The purpose of this policy is to promote wellness, ensure a healthy work and educational environment, and provide guidelines for tobacco use on Missouri State University grounds and facilities. It applies to all tobacco products.

#### Definition

For purposes of this policy, the phrase "smoking and the use of tobacco products" is defined as the smoking of tobacco via cigarettes, cigars, or pipes, or the use of devices or products that may be used to smoke or mimic smoking (including bongos, hookahs, vaporizers, e-cigarettes, etc.).

#### Policy

- A. Smoking and the use of tobacco products by students, faculty, staff, and visitors are prohibited on all Missouri State University properties except as set forth herein.
- B. Smoking and the use of tobacco products is prohibited at all times:
  - i. In all interior spaces on the Missouri State University campus including leased facilities;
  - ii. In all University vehicles, including buses, vans, and all other University vehicles and vehicles leased by/to the University;
  - iii. In all other indoor and outdoor areas of campus not specifically identified in Subsection III.C of this policy.

- C. Smoking and the use of tobacco products will be allowed only at the following outdoor locations:
  - i. Designated smoking areas outside JQH Arena, Plaster Stadium, Hammons Student Center, and Juanita K. Hammons Hall during performances or events;
  - ii. Inside of private vehicles located on University parking lots.
- D. The use of smokeless tobacco is prohibited at all locations on campus.
- E. The University prohibits the sale, distribution, or free sampling of tobacco products on campus.
- F. The University prohibits the campus-controlled advertising of tobacco products on campus except for facilities leased for performances or events.
- G. Littering the campus with remains of tobacco products or any other disposable product is prohibited.
- H. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities will be required to abide by the University policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- I. Exceptions to the policy are permitted for on-campus theatrical productions where the script/storyline calls for the depiction of smoking/smokeless tobacco use. Notwithstanding the foregoing sentence, reasonable efforts will be made to use non-tobacco products in all such productions.

#### Smoking Prevention and Tobacco Use Cessation Programs

Preventing smoking and increasing cessation rates to prevent heart disease and stroke shall remain a priority on the campus of Missouri State University. Leading causes of death, such as lung cancer and COPD, could become relatively uncommon in future generations if the prevalence of smoking is substantially reduced. Assistance to students, faculty and staff to overcome addiction to tobacco products is available through Taylor Health and Wellness Center via the Smoking Cessation Program.

#### Compliance

Adherence to the policy cited above is the responsibility of all University students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus will comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. A complaint against a student who fails to respond to a request to comply with this policy may be reported to the Dean of Students' Office. A complaint against an employee who fails to respond to a request to comply with this policy may be reported to a dean, director, or supervisor. Refusal of University employees or students to comply with this policy may result in disciplinary action as set forth in the Employee Handbook and the *Code of Student Rights and Responsibilities*.

**Missing Person Policy** - Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted within 24 hours of the determination that the student is missing. During the first floor meeting of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA/CA will meet with all new students to provide missing person policy information. Written information describing the process of submitting the confidential contact will be included along with the form for students to complete. Students can submit the form at the front desk of their residence hall at which time a date will be placed on the form. A file will be kept for three years and then the forms will be shredded. Students can change the information on their form at any time by asking for a new form at the front desk. To reference the Missing Person Policy, please see [http://www.missouristate.edu/policy/op5\\_12\\_3\\_missingperson.htm](http://www.missouristate.edu/policy/op5_12_3_missingperson.htm)