

Dartmouth**Dean of the College**

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Office of Residential Life

Terms and Conditions for Residency in College Housing

A complete listing of the terms and conditions for residency in College housing appears in a variety of printed material distributed by the Office of Residential Life. These materials include but are not limited to, the Office of Residential Life web page, *Welcome Home*, this handbook, and the *ORC*. A summary of existing regulations appears below. New or modified rules and regulations will be publicized as warranted.

Residential Community Standards of Conduct

Residential communities exist to support the mission of Dartmouth College. It is the responsibility of each student living in a residence hall, coed, fraternity, sorority, or undergraduate society house, special interest or academic affinity program area to observe standards of conduct that permit other residents to live in and maintain a safe, secure environment which is conducive to academic and personal success.

Residential Life staff provides support through relationships which focus on care and concern, and through the maintenance of clear boundaries for appropriate and safe behavior. These boundaries are important because they encourage predictable environments as well as insure that individual behavior does not interfere with the legitimate rights of other members of the community. Students can gain personal insight and learn the responsibilities of citizenship by being held accountable for their own behaviors.

All students who live in College housing are expected to adhere to the Residential Community Standards of Conduct, the Terms and Conditions for Residency in College Housing, including all monetary obligations, as well as all other College rules and regulations that students are charged to know and observe. It should be noted that no system of standards can fully address, in specific fashion, all possible situations which may arise. When these standards do not address a specific behavior, students are expected to conduct themselves in a spirit of social responsibility and respect for the rights and needs of others. Behavior that violates the spirit of the Residential Community Standards of Conduct or the Terms and Conditions for Residency in College Housing may be addressed and adjudicated, as appropriate to the context and circumstances of the behavior. In addition, the Office of Residential Life supports and expects adherence to the Dartmouth College Community Standards of Conduct and to local, state, and federal law. Behavior

that violates these standards and laws may be grounds for disciplinary action by the Office of Residential Life.

A Community Director will most likely address possible violations. This may include an informal conversation, or a more formal administrative meeting that may result in sanctions being issued for residents who are found responsible for violating these standards. An Associate Director, the Director of Residential Education, or the Dean of Residential Life may address more serious violations. A staff member from the Operations Office may address facilities-related violations and a member of the Housing Office may address housing-related violations.

Students are expected to respond in a timely and forthcoming manner when contacted by a member of the Residential Life staff. Electronic mail should be used only for logistical purposes and should not be used as a substitute for meeting and discussing a possible violation with a Residential Life staff member. Students can expect fairness and due process from Residential Life staff in addressing possible violations of Residential Community Standards of Conduct or the Terms and Conditions for Residency in College Housing. Failure to comply with the terms of a Residential Life sanction will be reconsidered as a further violation of Residential Life standards and may result in additional, extended, or more severe sanctions.

Sanctions

The following sanctions are normally issued separately or in combination for violations:

Residential Warning.

This is a minimal sanction that would typically be imposed for a relatively minor violation of standards.

Residential Probation.

This sanction will typically be issued for more serious violations of standards, as well as for repeated minor violations.

Required Move.

Some situations may warrant moving a resident to a new residence hall, either for their own benefit or for the benefit of their residential community. This is particularly the case when someone has violated a substance- or smoke-free contract.

Removal/Rustication.

Removal from College housing is an extreme sanction that will be used for serious violations of standards and for students who repeatedly violate policies and show no signs of changing their behavior.

Emergency Removal.

This sanction may be imposed in extreme cases when an individual poses an immediate threat to the health, safety, or property of others or of oneself prior to a hearing to deal with specific issues.

Restitution.

Residents who cause damage or vandalize College property will typically be expected to pay restitution.

Fines.

Fines may be imposed for some types of violations, as indicated in the descriptions of specific standards.

Educational Sanctions.

Educational sanctions may be imposed for students who would benefit from further learning about their behavior or from a project that allows them to contribute positively to their community. Examples of such sanctions include: community service, organizing a program, doing a survey, attending a presentation, and similar projects.

Restriction of Privileges.

Some situations may warrant a restriction of privileges, such as guest privileges or restriction from entering a specific residence hall or part of a hall.

Referral to a College Resource Office.

Students who need additional professional help may be referred to College offices and resources.

More information about residential judicial policies and procedures is available from the office of the Dean of Residential Life, located in 306 Gerry Hall.

Residential Community Policies

Access to Facilities.

Student rooms and other College spaces within residential locations should be accessed only after securing appropriate permission. Students should not enter another resident's room without the knowledge and consent of the occupant(s), regardless of whether or not the door is closed and locked. Students should not enter hall facilities that are not intended for use by the residents, such as custodial closets and non-student storage spaces.

Alcohol and Other Drugs.

The Office of Residential Life supports and expects adherence to the College policies and state law regarding use of alcohol and other drugs. Residential Life staff and all residents are expected to show support for community members by addressing concerns that may arise from substance use

and abuse. (See: page 108.)

Bicycles.

All bicycles must be registered with the Department of Safety and Security.

Common Areas.

The use of residence hall common areas is restricted to the building occupants, their guests, and College-affiliated groups and organizations that have reserved a space through the building's Community Director. Requests to hold a registered social event should be directed to the Office of Residential Life at least three working days prior to the day of the event. If an event is to include alcohol, host(s) must register the event with Student Life (as indicated by the Social Event Management procedures and the College Alcohol policy). For reasons of safety and security, students and/or their guests may not sleep in any residence hall common areas. These areas include, but are not limited to study, multi-purpose, and laundry rooms, kitchens, lounges, and hallways. Students found sleeping in any common areas may be subject to a fine and disciplinary action.

Common area furniture must remain in the common rooms and a moving fee may be assessed if College staff is required to return common area furniture back to its appropriate location. Common areas should not be physically modified in any way without prior approval by the Office of Residential Life.

Entry and Room Use.

An official of the College may enter and inspect a room or conduct needed repairs at any time without the permission or consent of the room occupant(s). Although residence halls are closed between terms, the College reserves the right to use designated residence halls to house guests of the College and applicants who are unable to return home during these interim periods. Regularly assigned occupants of these rooms will receive no reduction in rent for such use and will make their rooms reasonably available.

Guests.

Residents in any room configuration may accommodate guests in their rooms for a period not to exceed three days and two nights. Host students are responsible for the actions of their guests and should make sure their guests are familiar with community expectations. It is the responsibility of the host to check with their roommate(s) before inviting a guest to the room. Any student who feels inconvenienced by the guest(s) of another student should discuss the matter first with the host student and then, if necessary, with their UGA or with the Community Director who resides in the cluster.

Guests who are minors (under 18) must have a Dartmouth student who will assume responsibility for their welfare. If a minor not associated with an official College-sanctioned program is an overnight guest, the host must register his/her name and location and the minor's name, home

address, and home telephone number with the Department of Safety and Security.

A guest may not occupy or use a student's room during interim periods unless it is reported to and approved by the Office of Residential Life. At other times, a guest may not occupy or use a student's room when the host student is not on campus. There may be occasions during the year when guests are not allowed in the residence halls.

Harassment, Intimidation, and Threatening Behavior.

Residents and their guests are expected to treat others with respect and consideration and to maintain a comfortable, inclusive and safe living environment. The residential community is not a place for behavior that is demeaning or humiliating, creates a hostile living environment, produces or could be expected to produce mental or physical harm, or that demonstrates intolerance or disregard for another person's dignity or well-being. Such behavior will be addressed in a prompt and serious manner by Residential Life staff.

Hosting Guests for Dartmouth College-Sponsored Conferences or Events.

The Office of Residential Life supports and encourages hosting of guests for College-sponsored events with primary consideration to the current residents in the residence halls or houses.

Hosting guests must include adherence to the following guidelines:

- Each guest must be hosted in a student room and consent to host a guest must be given by all room occupants.
- Residing/sleeping in common spaces is not permitted as the safety and security of those locations cannot be guaranteed.
- The Office of Residential Life must be notified at least two weeks in advance of the conference or event to provide appropriate notice to residents in the facilities to be used.

Insurance for Coed, Fraternity, and Sorority Organizations.

All CFS organizations, Undergraduate Societies and Senior Societies, at their own expense, are required to obtain and maintain general liability, and property insurance (if the organization owns a physical plant) with coverage and limits determined by the Dartmouth College Office of Integrated Risk Management and Insurance. Historically, the Office of Integrated Risk Management has been able to assist organizations by helping to coordinate a group purchase arrangement. Those organizations not participating in the group purchase must comply with the guidelines set forth by the Office of Residential Life.

Loss or Damage of Personal and College Property.

The College does not assume responsibility or carry insurance for the loss of personal property within any of its residences due to vandalism, theft, fire, wind, flood, accidents, or other catastrophes. Residents of College housing are expected to provide adequate insurance coverage

for all personal property. Residents assume any and all liability for damage or claims that result from their own negligence, as well as any negligence of visitors or guests. Residents are liable for any damage and/or loss to a room, its furnishings, or any other part of the residence hall or its environs. When possible, costs will be assessed to the individual(s) responsible for damage or loss; otherwise, costs will be prorated among residents of an apartment, suite, wing, floor, or building, as appropriate.

Noise.

Students are expected to exercise courtesy when playing music or participating in other behaviors that may disturb other residents and/or interfere with the attempts of others to study. In order to facilitate an environment that is conducive to academic success, all residential communities will adhere to 24-hour Courtesy hours. Courtesy hours serve as a reminder to all residents of the primary rights to sleep and study in the residential communities. In addition, residents, guests, and others should maintain reasonable noise levels when in close proximity to residence halls or houses. Noise complaints may lead to fines and disciplinary action. Three noise complaints against any student during his/her time in residence may result in immediate and permanent removal from the residence halls.

Personal Property.

Residents should demonstrate respect and consideration for the property of others and should not misuse, abuse, steal, or damage personal property.

Posting.

All notices and signs posted by organizations in College-owned or operated residential facilities must clearly state the name of the responsible organization and must be posted only on designated bulletin boards. No such notices or signs may be placed on interior or exterior walls, windows, doors, or elevators. Any such signs and posters which are not in compliance with these regulations will be removed, and the responsible organization will be fined \$25 and charged the cost of any repairs.

Special Housing Areas.

Smoke-Free. Students may request to live in a smoke-free environment. It is necessary that all residents who agree to live in one of these spaces uphold their responsibilities for keeping the residence hall smoke-free at all times. All residents who reside in smoke-free halls must abide by these regulations, which express a commitment to maintaining a smoke-free living environment.

- I agree not to smoke any type of cigarettes, cigars, or similar products that may create smoke within the residence hall. I understand that this applies to my room and all of the common areas of my residence hall, such as lounges, bathrooms, corridors, stairwells, and in close proximity to the building if it may cause smoke to affect residents within the building.

- If I smoke outside of the residence hall or am around others who are smoking, I agree to take reasonable steps to ensure that other residents will not be affected by the residual odor of smoke on my person or property.
- I agree that it is my responsibility to inform my guests of my hall's smoke-free policies. I understand that my guests are responsible for following the policies of the smoke-free residence hall to which I am assigned. I will be responsible for the conduct of my guests at all times while they are present. I understand that if my guests violate the smoke-free policies of the hall, my privilege to live in the hall may be jeopardized.
- I will confront those who are in violation of the smoke-free policies in a manner that is supportive to them as well as to the community.

Substance-Free. The substance-free residential option is for students who prefer to live in an atmosphere free of alcohol, tobacco products, and other drugs. All residents who reside in substance-free halls must abide by these regulations, which express a commitment to abide by the substance-free goals of the community.

- I agree not to use or possess alcohol, tobacco products, or illicit drugs in my room, or in any of the common areas of the substance-free hall, including lounges, corridors, bathrooms, and stairwells.
- If I consume any of the described substances while outside the substance-free hall to which I am assigned, my behavior upon return will not have a negative impact on the community, residents or property.
- I agree that it is my responsibility to inform my guests of my hall's substance-free policies. I understand that my guests are responsible for following the policies of the substance-free residence hall to which I am assigned; I will be responsible for the conduct of my guests at all times while they are present. I understand that if my guests violate the substance-free policies of the substance-free hall, my privilege to live in this hall may be jeopardized.
- I will confront those who are in violation of the substance-free policy in a manner that is supportive to them as well as to the community.

Quiet Areas. A location is identified each year to offer those students who desire to live in an area that is designated to be a quiet area twenty-four hours each day. Early in each term, residents will meet to agree upon a common understanding of permissible noise levels.

Affinity and Special Interest Areas. Residents living in Affinity or special interest housing must adhere to the resident expectations for these residential communities.

Violation of special housing area regulations may be cause for any or all of the following actions:

- Written warning
- Meeting with the Community Director or another appropriate member of the ORL staff
- Assignment of a community project or educational sanction
- Removal from the special housing area
- Housing probation for a specified period of time
- Removal from all College housing.

Subsequent violations may carry the following sanctions:

- Removal from the community
- A specified period of time on housing probation.

If it is decided that a resident should be removed from a special housing community, the Office of Residential Life will terminate the student's housing in that area upon written notification.

Solicitation and Selling.

Soliciting and selling by students and all others is prohibited in College-owned or operated residential facilities. No person may enter these facilities to distribute or collect questionnaires and surveys, and/or to collect any other information in person from students in their place of residence, without obtaining advance written permission from the Dean of Residential Life. No deliveries may be made to individual rooms unless prior permission has been granted by the Office of Residential Life. The placement of advertising by student organizations is allowed on designated first floor bulletin boards only. Advertising placed on any building or unauthorized location will be removed by residence hall staff, and charges for the cost of any repairs will be assessed. (Note: Cluster fund-raising activities must be authorized by the appropriate Residential Life and Dean of the College Office staff.)

Facilities Guidelines and Services

Bathrooms.

Students and their guests must use the bathroom facilities designated for their particular sex. A number of women's bathrooms have security locks on the exterior doors. Access codes to these bathrooms will be provided to the women who reside in those buildings. Students with locking bathroom doors are prohibited from propping open the bathroom door or tampering with the lock systems.

Cable Television.

Cable television service is supplied by the College to each College-owned single, double, triple or quad housing unit, as well as to many common area television lounges. Problems with the campus cable television system should be reported by e-mailing "Campus-Cable-TV". The current line-up is available at <<http://www.dartmouth.edu/~insvcs/cabletv>>. The channel line-up is subject to change.

Care of Rooms.

Students are expected to keep their rooms reasonably clean and orderly so as not to endanger the health and safety of themselves or others. If after appropriate warnings a student does not maintain her or his room in reasonable order, he or she may be required to vacate the premises. If this occurs, no rent refund will be offered, and the student may be assessed a room cleaning charge. If at the end of a term a vacated room, suite, or apartment is left in such condition that it requires more than routine cleaning, a minimum charge of \$40 will be assessed.

Custodial Services.

Custodial services are provided to every College-owned or operated residential facility. The duties of the custodians are to keep the common living areas clean, provide routine maintenance, empty trash in common areas, and otherwise keep buildings up to College standards. It is a student's responsibility to clean his or her room and/or excessive messes left in common areas.

Damages.

Residents are liable for any damage and/or loss to a residential facility or its furnishings. Whenever possible, repair or replacement costs will be assessed to the individual(s) responsible; when this is not possible, costs will be prorated among the residents of a cluster, building, floor or wing. Students are encouraged to report any information regarding specific acts of vandalism to their Community Director or to the Residential Life Business and Operations Office.

Decorations.

Residents may decorate their own rooms within these guidelines: map tacks, thumb tacks, and similar pins are recommended for hanging articles; no nails, screws, or other devices which leave large holes are permitted, nor are contact paper, double-sided tape, wall gum, stickers, or other adhesive material. No permanent alterations may be made. Live or cut Christmas trees are prohibited in student rooms or Common areas of undergraduate residential buildings.

Entry to and Inspection of Rooms.

The College reserves the right to enter and to inspect any student room at any time without permission or consent of the room occupant(s) to provide emergency service or general maintenance work, make safety or condition inspections, or investigate probable violation(s) of College regulations. If a room is entered when an occupant is not present, a note will be left in the room stating that a College employee was in the room for an official reason and will give a telephone number that the student may call for information about the maintenance repair. College employees will lock the room door after the inspection or maintenance work is completed. Entry for reasons other than emergency purposes will take place between the hours of 9:00 a.m. and 3:30 p.m. unless other arrangements have been made.

Heat.

The heating system in the residence halls does not include thermostats in every room. Since the temperature cannot be adjusted without affecting many rooms within a building, some rooms will be cooler or warmer than others. College energy guidelines direct that the College attempt, within limitations of the physical plant, to maintain a temperature of between 65 and 68 degrees Fahrenheit during the heating season. The heating season generally runs from November through April.

Kitchen Locker Keys.

Kitchen locker keys are available to residence hall occupants, on a first-come, first-served basis, beginning on the first day of classes each term. Only one kitchen locker key will be issued to a student. Kitchen locker keys must be returned to the Undergraduate Housing Office, one of the remote key return sites located in the Hopkins Center, the River, Choates, and East Wheelock Cluster, or the Department of Safety and Security. Failure to return the kitchen key in accordance with the End-of-Term-Closing Procedures will result in a \$15 replacement charge.

Obligations of the College.

The College will provide furnishings and utilities to its residences. It will provide maintenance service for any utility under its control and will seek service for utilities it does not own. The College shall, within a reasonable amount of time and within its monetary resources, maintain its residences in good repair. An applicant may request repairs to his or her room and/or living unit by contacting the Residential Life Business and Operations Office. There will be no adjustment of housing fees in the event that the College is unable to restore services.

Room Furnishings.

In all College-owned or operated residential facilities, each resident is provided with a bed frame and mattress, desk, desk chair, dresser, and closet or wardrobe. In addition, student rooms are generally carpeted. The College does not provide storage space for room furnishings. Students are not permitted to leave their room furnishings in the common areas, hallways or corridors. Furniture found in any of these areas will be returned to the student's room and a \$100 fine for

obstruction of egress will be assessed to the student for each incident and may also result in possible disciplinary and/or civil action. Due to the damage they cause and the excessive labor required to remove them at the end of terms, the use of cinder blocks is prohibited in all College-owned residential facilities.

Students with special bedding needs may place their College-supplied bed and mattress into Controlled Storage with written permission from the Director of Residential Operations. The applicable Controlled Storage fees must be paid for each bed frame and mattress stored. A \$25 moving fee will be charged to the student for each bed frame or mattress not returned to its original room at the end of the assignment period.

Room Inspections and Maintenance.

Inspection of student rooms is conducted during the interim period between academic terms by a team of student inventory administrators. Room occupants are expected to examine and add items to the inspection report and return it to the Residential Life Business and Operations Office, located in the basement of North Massachusetts Hall, no later than the fifth day of the term. If the room occupants do not sign and return the inspection report by the announced deadline, the report completed by the student inventory administrator will be used as the official inspection report. The cost of repairing any damage or breakage found in the room that was not reported on the inspection report is billed directly to the occupants of the room.

When an inspection reveals maintenance needs, the Operations staff will contract with Facilities Operations and Management to do plumbing, electrical, painting, or carpentry work. Students can also report maintenance needs by calling the Residential Life Operations Office at 646-1203 during weekly business hours, and the College Troubleshooter at 646-2344 during evenings and on weekends.

Room Keys.

A room key is issued to each student assigned to a College-owned residence. Students are responsible for picking up their key from the Undergraduate Housing Office and locking their rooms. Only one room key per occupant will be issued. Keys must be returned to the Undergraduate Housing Office or one of the remote key return sites located in the Hopkins Center, the River, Choates, and East Wheelock Clusters, or the Department of Safety and Security. When a room is vacated, failure to return the key will result in a \$45 lock change charge. New or additional locks may not be affixed to doors. A key will be loaned to a student only when a Lock Change Request is filed and approved. Students must present photo identification in order to receive a room, kitchen locker, or loan key.

Waterbeds.

Waterbeds are prohibited in all College-owned residential buildings.

Storage of Personal or College Property

Storage is available on a first come, first served basis only for degree candidates or special students who are actively enrolled at the College. Facilities are limited. All items placed in a storage facility must be clearly marked with the student's name, class year, and Hinman box. Anyone storing or removing another student's belongings without written permission from the owner of the belongings may be subject to a \$100 fine and disciplinary action.

Bicycle Storage.

On a daily basis, registered bicycles may be kept in racks provided at each residence. Any unregistered bicycle found in the storage racks may be impounded, and any bicycle parked or stored in hallways, entryways, access ramps, stairways, or other accesses may be impounded and placed into Controlled Storage at the owner's expense and a \$100 fire safety fine may be imposed. Bicycles unclaimed after six months will be discarded. Registered bicycles may be stored in designated Controlled Storage facilities for a fee of \$12 per bicycle for any storage period. Bicycles may be registered free of charge with the Department of Safety and Security.

Controlled Storage.

Students who are actively enrolled but leaving Hanover for one or more terms may store personal property in Controlled Storage Rooms as space permits. These rooms are secured, and can only be accessed Monday through Friday (unless otherwise noted), by making an appointment at least one day in advance by calling the Residential Life Business and Operations Office at 646-1203. The cost is \$12 per box or article, payable at the time items are stored. Storage tickets can be purchased in the Residential Life Business and Operations Office in North Massachusetts Hall. Claim ticket(s) must be presented in order to retrieve possessions. All items, except skis and bicycles, must be retrieved within three weeks after a student returns to campus. There will be a \$5 per item, per week charge assessed for items left beyond the three-week period. Students who graduate or withdraw from the College have six months to retrieve their belongings; after that time, all material will be discarded. The College is not responsible for property valued in excess of \$1,000 that is placed in Controlled Storage. Items that are damaged or improperly packaged may be refused.

Trunk Rooms.

Trunk rooms are located in the basement of each residence hall. Students assigned to a particular hall may store their belongings in the Trunk Room at no cost while they are living in that hall. However, these are not secured areas, and Dartmouth College assumes no responsibility for missing, damaged, or stolen items. Periodically all abandoned and inappropriately stored items are removed from trunk and storage rooms and discarded. Students who will be off-campus for one or more terms must store their belongings either in Controlled Storage or an off-campus storage facility.

Health and Safety

The safety and security of all students in residence is of utmost concern to the College and it is expected that all students adopt reasonable safety habits. As a result of this concern, the College has taken a number of actions. Regular patrols by Safety and Security and other College personnel occur nightly in each College-owned residence hall, co-ed, fraternity, sorority and undergraduate society, special interest, and academic affinity program house.

All Residential Life staff members also undergo training in safety and security policies and support the efforts of the Department of Safety and Security to educate students in-residence about campus safety. As members of a community, each individual has a special responsibility to ensure that safety hazards are eliminated, fire equipment is maintained, and fire procedures are established and followed. Students who by virtue of their behavior or attitude toward themselves or other residents show an inability to live in a group setting, refuse intervention, and/or endanger themselves or others in any manner may be asked to leave any residential community immediately.

Suspicious persons and activities in the residence halls or their environs should be reported to the Department of Safety and Security. Most importantly, each student should watch out for the well-being of his or her neighbors, friends and classmates. Safety is everyone's responsibility.

Important Safety Tips

- Keep your room door locked when you are out or while you are sleeping.
- If your lock does not work, report it immediately.
- If you live on a ground or first floor, keep your window closed and locked when you are not in the room.
- Report any suspicious person or activity to the Department of Safety and Security at 646-2234.
- Do not leave your laundry unattended.
- Lock your bicycle in one of the storage racks. Remember that it is mandatory to register your bicycle with the Department of Safety and Security.

Appliances.

Electric refrigerators not larger than three cubic feet are permitted, as are television sets (as long as outside antennae and/or satellite dishes are not used), electric flat irons, hair dryers, and small coffee pots (if UL-approved for commercial use). Air conditioners and portable space heaters are not permitted in student rooms. The possession of a microwave oven, hot plate, electric, propane

gas or charcoal grill, toaster, or other electrical appliance with a heating element is prohibited. Torchier-style halogen lamps, or any halogen lamps of 100 watts or more, are also prohibited in all College-owned residential facilities. Possession of one or more of these items may subject the occupant(s) of the room where such appliances are found to a \$50 fine and possible disciplinary action.

Building and Room Access.

During the academic term, undergraduate residence hall entrance doors are kept locked for student safety twenty-four hours each day. During opening and closing each term, accommodations will be made to allow students and their families' easy access for moving of personal belongings. Students gain access to the residence halls by using their ID card that opens the door for them. Guests and delivery personnel use telephones located at the main entrance to notify a resident that they are at the entrance.

Students are expected to meet their guests and accept deliveries at the entrance. Students' keys open their assigned individual room or suite door within the building. The entry doors to each room or suite of rooms are equipped with dead bolts, and all windows have locking devices. Students are encouraged to lock their doors at all times and to report the presence of any suspicious persons or unusual activities in the residence halls. Security personnel make rounds through all of the residence halls, and special interest and academic affinity, and CFS houses on a regular basis.

Additional hall security procedures are in effect for students during weekends when many visitors are on campus (for example, Homecoming and Winter Carnival): security foot patrols are increased; and posters are circulated in advance, cautioning students about personal safety and safeguarding personal property. During intersession periods, undergraduates with interim housing approval are permitted to remain on campus, although not necessarily in their own room.

Endangering Behavior.

Any action that may lead to physical harm to oneself or others is considered endangering behavior and may result in a student's removal from the College's residence halls, fines, disciplinary action, and/or criminal charges. Such acts include but are not limited to:

- Tampering with fire equipment
- Blocking a fire escape or fire exit
- Leaving items in hallways or stairwells, including but not limited to boxes, shoes, furniture (items cannot be left in hallways or stairwells, as they block the means of egress in an emergency)
- Use of a fire escape or fire exit for a non-emergency purpose

- Failing to evacuate a building during a fire alarm
- Defacing or tampering with safety signs or equipment
- Using or possessing firearms, explosives, and other highly flammable materials, or other lethal weapons
- Removing windows or screens
- Throwing objects out of windows
- Careless use of appliances and/or use of appliances that are prohibited
- Tampering with wiring
- Installation of partitions, paneling, or lofts (free-standing or otherwise)
- Careless use of any other material which may result in danger to oneself or others
- Having large items that are not appropriate for residence hall rooms, including but not limited to: pool tables, ping pong tables, foosball tables, etc.
- Any other harmful or endangering act that may harm oneself or others.

Fire Equipment and Safety.

Reporting fire falsely, tampering, removing, or discharging firefighting equipment (including removing fire extinguishers from their proper stations or discharging them other than to put out fires), and interfering with firefighters are all criminal offenses. Automatically-closing fire doors to hallways and student rooms should never be propped open, blocked, or otherwise tampered with. Nothing may be hung from any sprinkler piping in any building. Live or cut Christmas trees are prohibited from student rooms or common areas of undergraduate residential buildings. All such acts will result in a \$100 fine and assessment of repair and/or replacement costs to the responsible party or to residence hall occupants by prorating the charges, and may subject those responsible to disciplinary action and/or criminal charges.

Firearms and Weapons.

BB guns, pellet guns, rifles, handguns, shotguns, slingshots, crossbows, ammunition, hand-loading equipment, fireworks, and other potentially lethal weapons, devices, or accessories may not be kept or used in College-owned or operated residential facilities. Violations may result in immediate eviction, the assessment of a fine, and/or possible disciplinary action. Weapons may be registered and stored at the Safety and Security Office (See: page 183).

Fireplaces.

Fireplaces are located in many student rooms and lounge areas throughout the residence halls. Fireplaces located in public lounges may be used by students. Community Directors within the halls can explain the proper use of the fireplace. Fireplaces located within student rooms may not be used at any time due to safety concerns for the residents.

Food Preparation.

For reasons of health, sanitation, and fire safety, food may be cooked only in the kitchens of College-owned or operated residential facilities. Students who use cooking facilities must clean up after themselves. All food must be kept in closed containers, and garbage must be disposed of immediately. Students who violate health and sanitation standards may be liable for any resulting extermination costs and may be subject to fines and/or disciplinary action. Problems should be reported to the Residential Life Business and Operations Office.

Hall Sports.

Sports and recreational activities that may cause damage to property and fire safety equipment, as well as disruption or injury to others, are not appropriate for a residential community and therefore prohibited.

Lofts.

At the request of the Hanover Fire Department, and in the interest of fire safety, lofts are prohibited in College residential buildings. Violations of this policy may result in a \$100 fine and disciplinary action.

Open Flames.

Because open flames are documented as a leading cause of residence hall fires, the lighting and burning of candles, incense, or any other item with an open flame is prohibited and may result in a \$100 fine, disciplinary action, and any damage and repair costs associated with the open flame. The only exception to this is religious or spiritual observance. In maintaining a residential community we must balance the safety of all community members and the beliefs of individual members of the community. In order to do this we require that students who wish to maintain an open flame for religious or spiritual observance complete a request form with the Residential Education Office in the Office of Residential Life. The form must be submitted and approved prior to the lighting of candles. Upon approval, residents may maintain an open flame with the following parameters:

- He or She must be in the presence of the flame at all times
- He or She is responsible for any damage or injury that may be caused as a result
- If produced smoke creates a health risk for other community members; the resident may be asked to

seek out another location

- Resident should be able to provide Safety & Security officials with a copy of the above mentioned form upon request.

Failure to adhere to this protocol will result in immediate revocation of these privileges and may result in a \$100 fine and possible disciplinary action.

Pets.

While pets can add to and enhance the lives of many of us, they can be a health or emotional risk for others. For example, animal dander can stay in a room for months after the pet has vacated the room, endangering members of the residential community who have severe allergies. Therefore in order to promote the health and safety of all residents, students may not, at any time, be in possession of animals in College-owned or operated residential facilities; this includes even short term visits. The only exception is fish, which may be kept in a 10-gallon or smaller tank. The occupants of the room will assume all charges for damages related to the use or malfunction of the aquarium. Violations of the pet policy carry the following potential sanctions:

- Students keeping animals in or outside these buildings may be fined \$50 for each offense and may also be responsible for exterminating costs and any other charges related to the pet
- If found responsible for keeping a pet, resident(s) will have 48-hours to permanently relocate the animal to an off-campus location.

Repeat offenses may result in immediate and permanent loss of housing privileges in College-owned or operated residential facilities and the forfeiture of any potential rent refund due under the normal rent refund policy.

Roofs and Fire Escapes.

Students who climb the roof, portico, fire escape, or any other architectural building features not designed for recreational or other functional use of any College-owned or operated residential facility, except in an emergency, may be subject to fines of \$100 each, assessments for any resulting damage, and possible disciplinary action. The College assumes no financial or legal responsibility for any student injured as a result of such action.

Smoke Detectors.

All students are responsible for checking the smoke detector in their room for proper functioning. This check involves seeing that the red light in the center of the detector is lit. Any malfunction must be reported immediately to the Office of Residential Life during business hours, and to the Department of Safety and Security in the evenings and on weekends. Smoke detectors are

permanently wired to each room and should never be disconnected, covered, or otherwise obstructed. Such acts will result in \$100 fine and assessment of repair/replacement costs to the responsible party or to residence hall occupants by prorating the charges, and may subject those responsible to disciplinary action and/or criminal charges.

Smoking.

Because of various sensitivities, allergies, and health concerns due to smoking, the Office of Residential Life will provide smoke-free housing for students. For these same reasons, we ask that residents and their guests who do smoke not to smoke in the building and to take reasonable steps to reduce the smell of residual smoke if they or people they are with are smoking in another location. Buildings designated as smoke-free will be determined annually based upon student interest. Smoking is prohibited in the common areas of all College-owned or operated residential facilities. Common areas include hallways, public bathrooms, laundry rooms, kitchens, study rooms, TV rooms, and multipurpose rooms.

A \$100 fine may be assessed to any student identified or found smoking in any common area. In buildings where smoking is permitted, smoking in student rooms can occur only with the consent of the occupant(s), if applicable, and must cease immediately and permanently if a complaint is filed with the Office of Residential Life or the Department of Safety and Security by a hall resident (s).

Housing Assignments

Students are assigned to College rooms in accordance with the following policies and procedures. Please be certain that you have read this information, as all students will be held accountable for having done so. Students should also refer to the *Fall Housing Assignment Process and Room Draw* book, which is mailed to every student during the winter term, and the Residential Life Web page.

Application.

It is the responsibility of all students who desire campus housing to file an application by the appropriate deadline. Application deadlines are posted one year in advance on a bulletin board outside the Undergraduate Housing Office, and are published in *Welcome Home*, *Housing Office Newsletters*, and the *Fall Housing Assignment Process and Room Draw* booklet. Application information is also routinely published in *The Dartmouth*, Office of Residential Life BlitzMail bulletins and the ORL web site. Students are advised to apply in advance, especially if they will be off campus during the period when applications are due.

Assignment of Space.

Assignment to the College's residence halls is made without regard to race, age, religion, color, sexual orientation, national origin, disability, or status as a disabled or Vietnam-era veteran. When possible, assignments are based on information provided by the applicant. These procedures, and

other housing rules and regulations, are subject to change and it is the applicant's responsibility to know and abide by all current rules and regulations. Changes will be announced as they occur. The College reserves the right to consolidate applicants into rooms to conserve space; fill any vacancy in a partially-occupied living unit at any time; re-designate room capacity as deemed necessary; and move an applicant to another room or remove him/her from College housing as a result of a violation of residence hall policies or procedures, or whenever the best interests of the College appear to require such action.

Eligibility.

All first-year students who are not married or in a college recognized domestic partnership are required to live on campus during their first three academic terms at Dartmouth. Requests for an exemption to this requirement should be directed to the Office of Residential Life. Violations of community behavior expectations may result in removal from college housing while a first year student. All remaining registered undergraduates who are not married or in a college recognized domestic partnership may live in College residence halls or after the sophomore winter term in College recognized coed, fraternity, sorority or undergraduate society houses if spaces are available.

Upperclass students who are in good standing with the College are eligible to apply for on-campus housing. Priority is given to on-time applicants with a D-plan indicating they will be enrolled on campus for the term(s) for which they seek housing. If a student's enrollment pattern later changes, any assignment will be canceled and the student notified. It is each student's responsibility to monitor his or her enrollment pattern. Students who have been readmitted to the College are not assured on-campus housing. Like other students, they must meet application deadlines for the term of their expected return (Housing is not guaranteed after the First-Year). Any student residing in housing coordinated by the Office of Residential Life must participate in a College Board Plan at a minimum level, as defined by Dartmouth Dining Services.

End-of-Term Closing Procedures.

In order for the facilities to be cleaned and ready for the next occupant, students are expected to vacate all College residences by the closing date of each term or interim period, unless permission to remain is granted by the Office of Residential Life. Students who are found in any College residences after 12:00 p.m. on the closing date may be fined \$100 and may be subject to further disciplinary action. In addition, failure to remove personal belongings by the closing date may result in cancellation or revocation of housing for subsequent terms, as well as relocation costs to pack and move personal belongings.

Interim Housing.

At the option of the College, rooms may be used to house students who cannot return home between terms, or who must remain after closing or return before official openings, for legitimate College-related activities. This space is limited, and it is not part of a student's contracted dates of residency. Students must apply for interim housing in accordance with dates published in

Welcome Home and posted on the ORL-Student Housing Info BlitzBulletin. Failure to apply by the deadline will result in a \$50 late application fee.

Students who occupy an interim room are bound by all College rules and regulations and may not switch interim assignments. The Office of Residential Life encourages students to schedule their plans accordingly during the break periods. If a student is assigned interim housing, keys are available at the Undergraduate Housing Office on the afternoon residence halls close for the appropriate term and are due back on or before registration day of the next term. Failure to return an interim key will result in a \$40 lock charge.

Living Off-Campus.

Students who choose not to live in College-owned or operated residential facilities after their first year may do so by not applying for housing or by canceling their housing assignment within the allotted cancellation period. All students who live off-campus are expected to report their local address at registration each term. The publication, *Guide to Living Off Campus*, is available to students interested in seeking accommodations in the local area. Helpful information regarding the lease, extra costs, landlord/tenant relationship, and other items are contained in this guide available in the Housing Office and Collis Center.

Rents and Refunds.

The policy for residence hall room rent refunds for withdrawn students is as follows: 100% before classes begin, 90% during the first week, 75% during the second and third weeks, 50% during the fourth week, and 25% during the fifth week. There is no refund after the fifth week. This policy applies to all residence hall rooms and to room rents in College-owned organizations. The effective date for the room rent refund will be the date upon which the student vacates the room and returns the room key.

Room Occupancy.

The applicant may assume occupancy of his or her assigned room on the official opening day of each term and is required to vacate his or her assigned room by the official closing day of each term. The applicant has no legal right to occupy his or her assigned room or any other residence hall room during the interim period between academic terms unless approval is granted by the Office of Residential Life. Room assignments remain in effect for up to three consecutive terms that the assigned applicant is in residence within an academic year excluding summer terms. When the resident's enrollment pattern changes to indicate a leave, withdrawal or separation from the College, their housing assignment is terminated.

Special Housing for Medical Needs.

Dartmouth College provides support services and reasonable accommodations to students with medical and/or psychiatric disabilities who qualify under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The College strives to address functional limitations and behavioral manifestations by making reasonable accommodations for each

qualifying condition. Examples are accessible rooms for mobility-impaired students, and fire alarm devices for deaf students. In addition, we provide temporary assistance for short term conditions if space permits. For example, a student may need to be located on a ground floor location while recuperating from knee surgery. Students requiring special housing for medical needs should contact the Housing Office to obtain information regarding the application and required supporting medical documentation.

Summer Term Housing.

Students must apply separately for summer term. Summer term applications are available up to one year in advance. Students should be aware that only a few residence halls are open for summer term. A listing of the building open to house summer term residents is posted outside the Housing Office. If the building in which a student is during living spring term is on the list, and if he or she wishes to remain in his or her spring term assignment during the summer term, the student may request to do so in their housing application. Assignments are made, as in other terms, to affinity programs, coed, fraternity, sorority, and undergraduate society houses first, then to rooms in the designated halls and clusters. Students should consider these assignment procedures when making housing assignment choices.

Terms and Conditions for Residency in College Housing.

The Terms and Conditions for Residency in College Housing become legally binding when either the applicant is sent a Room Assignment Notification or is notified verbally of his or her assignment by a Residential Life official, unless the applicant cancels the assignment in writing. Cancellation of a housing assignment prior to the first day of classes for that term will result in a cancellation fee of \$300. The housing assignment cannot be cancelled after the College's first day of classes each term, unless the applicant is suspended, separated or withdraws from the College. Upperclass students who are enrolled for consecutive academic terms (excluding summer term) and who reside in College housing may cancel their housing assignment and move off campus after completing at least one term in residence. A cancellation fee is not charged if notice of cancellation is received before the affected term's housing application deadline. A \$300 cancellation fee is charged if notice of cancellation is received after the housing application deadline for the affected term.

Transfer.

Room assignments may not be reassigned or otherwise transferred to, nor may the assigned space be sublet or otherwise placed in the occupancy, control or care of another individual or entity. First-Year students may not change their housing assignment during their first term in residence unless the Office of Residential Life grants permission. During their second and third terms, First-Year students may switch rooms, but only with members of their class and only in accordance with the parameters set forth in the "Room Assignment Procedures." Upperclass students may change their room assignment if the Housing Office approves their request.

Withdrawal from the College.

Any student who withdraws from or is no longer enrolled at the College while bound by a housing contract must, within 48 hours of the effective date of such action, (1) notify the Office of Residential Life, (2) remove all belongings from her or his assigned room and all storage facilities, and (3) return the room key to the Undergraduate Housing Office or the Department of Safety and Security. Any assignment will be canceled and financial reimbursement made if applicable. Students failing to vacate in accordance with this policy will be responsible for any and all appropriate charges to remove the abandoned property, and may be subject to additional disciplinary action.