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General Policies & Procedures

Each member of the Mount Holyoke community is expected to adhere to the honor code and all regulations in the Student Handbook. The effectiveness of a residence hall community rests firmly on an accepted code of behavior in which personal and collective integrity are the hallmark. Each student must make themselves familiar with and uphold the residence hall policies and procedures. Failure to comply with Residential Life and College policies will result in disciplinary action and may lead to a loss of housing privileges.

Alcohol

The College is bound to adhere to all Massachusetts state laws regarding distribution, possession, and consumption of alcoholic beverages. No alcoholic beverages of any kind may be served to those under the age of 21. No kegs or deliveries of alcoholic beverages are allowed in the halls. Students 21 and older may have alcohol in their rooms, but there is no alcohol in public areas: halls, lounges, television room, unless they are participating in a sanctioned College event. For more information about the Mount Holyoke College Alcohol policy and sanctions, please refer to the [Student Handbook](#).

Bias-related Incidents

Harassment based on race, national or ethnic origin, sexual orientation, gender/gender expression, religion, age, or disability is not tolerated in the residence halls. Such behavior includes unwelcome slurs, jokes, graphic or written materials, and all other verbal or physical actions related to an individual's personal background or attributes.

Bicycles

Bicycles must be registered with the Department of Public Safety and stored in approved residence hall locations. Each January, Facilities Management staff go through the bicycle storage areas to tag any bicycles that are unregistered. Unregistered bicycles are removed and disposed of.

Community Responsibility

Students are members of a residence hall and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates and other students.

Community Standards and Violation of Residential Life Policy

If a student violates any of the residential life policies and procedures, the student may be asked to meet with a member of Residential Life professional staff. This meeting will outline what policy has been violated, list any sanctions that the student will be required to complete, and will act as a student's agreement not to violate this policy again. If a student has multiple offenses or does not complete the sanctions set out in the agreement, the matter may be referred to the Director of Residential Life, Dean of Students, or the Council on Student Affairs. For more information on the Council on Student Affairs, hearing procedures, and the sanctioning process, please refer to the [Student Handbook](#).

Drugs

In accordance with the Federal Drug Free Schools and Community Act and Massachusetts state law, using, possessing, or distributing illegal narcotics is prohibited. For more information about the Mount Holyoke College drug policy and sanctions, please refer to the [Student Handbook](#).

Escort Policy

All guests will need to be escorted by their host, but not necessarily escorted while on the floor of their host. Guests must be escorted to other floors in the hall. In the case of coed bathrooms, a guest will need to request permission to enter. All guests need to be escorted throughout the hall during residence hall parties. Each residence hall will be charged with the responsibility to develop policy modifications for each residence hall floor or spontaneous events or special weekends (e.g., Las Vegas Night) as members of the community deem appropriate. Policy modifications should be consistent with current community standards. Guests should not be let into the residence hall by anyone other than their student escort. Guests should let students know they have arrived by contacting them via the call boxes outside of each residence hall.

Fire Safety and Violation Policy

It is a violation of the honor code to refuse to leave during the fire drill, to partake in negligent behavior leading to a fire, or to engage in hazardous behavior such as possessing and/or using candles and incense or obstructing the sprinkler system. Students must assume responsibility for the behavior of their guests in residence halls and can be fined and held responsible for guests' violations of these policies. In most cases a first offense will result in an incident report with a sanction of viewing a fire safety video and community service hours with Facilities Management. A second offense will be referred to the Council on Student Affairs.



RELATED LINKS

[:: Public Safety](#)
[:: Dining Services](#)
[:: Student Handbook](#)
[:: Disability Services](#)
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Furniture Removal

Due to limited storage space, we require students to keep the bulk of the college provided furniture in their assigned room. Excess furniture should not be placed in corridors or stored in trunk rooms. The College will allow students to provide their own bed. In order to have the college provided bed removed, students must complete a "Request for Bed Removal" form available in the Office of Residential Life. If the form is returned to the office prior to July 15 the student will not be charged for the removal. However, if the request is received after July 15 the student will be charged a \$25 removal fee.

Guests

Student rooms serve multiple purposes. Residence and study have priority over entertainment, a priority occupants of double rooms especially must honor. We consider guests of the campus to be anyone who is not registered Mount Holyoke students who is hosted by a registered student in accordance with the policies of her residence hall. Guests in a residential context are any student who is not a resident of the hall or assigned occupant in the residence hall room.

Overnight guests are welcome for a short-term stay. Short term is typically a weekend, not to exceed 1 week per semester. Guests must abide by the regulations of the residence hall and the larger College community while they are on campus. If the guest's conduct offends other residents, breaks policy, or the frequency of visits becomes problematic, the hosts will be asked to have the guest leave. All students are held responsible for the behavior of their guests. Hosts assume full responsibility for informing their guests of the College policies, procedures, and community expectations.

Hallways

Hallways must always be clear in case of fire. Items found in hallways and stairwells are considered abandoned. A delay in removing items from a hallway will result in their immediate removal and disposal.

Illegal Moves

Students are not allowed to move into a new room assignment or change rooms with another student without the express permission of the Office of Residential Life. If you have questions about changing rooms, please contact the Office of Residential Life. For more information on room changes, please consult the Room Change section of the [Housing Process](#) Web page.

Key Replacement

See our [Key Policy and Procedures](#).

Lockouts

Until 11:00 PM, students locked out of their rooms should look for the hall president. Each student is allowed 2 free lockouts from the Hall President over the course of the academic year. Additional lockouts performed by the Hall President will be recorded and the students will be fined \$10 for each lockout. If the Hall President is unavailable, students should call Public Safety. Lockouts handled by Public Safety personnel will be charged a fee is \$15. There are no free lockouts provided by Public Safety personnel.

Staff is not authorized, under any circumstances, to let anyone into someone else's room. Therefore, a student must show proof of identification (student identification card, driver's license) prior to entry. If the student has no form of identification at the time, the student will be required to show identification immediately upon entrance to the room.

Pets

Pets are forbidden in residence halls with the exception of aquatic animals (e.g., fish, frogs, turtles) that can be safely and humanely contained in a tank/bowl of five gallons or less. Lights and filters are allowed and must fit within the parameters of Mount Holyoke College's fire safety guidelines. Students are responsible for the well-being of their pets throughout the academic year and break periods.

Quiet Hours

Each residence hall floor determines quiet hours through discussion and voting facilitated by the hall president at the beginning of each semester. Quiet hours can be negotiated mid-semester if necessary. Twenty-four-hour quiet hours are common during exam periods. Students are expected to be courteous and respectful of one another regarding room noise and activity at all times.

Right to Assign

The Director of Residential Life reserves the right to assign any vacancy in College-owned housing at any time and/or to reassign any student at any time.

Room Inspections

Residential Life and Facilities Management assess the condition of each room at the beginning of the academic year. This assessment indicates the physical state of the room and all of its contents at the time of the student's arrival in the fall. Any missing furniture or change in the state of the room or its facilities beyond reasonable wear will be billed to the student. Students will be charged for actual labor and replacement costs for major repair to a room. A \$100 cleaning fee is assessed if personal belongings or trash are left behind in the residence hall room when they vacate at the end of the year. Any painting of student rooms or College furnishings is prohibited. There will be a \$400 fee for any painting in a student

room or on College furnishings.

In addition, hall safety representatives and Facilities Management staff inspect rooms at the beginning of each semester and during breaks to ensure compliance with fire safety regulations. Another inspection takes place after students leave. Students will be notified in advance of inspections.

Small Private Events

See our [Small Private Events policies and procedures](#) section

Smoke Free Residence Halls

All residence halls are completely smoke-free spaces. No smoking should take place in any space in these buildings. This includes, but is not limited to, student rooms, lounge spaces, bathrooms, balconies, porches, or within 20 feet of the hall.

Trunk Rooms

See our [Trunk Room Policies and Procedures](#).

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To contact the College, call 413-538-2000.
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