Living on campus can be a truly rewarding part of your Emporia experience. Our goal as a department is to work with residents to create an environment for growth and fun where residents learn to take responsibility for themselves and the community. We have worked to put many of our expectations into policy language so you understand the behaviors that support your success and the success of others. In addition to policies stated in our Residence Hall Handbook we have developed the philosophy statements below to add context to your rights and responsibilities while living on campus. These statements, as well as policies and procedures, are aimed at helping you develop skills, be successful at Emporia State, and become a part of an enriching, on-campus community. If you have any questions about this handbook please contact the Assistant Director of Residential Life, Paul Jacobson-Miller at pmiller8@emporia.edu.

**Philosophy of Your Rights & Responsibilities**

- You have the **right** to know what is expected of you within the residence halls. You have the **responsibility** to read and understand the information provided to you by the University, including the Residence Hall Handbook, Student Handbook and all other University policies and procedures.

- You have the **right** to make your own choices. With that comes the **responsibility** to ensure those choices do not infringe upon the rights of others or violate University policies. These policies support the educational mission of the University and foster a safe and comfortable on-campus environment.

- You have the **right** to be treated with dignity and respect. You have the **responsibility** to acknowledge the value of others and to learn from others in an atmosphere of positive engagement and mutual respect.

- You have the **right** to be able to sleep and study in a reasonably peaceful and quiet space. You have the **responsibility** to allow others the same right by observing quiet hours and 24-hour courtesy hours.

- You have the **right** to privacy, equitable use of your room in terms of space and time and freedom from unwanted guests. With that comes the **responsibility** to let your roommate(s) know your preferences through the roommate agreement and to work through differences in a cooperative manner.

- You have the **right** to confront others’ behavior in an appropriate manner if that behavior infringes upon your rights. You have the **responsibility** to examine your own behavior if confronted by others and work towards resolving conflict.

- You have the **right** to seek assistance from Residential Life, Police & Safety, or any other University staff with concerns regarding your living environment. You have the **responsibility** to keep your building and room secure and to prevent strangers from accessing the building. You have the **responsibility** to notify staff in a timely manner when a problem exists and to cooperate while they partner with you.

We encourage you to reflect on these rights and responsibilities, talk about them with your peers and with staff, and make them part of your educational, on-campus experience.

As students living in the residence halls you have a unique opportunity to connect with your fellow students and with the greater campus community. As responsible members of our educational community you will need to read through and understand what is expected of you. In addition to the University policies we have our Residence Hall Policies. Please read through this document and let us know if you have any questions. Please note that these polices may be updated and changed throughout the year.
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Abandoned Property

The Department of Residential Life will not be liable for property left in the building after a student vacates his/her housing assignment. During the academic year residents must remove all personal property and possessions from the residence halls within 48 hours of withdrawing from the University or upon termination of his/her contract. At the end of each semester residents are expected to vacate the residence halls 24 hours after their last final or by 12:00pm on the Saturday after finals, or whichever comes first. The student grants the Department of Residential Life the right to dispose of any property left by the student after the date when the student vacates or is expected to vacate the premises as allowed by law. Storage and/or disposal charges may apply.

Responsibilities

- Residents will check-out properly with Residential Life staff to ensure that personal property is not left behind.
- Residential Life staff who discover abandoned property should pass this information on to the Complex Coordinator.

Procedures

- The Complex Coordinator will take inventory of the personal property and store the property in a secure location.
- The Complex Coordinator will attempt to contact the property owner within 48-hours of discovering the abandoned property.
- The property owner (upon contact) will be given 30 days to retrieve the property. If, after 30 days, the owner has not retrieved the property, the Complex Coordinator will make arrangements for disposal.
- Property found within common spaces will be placed in lost and found and disposed of at the end of each semester.

Alcohol Policy and Procedures

Emporia State University is committed to maintaining an environment that is conducive to academic achievement and personal growth. Recognizing that the misuse of alcohol does not enhance or contribute to the academic success or growth of students, the following policies have been set forth.

Policy

- The legal age for consumption of alcohol in Kansas is 21. Cereal malt beverages with 3.2% alcohol by weight or less are permitted within the rooms of students 21 or older within Morse Complex. The possession of any unapproved alcoholic beverage and/or container is considered a violation of policy.
- For those residents of legal drinking age, approved alcoholic beverages are allowed in resident rooms within Morse Hall only. With the exception of underage roommate(s), residents of legal age should not consume alcoholic beverages in the presence of underage residents or guests.
- Alcohol is not permitted within Towers, Singular or Trusler.
- At no time shall persons of legal consumption age provide alcoholic beverages to underage residents.
- Residents of legal drinking age will limit container size to 12oz or less. Large containers are not permitted in any residence hall area (e.g. kegs). Persons found in violation of the container policy will be held responsible for an alcohol violation, regardless of the amount of alcohol remaining in said container.
- Alcohol consumption is not permitted within common spaces (e.g. lounges, hallways, restrooms)
- For residents under the age of 21, the possession of empty alcohol containers or possession of any device used for drinking games or the rapid consumption of alcohol is prohibited.
- Public intoxication is prohibited within all residential facilities.

Responsibilities
- It is the responsibility of all residents to ensure that they are in compliance with all University, State, and Federal laws/policies related to alcohol.
- Students who are present during an alleged policy violation will comply with reasonable requests made by University staff members.
- All residents or guests present during an alcohol violation may hold equal responsibility for the alleged violation.

Procedures
- Incidents where prohibited use of alcohol is suspected will be documented in writing and may be processed through the conduct system.
- Whenever feasible, alcohol will be drained by the owner or in the presence of a Residential Life staff member.
- If a staff member's safety is in jeopardy or the situation becomes unreasonably negative, it is advisable to seek assistance from professional staff or Emporia State University Police and Safety, or to deal with the infraction at a time when the student's behavior is more reasonable. All incidents will be documented and followed up as indicated in the conduct process.
- Incidents involving abusive drunken behavior, whether or not alcohol is present, will also be documented in writing. Staff responses will vary depending on the behavior pattern and the resource possibilities at the given time.

Assault, Harassment, Intimidation, Bullying and Defamation
The Department of Residential Life seeks to create a safe and inclusive atmosphere that recognizes and protects the rights of all residential students. Intolerance, bigotry, and bullying are contrary to the values of Residential Life. Therefore, the Department of Residential Life takes a strong stance against perpetrators of assault, harassment, intimidation, hate speech, bullying, or defamation of any nature.

Policy
Any of the following acts, even if communicative in nature, are prohibited and could lead to removal from the residential community.
- Any attempt to physically or verbally annoy, discriminate, harass, harm, bully or intimidate whether through verbal or written communication including social media.
- Engaging in any other course of alarming conduct; or repeatedly committing acts with purpose to alarm, disrupt or interfere with the rights of other students.
- Making or encouraging the production of unsolicited oral, written, or electronic publication that:
  - Exposes a person to hatred, contempt, or ridicule
  - Subjects a person to loss of the good will and confidence of others
  - Harms a person's reputation as to deter others from associating with her or him
- Sexual Harassment/Assault
Sexual harassment, unwanted sexual attention or sexual activity without consent by one student to another or to University staff is unacceptable. This includes unwanted verbal, written, and physical contact. Any situation concerning harassment or assault should be brought to the attention of Residential Life staff immediately. The use or threat of physical violence or harassment against any member of the University Community or on University property

- Any other behaviors outlined in the University Harassment and Discrimination Policy and Procedures located in the Student Handbook.

**Responsibilities**

- Students who believe themselves or other members of the community to be victims of assault, intimidation, bullying, harassment, discrimination or defamation should report such incidents to a member of Residential Life staff or the Office of Affirmative Action as outline in the Harassment and Discrimination Policy and Procedures located in the Student Handbook.

- It is the responsibility of Residential Life staff members to take any report of verbal assault, intimidation, bullying, harassment, discrimination or defamation seriously and report it to the Affirmative Action Officer.

**Procedures**

- Residents are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

- All complaints are treated confidentially and will only be reported as allowed by law.

- Specific grievance procedures and options are outlined in the Student Handbook under the Harassment and Discrimination Policy and Procedures section.

**Bed Lofting & Bunking**

The Department of Residential Life is committed to providing you with a safe and comfortable living environment, and lofts pose many safety problems. Given this, personally constructed lofts, raised platforms, or other physical space alterations are not allowed within residential facilities.

All beds within each residential facility have the ability to be bunked. Bed furniture provided by Residential Life in North and South Towers can be lofted with provided loft kits. The lofting of beds is to be executed by Residential Life personnel. Students, parents and guest should not attempt this process on their own. Requests for lofting or bunking may be made prior to move-in by contacting the Department of Residential Life. Requests for lofting or bunking may also be made throughout the year at the Reception Center.

Requests for bunking bed must be agreed upon by both roommates.

**Bicycle Storage & Removal**

Bicycles are to be kept in the bicycle racks outside the residence halls or inside the student’s room. Students should NOT secure bicycles to building signs, trees, or any other area that is not solely intended for bicycle storage. Bicycle use and storage is not permitted in the hallways, lounges, stairwells, entrances, or exits. The University will assume no liability for lost, stolen, or damaged bicycles.
Bicycles that appear to be abandoned at the end of the academic year will be considered abandoned property and removed.

**Break Housing**

**Winter Break**
At this time, the Department of Residential Life does not provide housing options during Winter Break. Residents are responsible for making off-campus accommodations during this time.

**Summer Housing**
Residential Life provides housing for students taking summer classes. Contracts for summer housing are typically available near the end of April. Housing is charged at a nightly rate and is billed to student accounts.

**Fall Break, Thanksgiving Break & Spring Break Housing**
All residence halls remain open during this time. Dining services offers limited dining options during breaks; student meal plans are not active during this time.

**Complicity**
Your presence in a location where a violation of the Student Code of Conduct or Residential Life policy is occurring may indicate acceptance of the alleged behavior. Failure to remove yourself from the situation or make a reasonable effort to stop violations of policy is indicative of bystander behavior and may constitute a violation of the policy.

**Conduct Process**
In most cases, when a student is observed potentially violating a residence hall or University policy, a residence hall staff member will identify him/herself; communicate which regulation may have been violated and request identification. Should this occur, be aware of the following:

- The conduct system is part of the total educational process and is protective of student rights.
- Always cooperate and give accurate information. Failure to cooperate and/or providing false information may result in further policy violations and sanctioning.

Residential Life staff will typically inform residents that the situation will be "documented". This means that an incident report will be submitted to Residential Life professional staff. All people involved in an incident, as well as witnesses, are typically included within an incident report.

**When Residential Life staff receives an Incident Report, one or both of the following may happen:**

- The Incident Report will be placed in the student(s) conduct file and a letter will be sent to the student.
- A Hearing Officer will schedule a conduct meeting with the student(s).

**Conduct Meetings before a Hearing Officer**
A Complex Coordinator, the Assistant Director or the Director of Residential Life will serve as the Hearing Officer. The conduct meeting, before a hearing officer, will typically take place after the initial filing of an incident report and within 5-10 class days. Correspondence with the student will primarily be delivered through the University email account.
The purpose of the initial hearing is to assemble all evidence and discuss policy violations with the student in order to make a determination concerning the validity of the allegations. As part of that process, the hearing officer will:

- Ensure that the student understands the allegations, their rights, and the conduct process;
- Gather additional information and details regarding the incident;
- Provide the opportunity for the student to ask questions regarding the incident and
- Attempt to informally resolve the alleged violation.

The aim of the initial hearing is to resolve the situation at the lowest level.

- If the student is not found responsible, no further action will be taken.
- If the student is found responsible, sanctions will be decided upon and assigned by the Hearing Officer.
- Any previous incidents of misconduct may be considered at this time. While having no effect on the determination of responsibility of the specific incident being heard, this information will be used in determining appropriate sanctions.

The student will be sent a decision letter (typically within 5-10 class days) with the results of the conduct hearing and will list any sanctions placed upon him/her. Determination of responsibility and the assignment of sanctions will be decided even if/when a student refuses to attend the conduct hearing.

Sanctions

The primary purpose of a sanction is to educate the resident by bringing awareness to the possible consequences of their conduct, exploring the impact on their conduct on the community and learning to take responsibility for one’s actions. In some instances, however, the community's need outweighs the University’s ability to educate an individual. In such cases sanctions must be imposed, including a room change, probation or suspension from the residence halls.

The following sanctions may be imposed for conduct violations. This is NOT a complete list:

- **Warning** - A written statement to a student they have violated University policies or procedures.
- **Restitution** - Charging the student for monetary reimbursement for damage incurred.
- **Education Sanctions** – The Hearing Officer is able to assign educational sanctions tailored to the specific situation and violation. Educational sanctions may include reflection papers, conversations with University staff, attendance at campus events, creation of bulletin boards and more.
- **Community Programs** - Sanctions to be performed within the community. The purpose of community sanctions are to contribute back to the residence hall community. Community sanctions may include planning floor events, participating in or planning a community service project, attending an RSO meeting, leading part of a floor meeting and more.
- **Referral to Alcohol/Drug Education Classes and/or counseling** - If the violation is alcohol or drug related, the student may be referred to Alcohol/Drug Awareness classes, which are offered through the Student Wellness Center. For alcohol/drug counseling the student must sign a waiver for verification of attendance purposes. This waiver will only allow the counselor to communicate whether the student has attended the assigned sessions. This waiver does not allow anything that is discussed in the session to be shared.
- **Referral to General Counseling** – Depending on the situation and circumstances of the violation, the student may be referred to the counseling center for a certain number of sessions. For these sanctions the student must sign a waiver for verification of attendance purposes. This waiver will only allow the counselor
to communicate whether or not the student has attended the assigned sessions. This waiver does not allow anything that is discussed in the session to be shared.

- **Residence Hall Probation** - A written reprimand for violation of regulations, including the possibility of more-severe conduct sanctions if the resident is found responsible for additional violation of any Residence Hall or University Policy within the designated probation period.

- **Relocation** - Reassignment of a student from one residence hall room or building to another. The student will be responsible for properly checking out of their current space and paying an increase in room rates if the room change necessitates.

- **Restriction of Entry** - Removal of the privilege of entering or visiting some or all residence halls. Students relocated or removed from housing may be restricted from the area. Violating this can result in trespassing charges and/or other sanctions.

- **Residence Hall Suspension** - Temporary termination of a student’s residency and privilege to live on campus. Suspension of a student’s right of residency does not deny the right to an education. Suspension may have a specific timeframe and/or require a meeting with a member of University Staff before it is lifted.

- **Removal from Residence Halls** - Termination of the housing contract and privilege of living on campus. Removal from the halls is not considered a denial of the individual's right to an education. The student will be responsible for contract cancellation fees if they are removed from the halls through the conduct process. Prior to a student reapply for housing, they will be required to meet with the Director of Residential Life.

**Appeals**

A student may appeal the hearing officer’s judgment and assignment of sanctions to the Director of Residential Life within five (5) class days of the notice of decision. Such appeals must be in writing and shall be delivered to the Department of Residential Life (South Morse Hall, Room 308). For conduct cases where the Director of Residential Life serves as the hearing officer, appeals will be submitted to the Dean of Students (Memorial Union, Room 260). A student may not appeal a decision solely on their dissatisfaction with the results of the initial hearing. The request for an appeal must cite at least one of the criteria listed below and provide supporting argument(s). All documentation and information for consideration of an appeal must be included with the student’s request.

1. The student believes the initial hearing was not conducted fairly in accordance with the policy and/or procedures violated and information presented.
2. The student believes the sanctions assigned are unreasonable or are not appropriate for the policy violated.
3. The student has new information or facts that are relevant to the case and/or were not available at the time of the initial hearing.

The request for appeal will be reviewed and either granted or denied. If denied, the results of the initial hearing become final.

The appeal of relocation, restriction of entry, residence hall suspension or removal from the residence halls does not delay the sanction. In these cases the student must abide by the sanction(s) while their appeal is being processed.

**Failure to Complete Sanctions**

If a student fails to complete the sanction(s) or does not complete to the level of expectation, the Hearing Officer will meet with the student again and lengthen the deadline for sanction completion and/or assign additional sanctions. Students who fail to complete their sanctions on time may also be charged with violating the "Failure to Comply" policy. Students who do not complete sanctions may ultimately be removed from the residence halls and a hold may be placed on the student's account.
Confidentiality and Privacy
Emporia State University affords students their full rights in conformity with the Family Educational Rights and Privacy Act of 1974, its amendments and implementing regulations. All records concerning Residential Life judicial actions are confidential. These records are only accessible to Emporia State University staff with a legitimate need to know. In order to comply with the Clery Act and other required reporting, aggregate conduct data is shared with various agencies.

Confiscation Policy
The Department of Residential Life reserves the right to confiscate property identified as a policy violation in this handbook and in the residence hall contract. Items that are not illegal to possess but are a violation of Residential Life policy (e.g. hot plates and candles), or that are used to violate residence hall policy (e.g. stereo equipment) may be confiscated by Residential Life staff. These items will be held by the Complex Coordinator. It is the responsibility of the student to schedule a time with the Complex Coordinator to retrieve confiscated item(s) and remove from the building. Weapons and illegal items will be reported to and confiscated by Police and Safety.

Student Responsibility
- It is the student’s responsibility to know and adhere to Residential Life’s prohibited item policy.
- It is the responsibility of the student to retrieve confiscated items from the Complex Coordinator.
- Any unclaimed items will be disposed of at the end of each semester.
- Items returned to students must be removed from the hall immediately.

Contract Cancellation*
Prior to Move-In Date
Students who wish to cancel their housing/meal contract prior to move-in are subject to the terms and conditions on the housing and meal contract. Please note that the prepayment of $145.00 will be forfeited at the time of contract cancellation.

After Move-In Date
Residents requesting a contract cancellation after the predetermined move-in date should meet with the Complex Coordinator of his/her assigned residence hall. Residents approved for contract cancellation and who remain enrolled as an Emporia State University student, will be responsible for a cancellation fee of 40% of the remaining balance of their existing contract. Please keep in mind that this fee includes both housing and meal costs (see Meal Plans).

Exemptions to Cancellation Fees
Students may be released from a contract without fees for the following reasons:
- No longer attending the university (graduating, transferring, or withdrawing)
- Marriage, if marriage occurs after signing the contract and if residing with spouse in the community (marriage license required)
- Participation in an academically sponsored study abroad, co-op, student teaching, or internship program out of the Emporia area
Cancellation Procedure
A student who is approved to move off campus must meet with their Complex Coordinator to complete contract cancellation paperwork. The student must also complete a proper check out and return their room key. If a student fails to return the key and/or damages the room or furniture, charges will be added to their student account.

Please adhere to the following procedures for cancellation requests:

Upper-class Students
- Visit the Reception Center to set an appointment with your Complex Coordinator
- Follow all check-out procedures outlined by the Complex Coordinator

First-Year Student's Withdrawing from University
- Meet with advisor to complete the withdraw process
- Visit the Reception Center to set an appointment with your Complex Coordinator to complete necessary paperwork.

First-Year Student Requesting Seeking Off-Campus Housing
- Complete Housing Waiver Request Form
- Contingent upon approval, visit the Reception Center to set an appointment with your Complex Coordinator to complete necessary paperwork.

Cancelling a Contract and Keeping the Meal Plan
A student who is moving off campus may elect to keep their meal plan when canceling their contract. Please visit the Dining Services webpage to learn more about Commuter Meal Plan options.

* First-Year students requesting a contract cancellation must first submit a Housing Waiver Request Form or they must have withdrawn from all classes before the cancellation will be processed.

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Cooking and Community Kitchens
The Morse Complex is equipped with a community kitchen that is available for use by Morse residents. A key to the kitchen may be checked out from the Reception Center. Residents who wish to use the kitchen should take note of the following guidelines:
- Residents should bring all necessary equipment when using the kitchen.
- Residents who check out the kitchen key are responsible for its return. Residents should not pass the kitchen key to other residents.
- Residents are expected to clean the kitchen and remove all food and equipment before returning the key to the reception center.
- Residents must remain in the kitchen while appliances are in use.
Emporia State University Department of Residential Life
Residence Hall Policies & Procedures

- All excess food should be placed in the waste basket and not the sink.
- For ventilation purposes, we ask that the kitchen door remain open at all times.

Residents who wish to prepare food in their rooms may do so using approved electrical appliances (e.g. microwaves).

Disruptive Conduct
A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of Residential Life or any of its residents, staff members, University officials, guests or the surrounding community.

Prohibited Activities
Specific violations of this standard include, but are not limited to:

a. Interfering with the freedom of movement of others;
b. Interfering others’ ability to study or fulfill the academic mission of the University;
c. Invading the privacy of another person;
d. Interfering with the right of a resident to appropriately use any residential building, facility, property, service, resource, or activity;
e. Interfering with a Residential Life or University official in the performance of his or her duty;
f. Interfering with the freedoms of speech, religion, or association of another;
g. Trespassing or the unauthorized access of any residential building, facility, property, service, resource, or activity;
h. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior;
i. Acting recklessly or in a manner that causes a disruption to the orderly function or operation of residential life;
j. Exhibiting public nudity or lewd behavior; or

Eliminating bodily waste in any area of residential buildings, facilities, or property other than restrooms.

Drugs and Drug Paraphernalia
The possession, sale of, and/or use of illegal drugs or drug paraphernalia on campus are strictly forbidden. Possession or sale of drugs may result in removal from the residence halls. Residents removed for disciplinary reasons will be held responsible for all contract cancellation charges.

Responsibilities
- Staff members and/or students who discover drugs and/or drug paraphernalia should contact Emporia State University Police and Safety immediately. Residents and or staff members should never take possession of drugs or drug paraphernalia.
- It is the responsibility of all residents to ensure that they are in compliance with all University, State, and Federal laws/policies related to drugs and drug paraphernalia
- Students who are present during an alleged policy violation will comply with reasonable requests made by University staff members.
- All residents or guests present during violation in the drug policy and may hold equal responsibility for the alleged violation.
Procedures
- Every incident involving drugs or drug paraphernalia will be referred to Police and Safety, documented in writing, and processed through the conduct system.
- The role of Residential Life staff during an alleged drug violation will be to document all relevant information and to provide reasonable assistance to Police and Safety.

Early Arrivals
The Department of Residential Life works to accommodate the early arrival of students who are involved with athletics and other student organizations. Coaches and advisors work with the Housing Coordinator to make arrangements for students requiring an earlier move-in date. Individual students may also request permission for an earlier move-in date; however, approval is not guaranteed. All policies will be in place and enforced from the time of arrival.

Billing for early arrivals is charged at a nightly rate. Billing for University sponsored groups will be invoiced to specific offices and/or organizations. Charges for individual students will post to the student’s account.

All requests for early arrival should be directed to the Department of Residential Life. Students who have not made prior arrangements to move in early may not be permitted to move in.

Electrical Appliances
Residents are permitted to have electrical appliances in their rooms provided the electrical appliances are safety labeled by Underwriter Laboratories (UL) or Factory Mutual (FM). All heat-producing appliances must have non-exposed heating elements. Both the appliance and any cord used in connection with it must have a UL or FM approved label.
- Portable refrigerators are not to exceed 5 cubic feet
- Microwaves are not to exceed 800 watts.
See “Prohibited Items” for a list of items not allowed in the residence halls.

Elevators
Elevators are for the convenience of all residents; to prevent malfunction, residents should avoid rocking, jumping, or overloading elevators. Vandalizing elevators is prohibited and may result in a referral through the conduct system.

In the event that an elevator stops moving while occupied, press the red elevator alarm button and wait for assistance. Furthermore, if you happen to have a cell phone, it is advisable to call Emporia State University Police & Safety (620-341-5337). Do not attempt to force doors elevator doors open.
Entry into the Opposite Sex Restroom
Restrooms are designated for specific gender (biological sex) use. Residents or guests should only use the restroom designated for their gender. Residents should direct guests to a restroom designated for guest gender or to a gender-inclusive restroom (where applicable).

Exterior Door Access
All exterior doors of all residence halls remain locked 24-hours a day, seven days a week. Designated exterior doors are equipped with swipe card readers. Residents must use their Hornet Card to access these doors. To ensure the safety of all residents, no exterior door is to be propped open at any time.

Access to exterior doors is specific to a resident’s assigned hall and will not provide access to any other University facility. Access to the residence halls is not available until the designated move in date. Access to the residence halls is disabled during winter break while the halls are closed; residents will not be able to use their Hornet Card to access the halls during this time.

External Fire Escapes
Both North and South Towers are equipped with external fire stairwells, which are intended as emergency exits in the event of fire. These fire escapes are intended as exits only.

Students should not use these fire escapes for any purpose other than emergency exit from the building. Prohibited use of fire stairwells includes but is not limited to:
- Dropping or throwing of objects from stairwell
- Smoking
- Loitering
- Propping fire doors open

Failure to Comply
University students are expected to adhere to reasonable verbal, written, or published instruction by University staff when working within the appropriate performance of their duties. Abusive language or other behavior which is threatening and directed toward University staff, including student staff, is prohibited and subject to disciplinary action.

Failure to comply can indicate, but is not limited to:
- Failure to comply with lawful direction of University personnel acting in an official capacity. This includes the failure to complete a sanction assigned in response to a policy violation.
- Failure to produce official identification upon request of any staff member.
- Providing or being in possession of false identification or providing false information to a university official. False identification will be confiscated and may be referred for appropriate follow-up by police or student conduct.
- Providing false, deceptive or distorted information.
- Failure to establish and abide by reasonable roommate/suitemate agreements.
Fire Safety
The Department of Residential Life takes fire safety seriously and all residents are expected to cooperate with fire safety protocol. For this reason, the following activities are forbidden, and those engaging in them may be subject to judicial sanctions and/or criminal charges:

- Setting fires of any kind for any reason including the lighting of open flames, smoking, and the possession of candles or incense in the residence hall.
- Malicious activation of a fire alarm.
- Tampering with any fire safety equipment, including fire extinguishers, fire alarm boxes, smoke detectors, and sprinkler systems.
- Propping open fire doors.
- Using space heaters or other types of heating coils.
- Careless use of approved items/appliances that creates a fire hazard.
- Blockading any exit leading out of a student room, hallway, or any entryway.
- Hanging decorations from ceilings, using decorations in a way that provides a continuous path of fuel, or covering more than 50% of a fire rated door (i.e. room door) with flammable material.
- Removing or displacing ceiling tiles. These act as fire barriers and are crucial to the safety of residents.
- Failure to evacuate the building during an activated fire alarm. Remaining in the building during an alarm places not only the individual at risk, but may result in disciplinary action.

Activating a fire alarm system without proper cause endangers the safety of all residents, as well as the security of the greater community and the fire department. A false alarm is not a prank; it is a criminal offense that endangers the safety of others. A student, who, without reasonable cause, activates a fire alarm system or tampers with fire safety equipment, may face removal from the residence halls and be referred for criminal prosecution.

First-Year Residency Requirement
As a residential campus committed to the education of the whole person, the residential experience is considered an integral part of a student’s education and the University experience. The on-campus experience provides each student a supportive living environment, proximity to academic resources, convenient access to organized student activities, and social interactions. In short, the on-campus experience provides a unique climate for personal growth opportunities, which are an integral and intentional component of the university education. Given this, Emporia State University requires full-time, first-year students to reside in the residence halls.

This first-year residency requirement applies to a student with freshman academic status and international students in their first year of studies at Emporia State University.
Conscious that a small number of students may be interested in pursuing their educational goals without this residential experience, Emporia State University allows for students who meet the following criteria to live off-campus.

**Domestic Students**

Students who meet the requirements below may apply for a waiver to the on-campus requirement by completing the [Housing Waiver Request Form](#) (For more information, see First-Year Housing Waiver).

- **Age of Student:** The first-year student has graduated from high school at least one year prior to entering Emporia State University and is 19 years of age or older on or before the first day of fall classes.
- **Family Residency:** The first-year student is living in the Emporia community (no farther than 30 miles from the city of Emporia) with a member of their immediate family or legal guardian. Immediate family is defined as: father, mother, sister, brother, aunt, uncle, or grandparent. Note: Failure to maintain the residency will result in loss of waiver and potential disciplinary actions.
- **Married Student:** The first-year student is married on or before the first class day of fall semester.
- **Student with Dependents:** The first-year student is the legal, custodial parent or guardian of a dependent child.
- **Other:** The student does not fall into one of the above categories but feels that they have extenuating circumstances in which off-campus residency would be the best option.

**International Students**

First-year international students who meet the requirements below are eligible for an automatic waiver from the on-campus living requirement. These students do not need to complete a Housing Waiver Request Form.

- **Degree-Seeking Student:** The student is degree-seeking, has graduated from high school at least one year prior to entering Emporia State University, and is 19 years of age or older on or before the first day of fall classes.
- **Visiting Student:** The student is a visiting student (attending the university for one or two semesters) and is 21 years of age or older on or before the first day of fall classes.

**Furnishings**

All furniture purchased for the use of residents living in University residence halls and designated for the common areas or lounges shall remain in the common areas. The furniture is not to be moved to student rooms for personal use. Removal of community furniture from designated spaces may be considered theft.

Each residence hall room is equipped with an extra-long twin size bed, desk, desk chair, and clothing storage. Exact furniture varies depending upon room type. Your Room Condition Report (RCR) is intended to provide accurate records of the furniture in each room. All furniture must remain in your room at all times. Residential Life does not remove furniture from individual rooms due to lack of storage space. Charges may be assessed for furniture that is damaged or removed from a student’s room.

**Gambling**

Any gambling-related activity that is a violation of the law is prohibited within the residence halls, including within individual residence hall rooms. Students may choose to play games in which invaluable objects (i.e. poker chips) are
traded. However, any game in which money or valuables are won, traded, or gambled is prohibited. Students may not gain or lose anything of value while playing these games.

Guests
The right to live in reasonable privacy takes precedence over the right to entertain guests within residential facilities. In determining when guests should be invited to the room, common courtesy and mutual respect should prevail.

- A resident may host only one guest at a time for no more than two nights per week; and guest may not prolong a visit by moving to another room. If this occurs, both the original and current host may be held accountable.
- Having an overnight guest should be discussed and agreed upon with one's roommate(s) ahead of time. Any resident of a room has the right to ask a visitor to leave. If a visitor does not cooperate with a request, Residential Life staff may be contacted for further action.
- The resident should be with the guest in the room at all times while in the residence halls.
- Keys and Hornet Cards cannot be loaned to guests.
- Guests are expected to abide by all campus rules and regulations, and hosts are responsible for the behavior of their guests.

In situations where non-students violate University and Department of Residential Life rules, regulations, and policies, these non-students may be denied visitation privileges to the residence halls.

Hall Sports Policy
Due to the potential of damage to facilities, personal injury, and disruption to the community, the playing of sports outside of designated areas within the residence halls is prohibited. This includes but is not limited to throwing, kicking, or hitting any object.

Liability & Property Loss
The University does not assume responsibility for, nor have any legal obligation for, any damage or loss of a resident’s personal property. Residents are encouraged to obtain personal property insurance on their belongings. Many times, parents’ homeowners insurance policy can have a rider covering their property while at school, or the resident can purchase his/her own renter’s policy.

If personal property of resident is damaged due to actions on the part of University personnel acting within their job responsibilities, residents may initiate a claim in writing to the Director of Residential Life. Submitting a claim does not guarantee acceptance or reimbursement.

Local, State and Federal Laws and Ordinances
Residents living in the Residence Halls are members of the Emporia Community and must obey all local, state and federal laws and ordinances. Violation of these laws may constitute violation of Residence Hall Policies and
sanctions may be assigned separate from any legal proceedings. While studying abroad residents must obey the applicable laws to their current location.

Lock-outs, Lost Keys and Lock Changes

Lock-outs and lost keys are not an uncommon occurrence within the residence halls and Residential Life works to assist students who are unable to access their room. Residents who are locked out may receive assistance during regular Reception Center hours. Residents should contact the Resident Assistant on duty (this information is provided at the Reception Center) at times when the Reception Centers is closed.

If you are locked out of your room or if your room key has been lost, you need to be aware of the following policies and procedures:

**Lock-outs**
- To ensure the safety of our residents, Residential Life requests identification and verifies room assignments each time a lock-out is requested. If you do not have identification at the time or room verification, Residential Life staff will ask you to produce identification upon opening your room.
- Maintenance and custodial workers should refer students to the Reception Center and/or Resident Assistants for lock-outs.
- Residential Life does not penalize students for the first two lock outs. Residents will incur a $10.00 dollar charge for all subsequent lock outs.

**Lost Keys**
- Residents are to report lost keys to a member of Residential Life immediately.
- If you have temporarily misplaced your key or have left it at home, notify a member of professional staff. He/she will work with you to provide a temporary key. If, however, keys are not recovered at the assigned deadline for the loaned key's return, a lock change will occur.
- The cost of a lock change ($35.00) is the responsibility of the resident who lost his/her key.
- All lock changes are final. If you happen to find your key before a lock change occurs, contact Residential Life immediately.

**Lock Changes**
- Residents who know their key is lost may request a lock change and a temporary key at the Reception Center.
- Once completed, maintenance will communicate that information to the front desk and the Reception Center Assistant will contact all parties involved.
- Roommates affected by the change must provide their old room key before receiving the new key.

Medical Emergencies and Transport to Hospital

The Department of Residential Life and its employees are not professional health care providers and will not be responsible for providing medical care for residents, or their guests, who are experiencing a life-threatening injury or illness defined as:
A situation that has compromised the individual’s personal health and safety, demonstrated in part by an overall weakened condition (physical or mental) and/or the inability to walk, talk, or understand and follow directions.

In the event of an individual in one of the Residence Halls is determined to be in a life-threatening condition Residence Hall staff will:

1. Contact emergency medical personnel
2. Retrieve the appropriate Emergency Contact Card and bring it to the scene.
3. Inform individual that the person listed as emergency contact is being contacted by Residence Life staff. If Emergency Medical Technicians recommend transport to hospital, the emergency contact will be made aware of that recommendation.
4. In the case of a medical emergency, when the individual refuses transport to the hospital after such recommendation is made by emergency medical personnel, the emergency contact individual will be asked to make the decision on behalf of the individual.

If the emergency contact supports the decision of the individual involved in the medical emergency to not accept transport to the hospital, then the contact and the individual will be made aware of the following:

1. We leave emergency medical care to trained professionals. Residential Life professional and student staff are not able to provide medical care. Beyond routine duty rounds, staff will not be allowed or required to observe, care for or provide medical assistance.
2. Roommates and friends are not trained or required to be “on watch” for an individual who has refused transport and is remaining in his/her room immediately after a medical emergency has been evaluated by Emergency Medical Technicians.

Meningococcal Vaccine

In accordance with the Board of Regents of the State of Kansas policy related to meningococcal vaccinations, Residential Life requires that all incoming students residing in the residence halls be vaccinated for meningitis or sign a waiver refusing the meningitis vaccine.

Every student must submit a meningococcal vaccine documentation form regardless if you receive the vaccine or not.

Follow the steps below to access and submit the on-line, meningitis waiver form:

1. Follow this link: https://www.emporia.edu/student-wellness/health-services/
2. Click on Medical Forms
3. Log in and enter any verification information requested.
4. Click on the link "Required Forms" on the left
5. Click on the link to “Meningococcal Waiver Form”.
6. Read the information, check the box, and click "Submit Final".

Missing Person

A faculty, staff, student, or community member who is concerned that a resident of on-campus housing may be missing should notify Residential Life (or Police and Safety outside normal business hours). This notification will initiate departmental missing person procedures.
When students move into the residence halls they are required to complete an Emergency Contact card. The information included on the Emergency Contact card will remain confidential. The card will allow residents to designate a Missing Persons Contact who will be communicated with if the resident is reported to be missing. If a resident does not provide contact information, the emergency contact listed within the University’s student information database will be used.

If contact cannot be made with a resident within 24 hours after the resident is reported to be missing for at least 24 hours, Residential Life staff will notify Police and Safety. This will lead to the completion of an official missing person report. At this point, the resident’s Missing Persons Contact will be communicated with.

Any resident under the age of 18, who is not an emancipated individual, will provide contact information for a custodial parent or legal guardian. This custodial parent or legal guardian will be contacted within 24 hours of the determination that the resident is reported to be missing for 24 hours.

**Pest Control & Health/Safety Inspections**

The residence halls are routinely sprayed for pest control. Notices will be posted no less than 48 hours in advance. The spraying is done in cooperation with the maintenance staff and the residence hall staff.

In addition, it is the practice of Residential Life to perform health and safety inspections in conjunction with pest control. These inspections are for preventative and corrective action. If a room does not meet environmental standards, residents are given 24 hours to correct the problem.

**Pets**

Pets are not permitted in any student housing with the exception of non-carnivorous fish in 10 gallon tanks or smaller. No other pets or animals are permitted in student residences at any time, even for a brief visit.

Students who, because of a disability, seek approval for a service animal must request a reasonable accommodation through Disability Support Services. This process requires appropriate supporting documentation and subsequent discussions related to the specific needs of the student.

Students must not bring the service animal to campus until they have received approval from Disabilities Services and Residential Life. Any student who has an animal in residence prior to approval is subject to judicial action through the Residential Life conduct system.

Please contact Disabilities Services for policies regarding service animals.

**Posting Flyers and Signs**

All students and student organization should utilize #HornetLife to advertise campus events. Permission to post signage related to non-campus and campus related activities must be approved by a professional member of Residential Life staff.
Prohibited Items
The following items are prohibited within the residence halls. All of the items found below are subject to confiscation by Residential Life staff. This list is not meant to be comprehensive and may be subject to change at the discretion of Residential Life staff.

- Amplifiers
- Candles
- Candle warmers
- Metal tipped dartboards
- Fireworks
- Flammable liquids (e.g. gasoline and lighter fluid)
- Grills (indoor or outdoor)
- Halogen or sun lamps
- Highway and/or road signs
- Hookahs
- Hotplates
- Incense
- Pets (other than non-carnivorous fish)
- Smoke and/or fog machines
- Space heaters
- Subwoofers
- Toasters
- Toaster ovens
- Weapons (see weapons policy)

Quiet Hours and Noise
All members of the University Community have a right to reasonable peace and quiet during normal hours of rest. Undue noises or disturbances that violate the rights of community members to reasonable peace and quiet are prohibited. During designated quiet hours, particular courtesy should be shown to enable others to concentrate on their studies and get sufficient sleep. Even an isolated outburst of excessive noise can wake someone from a much needed nap or disrupt one's concentration during a study session.

- Quiet hours are 10 p.m. - 10 a.m. daily.

- Courtesy Hours are in effect 24 hours a day. This means that within a community, members are encouraged to speak up when noise may be disruptive to them. If asked to quiet down, those community members should comply according to Courtesy Hours.

- During quiet hours, sound equipment (i.e., stereos, radios, TVs) may be played only while door is fully closed and volume may not be heard in other rooms, hallways, or outside the building. Lobby noise should be kept at a minimum so as not to disturb others.

- During final exams period, quiet hours are in effect 24 hours a day.
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- The Resident Assistant and members of the floor community will be responsible for maintaining quiet hours established.

- Stereos are a frequent source of noise disturbance and high-powered stereos (including low frequency speakers and "sub-woofers") are prohibited.

Recycling & Waste Removal

Recycling
For the convenience of our residents, each residence hall provides recycling receptacles for paper, plastic, and aluminum.

Trash Removal
Residents should use designated receptacles for the disposal of trash. Lobby trash cans should not be used to dispose of room trash. Furthermore, residents should not place glass or large items such as cardboard boxes within the trash chutes; these items clog the trash chutes.

Residence Hall Closing

Winter Break Closing
All residents are expected to vacate the residence halls 24 hours after their last final or by 12:00pm on the Saturday after finals, or whichever comes first. For the safety of students, the buildings are locked during winter break and students do not have access to their room or possessions within their room.

The following actions are required prior to student’s departure:

- Schedule a check-out time with the Resident Assistant
- Leave room clean and orderly
- Empty all trash
- Disconnect all electrical appliances
- Move furniture away from HVAC units
- Close and lock windows
- Close blinds
- Unplug, defrost, empty and clean refrigerator (leave refrigerator door open)
- Set thermostat to 60 degrees or medium heat, fan on low
- Turn off lights
- Lock the door
- Forward mail if not returning to Emporia State University

End of the Year Closing
All residents are expected to vacate the residence halls by 12:00pm on the Saturday after finals. Students should ensure that they have made proper arrangements to move all belongings and complete the check-list below. All students must schedule a check-out time with their Resident Assistant before leaving.

- Clean room thoroughly. It should look as it did when the student moved-in.
  - Empty all trash
  - Clean all surfaces
  - Remove any sticky tack or other hanging products/substances used to hang posters
  - Sweep floor
• Close and lock windows
• Report damages*
• Close blinds
• Set thermostat to 60 degrees or medium heat, fan on low
• Turn off lights
• Turn in room key
• Submit change of address form

*Please note that staff members walk through each room to determine room condition and check for damages. Students may be assessed damage charges.

**Residence Hall Damages**
All residents of a room will be held responsible for all damage or vandalism that is beyond the expected normal wear of the facility and its furnishings. Damages to student rooms and their furnishings will be assessed to the occupant(s) responsible. Floor damages which cannot be attributed to an individual will be pro-rated among floor members. The student is responsible for routine cleaning of his/her room.

**Room Decorations**
The Department of Residential Life encourages the personalization of student rooms; however, care should be taken when hanging room décor. Please note the following guidelines as they relate to room decorations.

- Posters should be mounted in a way that does not damage walls (e.g. create holes of any kind). Residential Life recommends 3M Command™ products.
- Contact paper should not be applied to any part of the residence hall room.
- Decorations that contain nudity, sexually offensive, homophobic, illegal, or racially offensive content are prohibited on the exterior of the room or from being displayed in a manner which can be viewed from the exterior of the room.
- Students should be certain a fire hazard is not created (see Fire Safety policy)
  - No items should be attached or suspended from the ceiling or pipes in your room.
  - During holiday seasons, live trees, wreaths, or garland are not permitted in the halls.
  - Other decorations should be flame resistant and use low-heat UL approved bulbs.
  - Wall decorations must not be placed edge to edge so that a continuous path of fuel is established in the event of fire.
  - Wall decorations must not extend past your doorframe or cover more than 50% of the door.

**Room Entry**
The Department of Residential Life respects the personal privacy of its residents and does not make it a practice to enter resident rooms without prior notice or authorization. The University reserves the right for authorized personnel to enter student rooms under the following conditions:

- In an emergency
- Ensure the health and safety of residents and facility
- Regular inspection or maintenance
- In the event of extreme hazard involving the potential loss of life or severe property damage.
- When noise from a room is causing an undue disturbance to the surrounding community
- All residence hall rooms are entered by residence hall staff after winter closing in order to secure the room for the break period (close windows, check for proper heater functioning, etc.)
- Any other legally permissible interest of the University

Entering a room requires the utmost care and sensitivity to ensure privacy for the students in a residence hall setting. When appropriate, a note will be left for the occupant with the staff member's name and explanation as to why they entered the room. With the exception of periods when the halls are closed, no room will be entered without knocking.

If at any time a resident has concerns with room entry or feels that proper procedure was not followed, he/she should contact the Complex Coordinator of the assigned building.

**Room Change Procedures**

- Notify your Resident Assistant that you wish to complete the room change request form.
- Schedule an appointment with the Complex Coordinator at the Reception Center located within your building.

**Note:** Often times, it is helpful to determine a plan of action before meeting with the Complex Coordinator. That is, the Complex Coordinator will work to find the best fit, but cannot guarantee satisfaction with your new living situation. Consider seeking out a new living situation on your own before your meeting.

- Contingent upon approval for a room change, you will need to ensure you complete the following:
  - Contact you your new Resident Assistant to schedule a check-in time to your new room
  - Contact your current Resident Assistant to schedule a check-out time
  - Ensure that you complete your room change within 2 business days
  - Complete a new Roommate Agreement for with your new roommate

In the event of an emergency or if you feel unsafe in your current room situation please contact your Resident Assistant or Complex Coordinator immediately.

**Roommate Consolidation**

The Department of Residential Life may consolidate rooms to full capacity when vacancies occur and may move students to another room when necessary. Students who have not contracted for a designated single occupancy room and who do not have a roommate may be asked to perform one of the following actions:

- Move to another room assignment with a roommate
- Accept a roommate chosen by Residential Life

**The roommate consolidation procedure is as follows:**

- The Complex Coordinator compiles a list of all residents who need to move to create necessary space within the residence halls.
The Complex Coordinator provides each resident on the list with an explanation of the consolidation policy and available options for consolidation.

Residents who have not selected a consolidation option will be assigned a new living space.

**Roommate Responsibilities**

Residents must establish and maintain a reasonable level of respect with roommate(s) and suitemates as determined by Residential Life staff. Residents must participate in setting, adjusting and upholding expectations established in the roommate agreement.

**Severe Weather**

The threat of severe weather, including tornadoes, is a reality in Kansas. The Emporia State University department of Police and Safety is designated as a warning center and, as such, will coordinate severe weather and warning communications with Residential Life. In addition, the city of Emporia is equipped with severe weather warning systems (e.g. tornado sirens). However, these sirens are typically designed to warn members of the community who are outside of their residence. Given this, students should tune in to local weather forecasts and be prepared to take shelter when severe weather is approaching. It is the responsibility of the student to take appropriate action. Tornado shelters are available and posted throughout campus.

Should severe weather become a threat, residents should know where to take shelter. The following are lists of shelter areas in the residence halls:

**Morse Complex:**
- Lower hallways connecting Central and Abigail
- Lower hallway in Northeast away from lobby area

**Towers/Trusler/Singular Complex:**
- Lower hallways in all buildings as well as work and utility areas

Residents should avoid going outside and/or standing near windows when severe weather is imminent.

All students are encouraged to carry appropriate insurance. The University will not be liable for loss or damage to any property of the student including, but not limited to, loss from fire, flood, wind or acts of God.

**Sexual Misconduct**

All sexual misconduct cases that are being brought through the University conduct system will be assigned to a hearing officer, who is a Title IX official. The survivor may choose to request a hearing officer of a specific gender. The Title IX official will investigate sexual assault cases by meeting separately with the survivor, alleged perpetrator and witnesses.

If the parties involved live within the residence halls, a no-contact order will be issued and a “safe space” will be designated while the case is being heard. If necessary, for the duration of the investigation, the alleged perpetrator will be temporarily moved within or removed from the residence halls without the assignment of additional fees.
Any alleged policy violations including alcohol or drug use will be granted amnesty for the survivor of the sexual assault case. The alleged perpetrator may face additional charges for these or other policy violations.

Sanctioning is done on a case-by-case basis and may include:

- Relocation: If the perpetrator lives on the same floor or within the same building they may be reassigned to a different location.
- No contact orders for both individuals. This includes in-person, phone and digital contact.
- No trespass orders for the floor or community in which the other lives.
- Counseling Center appointments.
- Alcohol and Drug counseling when alcohol/drugs are involved.
- Probationary status with Residential Life.
- Suspension from the Residence Halls.
- Probationary status with Emporia State University.
- Expulsion from Emporia State University.

**Sexual Misconduct Case Process**

1. When Emporia State University staff members are made aware of alleged sexual misconduct, the University is obligated by Federal regulations to complete an investigation.
2. A University Title IX official will serve as a hearing officer (unless a hearing officer of a certain gender is requested) and will initiate contact with the survivor, alleged perpetrator and witnesses. The hearing officer will inform all parties of the proceedings and provide written notification for no-contact orders and safe space designations for the duration of the process.
3. The hearing officer will meet individually with the survivor followed by a meeting with the alleged perpetrator to explain the process, ask questions, gather information and ultimately determine if the alleged perpetrator is responsible. The hearing officer may schedule follow-up meetings as necessary.
4. If the alleged perpetrator is found responsible, a meeting will be held in order to provide written notification and assign sanctions. Within the same timeframe, the hearing officer will also meet with the survivor, share the decision and explain sanctions assigned. The hearing officer will only notify the survivor of sanctions related to contact, safe spaces, room changes or suspension from the halls.
5. If the hearing officer determines that the alleged perpetrator is not responsible they will notify both parties in person and provide the alleged perpetrator with written notification of the decision. Both the alleged perpetrator and survivor will have the option to move to a different room if they are on the same floor. The hearing officer may decide to keep safe spaces and no contact orders in place even with a finding of not responsible.
6. Appeals may be taken to the Dean of Students (Memorial Union, Room 260) and can be submitted by either party (the survivor or alleged perpetrator).

**Smoking**

In the promotion of a healthy and sanitary environment, and in compliance with state law and University policy, smoking is prohibited within the residence halls and within 30 feet of the residence halls. Smoking includes but is not limited to: cigarettes, hookahs, pipes and any electronic smoking devices (i.e. E-cigs, vapor pens or any other vaporizers).
Solicitation
Unauthorized solicitation for business, charity, political, or religious purposes is prohibited within the residence halls. Off campus groups are not permitted to sell products or provide services in the residence halls.

Solicitation includes, but is not limited to, the direct sale of items, requests for charitable donations, and door-to-door distribution of coupons, business mailings, and political/religious material.

Approval for Promotions or Advertising
Student organizations should utilize #HornetLife as their main source for recruiting and event marketing. The Department of Residential Life is happy to partner with student organizations under the following provisions:

- Contingent upon prior approval of the Complex Coordinator, organizations may display easel sized posters and banners within the residence halls. Approval will not be given for the display of recruitment events and/or events which are exclusive to the members of a particular organization.
- The Department of Residential Life has historically assisted with charitable events (e.g. Can the Bods and Project Warmth). Given this, organizations wishing to distribute receptacles for charitable donations, should contact the Complex Coordinator.

Theft Prevention
The Department of Residential Life takes the security of its residence very seriously and provides measures to ensure the security of personal property. Despite these efforts, theft may occur within the halls and residents should take measures to prevent property loss.

The following tips may help reduce the likelihood of theft occurring:

- Always carry your room key and lock your door.
- Avoid leaving personal property in lounges and other common spaces.
- Avoid leaving valuable items exposed within your room.
- Be aware of who comes in and out of your room.
- Remain aware of those people entering and exiting the building; report suspicious behavior.

Should you suspect that you have become a victim of theft, contact Emporia State University Police and Safety as well as a member of Residential Life.

Weapons & Weapon Storage
In order to protect residents from accidental injury, the University has prohibited the use or possession of weapons and munitions in the residence halls.

Weapons include, but are not limited to:

1. Any object or device which will, is designed to, or may be readily converted to expel a bullet, shot or shell by the action of an explosive or other propellant;
2. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
3. any BB gun, pellet gun, air/C’O2 gun, stun gun or blow gun;
4. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than ¼ ounce;

5. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;

6. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;

7. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;

8. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;

9. any martial arts weapon such as nun chucks or throwing stars; or

10. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

**Weapon Storage**

Residents who own weapons may make arrangements for a storage locker with the Emporia State University Police & Safety. Storage lockers are free of charge, however, lockers are limited and residents must provide their own padlock.

**Window Screens, Ledges and Roof Access**

Window screens are to remain in place at all times. Any person or object moving past the screen of residence hall window is strictly prohibited. This includes, but is not limited to throwing and/or dropping items from the building, sitting on window ledges or entering/exiting through windows. No resident will be permitted on the roof of any residence hall building for any reason.