

# Marshall University Housing & Residence Life



## Residence Hall Guide 2023-2024

# WELCOME

These are exciting times at Marshall University! The Department of Housing and Residence Life is committed to providing a residential living and learning environment that directly supports the academic, educational, and personal development of each student, as well as provides a safe, quality, living experience that supports the educational goals of the University.

The essential values, which guide our programs and services, are student success, respect and civility, the diversity of our students, and student leadership.

Our residence halls are great places to meet new people and form lifelong friendships. There are numerous ways in which students can get involved on a personal level within each residential community. Whether it is through volunteer leadership opportunities as a member of the Residence Hall Association, student employment opportunities available in the residence halls and on campus, hall-sponsored programs and activities, or community service, these are all amazing opportunities to become actively engaged in the residential experience.

The information contained in this student handbook is designed to provide important information regarding the University Housing program and the campus living experience, including residence hall policies and procedures, which are unique to Marshall. In addition, the expectations the University has for each member of the Marshall community, are also provided in this handbook.

In closing, we remain convinced that the second most important decision a student makes after deciding on which university to attend is where they are going to live. We believe nothing is better and more important to a student's college experience and success than being a part of on-campus living. You will soon discover that residing on campus is the other half of your university education!

Again, welcome! We wish you a successful and rewarding year at Marshall.

The Housing and Residence Life Team

## **Table of Contents**

Coronavirus Health and Safety Policies and Procedures	4
Section One: Departmental Overview	6
Section Two: Staffing	9
Section Three: Residence Hall Services and Amenities	10
Section Four: General Housing & Assignment Information	18
Section Five: Residence Hall Policies	27
Section Six: Department of Housing and Residence Life Conduct System	35
Section Seven: Emergency Information	38

# **Coronavirus Health and Safety Policies and Procedures**

The coronavirus (although no longer a pandemic) is still on-going therefore all policies can be updated at any time. In addition to this list you should make every effort to do your part to ensure the health and safety of all of those living in the halls is maintained.

## **Housing process**

Should you test positive for Covid 19 and choose to stay on campus during your isolation, call or text 304-962-6559 and provide your name, building, room number, email address, and whether you are in a double or single room. At this time, a staff member will provide you with isolation instructions. If you are in a double room with a roommate, we will move you into another room. Our goal is to allow you to isolate in the same residence hall you currently live in as long as there is availability. Because we have no empty suites, students in Commons will need to isolate in another hall. During this time, you must isolate yourself in the identified space and should not be visiting or hanging out with others. At the end of your isolation, please call or text 304-962-6559 to let us know you have moved back to your room so we can have your temporary space cleaned.

You can secure a medical-grade mask from the front desk if you do not have one. You must wear the medical mask anytime you are outside of your residence hall room.

You can still order food and pick it up from on-campus dining facilities. If you are COVID-positive, you should not eat in the dining halls or with others and must wear your medical-grade mask when you pick food up.

## **Isolation Instructions**

- Restrict your activities outside of your assigned isolation space, except for getting medical care and picking up food. Under no circumstance should you go to a face-to-face class, work, public area, or other place on campus.
- Separate yourself from other people as much as possible.
- Take care of your mental health. If you are experiencing anxiety or depression, feel lonely or afraid, or experience any other distress, please contact the Marshall University Counseling Center at 304-696-3111.
- Wear a medical-grade facemask when you are around other people, outside of your room, or picking up food. If you do not have one, you can pick one up at the residence hall front desk.
- To prevent the spread of germs, please cover your mouth or nose when you cough or sneeze.
- Clean your hands often. Please use the instant hand sanitizer stations and soap stations provided on your floor. When using soap and water, wash your hands for at least 20 seconds. With hand sanitizer, cover all surfaces on your hands and rub until dry. Avoid touching your face with unwashed hands.
- Monitor your symptoms. Please follow all instructions provided to you by your medical care provider. If you start to exhibit symptoms such as fever, cough, or difficulty breathing, please contact your care provider. If you experience a medical emergency and need immediate assistance, please contact Marshall University Police at 304-696-4357.
- If you need any assistance, please contact your residence hall front desk.
- If you get locked out of your room, please contact your residence hall front desk.

### **Marshall University Quarantine and Isolation Regulations**

- Please do not go to other floors in the building. You may go to the main lobby on the first floor to pick up food; however, you should not be hanging out in the lobby or with others in their rooms.
- You may leave your room to go to the restroom and do laundry, if needed. You must wear a medical-grade mask at all times when you are out of your room with the exception of when you are in the shower or brushing your teeth.
- When out of your room, please make sure to wear a mask and practice appropriate social distancing.
- Do not hang out in rooms with other students.
- Guests are not permitted.

### **Food Service**

- You may pick up food from any on-campus dining location to-go. You should not eat in any of the dining facilities or with other people while in isolation.
- In order to get to-go from Harless, you can use your green to-go container (if you already own one). If you do not own one, you can request a “quarantine to-go box”. The desk staff at Harless will verify you are wearing your mask and provide you with a disposable to-go box. (Please note this is only for COVID positive students. Once your isolation is over, you will be required to use green to-go box program.)
- You are welcome to use a local food delivery service to order your food, as well. Please make sure to wear a mask and maintain social distance.

### **Leaving Isolation**

- You must isolate for 5 full days from the positive test or onset of symptoms. This means you can leave isolation on the 6<sup>th</sup> day as long as you have been fever free for 24 hours without fever-reducing medication. If you still have a fever or any significant symptoms, you’ll need to continue to isolate until you are fever free for 24 hours.
- When you leave isolation, you can resume most normal activities like classes, work, etc. You will still be required to wear a mask until the 10<sup>th</sup> day. This means you can go without a mask on day 11. You should not eat with others or in dining facilities until the 11<sup>th</sup> day.
- If you were assigned to a temporary isolation space, please remember to call/text 304-962-6559 to let them know you have moved out of the temporary space.
- Please remember to turn the key in to your temporary room at the residence hall front desk as you leave the temporary isolation room.

## Section One: Departmental Overview

The Department of Housing and Residence Life (HRL) is located in Holderby Hall. Office hours are 8:00 am to 5:00 pm, Monday through Friday. If you have any questions feel free to contact the Department of Housing and Residence Life at:

PHONE: 304-696-6765 or 1-800-438-5391  
FAX: 304-696-6161  
E-MAIL: [housing@marshall.edu](mailto:housing@marshall.edu)  
ADDRESS: Department of Housing and Residence Life  
1720 5<sup>th</sup> Avenue  
Huntington, West Virginia 25703

The First Year Residence Hall staff has offices within the First Year halls. Office hours are 8:00 am to 5:00 pm, Monday through Friday. If you have any questions feel free to contact the First Year Residence Halls at:

PHONE: 304-696-3362  
FAX: 304-696-3811  
E-MAIL: [firstyearhousing@marshall.edu](mailto:firstyearhousing@marshall.edu)  
ADDRESS: First Year South Front Desk  
415 Thundering Herd Drive  
Huntington, WV 25703

Each residence hall has a desk that is staffed 24 hours a day/7 days a week (please note some desks are closed during break periods). Residents may contact their hall's desk at any time if they need assistance.

Buskirk Hall	304-696-2576
First Year North	304-696-3741
First Year South	304-696-3740
Gibson Hall	304-696-6342
Haymaker Hall	304-696-6343
Holderby	304-696-6697
Twin Towers East	304-696-3184
Twin Towers West	304-696-2421
Wellman Hall	304-696-6341
Willis Hall	304-696-6340

## **Housing and Residence Life Mission**

Working in partnership with students and other members of the Marshall community, Housing and Residence Life is committed to providing a residential experience that supports and enhances students' learning, personal growth, and academic achievement. We foster and nurture inclusive communities, create social and educational opportunities to enhance student development, and provide each student with a safe, quality, living experience that supports the educational goals of the university.

To be recognized and distinguished nationally as a leader in residential living and to shape and advance the on-campus living experience, Housing and Residence Life efforts are guided by several commitments:

- To complement and support the core academic mission of the university.
- To provide co-curricular learning opportunities that supports the classroom experience.
- To offer students a residential environment that values and supports diversity.
- To provide a residential environment that safeguards and increases all aspects of student wellness, including academic, physical, educational, emotional, cultural, and spiritual development and health.
- To establish a residential environment in which students explore their independence and interdependence, becoming part of a community in which, they develop a better understanding of the impact of others on themselves, and their own impact on others.
- To provide safe, supportive, well-maintained, and affordable residential environments which complement students' educational and developmental experiences and promotes the development of meaningful and respectful communities within the residence halls.
- To provide a dedicated and competent staff that will continually look for new and better ways to increase the efficiency of the department and the services we provide to our students.

## **Housing and Residence Life Vision**

Housing and Residence Life will be a catalyst for student success and excellence by striving to create dynamic, supportive, and inclusive residential environments that retain, support, and challenge our students; foster and advance leadership skills, academic success, responsibility, lifelong connections, and important life skills; and where students can achieve their academic and personal goals. We strive to be a residential program that aspires to excellence as a leader in campus living and recognized for our commitment to students, student learning, safe and secure residential facilities, engaging and educating our students outside of the classroom, and creating communities of learners and responsible citizens.

# Housing and Residence Life Core Values

Through our continuous commitment to students and support of the University mission, Housing and Residence Life's daily efforts are guided by the values of:

- **Commitment.** We value a commitment to putting students and services to students first, as well as a commitment to meeting the core educational mission of Marshall University. Challenging and supporting students in their growth, development, and success is our priority.
- **Excellence.** Housing and Residence Life will seek excellence in all our endeavors and is committed to continual learning, improvement, and innovation in all our services to students.
- **Creating Seamless Student Learning.** We value creating purposive opportunities for student participation in learning, discovery, and growth among residents and staff. We strive to provide clean and safe residential and work environments where students can live and learn and enhance the learning process and academic success through leadership, mentoring, and empowerment.
- **Appreciation for Diversity.** Appreciating and exploring diversity makes us better community members as we learn to seek out new perspectives, experiences, and cultures, while better understanding those around us.
- **Leadership.** We value leadership in the Marshall community and in our residence halls through providing opportunities for students to learn and use leadership skills in their communities, be involved in the campus community, and becoming visionary leaders and thinkers. We value Housing and Residence Life staff taking initiative and providing leadership in their daily efforts and duties.
- **Respect and Civility.** We strive to create communities of caring where residents' daily interactions are characterized by respect, civility, and compassion, and responsible behavior, which will promote an atmosphere conducive to open dialogue, discussion, friendship, and respect for individual differences.
- **Fiscal Responsibility and Stewardship.** Effectively managing departmental resources and student monies in a creative, innovative and responsible manner that leads to enhanced student services.
- **Customer Service.** Housing and Residence Life strives to provide quality customer service to make residents and guests feel welcome, to treat them with respect and professionalism, and to show the pride our staff has in working at Marshall University.
- **Best Practices.** We value and practice methods, processes, and activities that represent the most effective approaches to delivering a particular outcome, student learning, and improving internal processes.
- **Teamwork.** We value all Housing and Residence Life staff working together to fulfill the mission and vision of the department and core educational mission of Marshall University. We also embrace change as a natural part of a dynamic and growing housing department that adjusts to changing needs, circumstances, and priorities. We value the belief that each member of the department is important and valuable to the organization.



## Section Two: Residence Hall Staff

All residence halls on campus have multiple levels of staff to support residents ranging from Master's level professionals to a variety of student level support.

- ***Area Coordinators (AC):*** Area Coordinators are full-time Master's level live-in professional staff that are responsible for 2-5 residence halls ranging from 400-780 residents and a staff of Desk Assistants and Resident Advisors. The ACs work to implement the overall Housing and Residence Life program through individual attention to residents, programming, crisis intervention, conduct, referrals, and other activities. Additionally, ACs participate in an on-call duty rotation to respond to any emergency situations in residential areas.
- ***Assistant Area Coordinators (AAC):*** Assistant Area Coordinator(s) are graduate level student staff who advise student leadership or assist the Area Coordinators with the day-to-day operations and resident support of their assigned residential area.
- ***Counselor in Residence (CIR):*** The Counselor in Residence is a graduate level student staff member who will provide consultation, brief intervention, programmatic, and emergency services to residents and staff. The CIR works as an extension of the counseling center in a team effort with housing and counseling center staff to meet the mental health needs of students who live in the residence halls. The CIR will also seek to facilitate wellness in the residence halls.
- ***Desk Assistants (DA):*** The Desk Assistant staff is comprised of students who assist in maintaining the front desk to ensure safety and security of the residence halls.
- ***Graduate Assistant for Student Leadership (GASE):*** The GA for Student Engagement is the advisor to our student organizations, Residence Hall Association and the National Residence Hall Honorary groups. They also assist with getting our residential students engaged campus wide.
- ***Resident Advisors (RA):*** Resident Advisors (RAs) are students who are responsible for overseeing the development of a specific floor. RAs are carefully selected as representatives of the Department of Housing and Residence Life and are chosen for their leadership skills, willingness to assist their fellow students, ability to role model, and for their maturity level. The RAs primary goals are to assist the residents in their community, develop a positive learning environment, foster a climate of inclusion and diversity, and nurture the personal growth of all residents.

## **Section Three: Residence Hall Services and Amenities**

### **ADA Accommodations**

All residence halls are equipped with ramps, elevators, and automatic entrance doors. At least one floor in each building offers additional features to help accommodate students. Such features include automatic doors, widened doorways, ramps, showers, toilets, sinks, laundry equipment, and assistance with individual needs in room furnishings. Housing and Residence Life works closely with other university offices to provide a comfortable living environment for all residents.

### **Assistance Animals**

Assistance animals (service and support) are welcome in the residence halls but must be discussed with the Office of Disability Services and Housing and Residence Life office prior to arrival. Allergies and fear of dogs are not valid reasons for excluding a service or support animal from Housing. Persons who expect to come into contact with the animal regularly and experience reactions to the animal due to their medical condition or disability, should contact the Office of Disability Services. The person making the complaint must provide verifiable medical documentation to support their claim. Action will be taken to consider the needs of both people to resolve the problem as efficiently and effectively as possible.

If there is an allergy/animal conflict within a residence hall that cannot be resolved agreeably, then the Department of Housing and Residence Life and the Office of Disability Services will collaborate on a solution, taking into consideration the needs of both students. If an agreeable solution cannot be made, then the first person who was moved into the residence hall will take precedent over the second unless other medical conditions or disabilities are unable to be accommodated elsewhere.

An assistance animal must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether, unless the person is unable to hold those, or such use would interfere with the assistance animal's performance of work or tasks. In such instances, the assistance animal must be kept under control by voice, signals, or other effective means. Students are responsible for the proper care and cleaning up after their assistance animal. When unattended in a residence hall room, all animals must be crated.

### ***Service Animals***

Service animals will be permitted to accompany people with disabilities in all areas of Marshall University's facilities, including University Housing, where employees, faculty, staff, students, members of the public, and other participants in services, programs or activities are allowed to go. Housing does not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Housing cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, Housing staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

Is the dog required because of a disability?

What work or task has the dog been trained to perform?

### ***Support Animals***

Residents who need a support animal must first receive permission from the Office of Disability Services. Residents must provide ODS with documentation from their treating physician, therapist, or psychologist in support of a support animal. This permission must be received each semester from ODS. After ODS contacts the Housing office with approval for the support animal, residents must meet with their Area Coordinator to complete the Resident Responsibilities for Maintaining a Support Animal within a Residence Hall form. This form is valid for an entire Academic year.

Residents who need additional accommodations are urged to contact the Department of Housing and Residence Life and the Office of Disabled Student Services (304-696-2271) before making a room selection to ensure that their choices meet their needs.

Because emotional support animals are not trained to provide specific work or tasks, visitors, students not residing in university housing, faculty, and staff are generally not permitted to have support animals in the residence halls as a part of any disability accommodation.

### **Cameras**

All residence halls are equipped with cameras in various areas.

### **Custodial/Maintenance Staff and Work Orders**

Custodial and maintenance staff assist residents in maintaining a clean, healthy and safe living environment in common areas of the residence halls; however, they are not expected to clean or repair deliberate or excessive abuses of that environment or individual suites/rooms. Residents in First Year North and South, Gibson, Willis, Wellman, and Haymaker halls are responsible for cleaning their own bathrooms.

**Residents of the First Year Residence Halls** should submit a work order via their Resident Portal: [https://resident.propertyboss.net/ResidentPortal904?customer=capmar\\_91448](https://resident.propertyboss.net/ResidentPortal904?customer=capmar_91448)

**Residents of Marshall Commons, Twin Towers East, Twin Towers West, and Buskirk Hall** should submit a work order to: <http://www.marshall.edu/housing/resources-and-services/fixx-it/>

If you need additional assistance, or if a situation is urgent, contact your residence hall front desk. Please note, although efforts are made for same-day response, work order requests will be prioritized based on severity. In some cases, multiple visits to the room may be necessary, but in most cases the repair can be resolved with one visit.

### **Dining Services**

Marshall University Dining Services offers a variety of meal options and dining facilities on-campus for residential and non-residential students. Dining options are located in Harless Hall, Twin Towers, the Memorial Student Center, Drinko Library and Smith Hall. When you submit your agreement for Housing, you will also submit a contract for Food Service.

- Once your room and board bill has been paid each semester, your campus ID card will be coded for your specific meal plan. Failure to complete payment of the room and board invoice by the due date will result in cancellation of your meal privileges but will not result in a reduction of your financial obligation to the Department of Housing and Residence Life.
- Harless Hall serves an “all-you-care-to-eat” menu on a rotating basis and offers a variety of lunch and dinner items. Late night dining is also available. Daily menus and hours can be found at <https://marshall.sodexomyway.com/>
- If you have a special diet prescribed by a physician, religious belief, or food sensitivity bring a detailed copy of the diet when you arrive on campus and confer with the Dining Services staff. In most cases, reasonable accommodation can be made to meet your dietary needs.
- Your meal plan selection can only be changed a week (7 days) prior to a semester starting. Please contact the Housing and Residence Life office for more information about changing your meal plan.
- Visitors may pay a flat cash rate and eat in the dining halls during any serving period.
- Students with a meal plan can assist those who are experiencing food insecurity by participating in the Marco Meal Share program. More information on this program and how to donate can be found here <https://www.marshall.edu/student-affairs/mealshare/>
- To ensure that everyone has an enjoyable experience while dining in Marshall’s dining halls, please remember:
  1. No running, wrestling, or throwing food, ice, liquid or any other objects.
  2. No profanity or shouting is permitted.
  3. Students should refrain from using hover boards, skateboards, balls, or remote-control toys.
  4. Meal plans are nontransferable to others.

### **Email**

Your Marshall email account is the official form of communication from the University. It is important for you to check this account on a regular basis to ensure timely receipt of information. You will be held responsible for knowing any information sent to you through your Marshall email.

### **Floor Meetings**

Your Resident Advisor (RA) will hold floor meetings at various times throughout the semester to provide information or make decisions which affect your experience in the residence halls. At the beginning of each semester your RA will hold a meeting to review university policies, activities, and important information that will affect you. These meetings are mandatory, and you are responsible for knowing the information presented whether or not you attend.

### **Front Desk**

The front desk in each residence hall is staffed 24 hours a day, except on fall, winter, spring and summer breaks, to provide assistance to residents. Desk staff responsibilities include providing

information and customer service, checking out equipment, monitoring visitation, looking after the safety and welfare of the residents of the building, etc. Items checked out from the front desk should be returned promptly after use.

### **Furnishings**

Standard room furnishings include a twin extra-long size bed/mattress, desk, desk chair, dresser, and closet space for each occupant. Single rooms may have additional furniture for an additional occupant. Both sets of furniture must remain in a single room because it is a double occupancy room being used as a single. Window shades are included; draperies and tension rods are not. Some rooms may feature additional furnishings such as carpet, shelves, or bulletin boards. If a room has not been designated as a single one set of furniture should also be left empty to be ready to accept a new occupant.

### **Health and Wellness**

Housekeeping provides special containers for the disposal of medical needles. Do not place used needles in the trash. Call (304) 696-3363 to obtain a disposal container.

First Year Residence Hall residents may contact (304) 696-3432 for the Department of Environmental Health and Safety department.

### **Kitchens**

Community kitchens are provided in Buskirk, Holderby, Marshall Commons, Twin Towers East and Twin Towers West. Kitchens are equipped with a stove/oven, refrigerator, microwave, and sink. Additionally, all residence halls offer sink and counter space areas that are accompanied with a microwave for general use.

### **Laundry**

Laundry services are provided at no extra cost to residents. Washers and Dryers are located in specified areas of each residence hall. Laundry services are intended for the residents of that community only. If you have questions about how to use the machines, please ask a staff member. Also, please be attentive to not overload the machines. Doing so will cause damage to the machines. Please report any problems with washers or dryers by completing one of the following:

- Residents of the First Year Residence Halls should submit a work order via their Resident Portal: [https://resident.propertyboss.net/ResidentPortal904?customer=capmar\\_91448](https://resident.propertyboss.net/ResidentPortal904?customer=capmar_91448)
- Residents of all other residence halls should submit a work order via <http://www.marshall.edu/housing/resources-and-services/fixx-it/>

### **Living Learning Houses**

Living-Learning Houses are unique living environments in the residence halls that provide students, who are enrolled in the same academic department, or who share a similar interest, the opportunity to live together and share those experiences. Marshall offers a wide range of these houses to meet resident needs. Advantages of participating in a Living-Learning Houses include:

- Improved academic performance.

- Connections with faculty and staff
- Social and academic events catered to your needs.
- Connections with other residents who share similar interests.
- Great resume builder

### **Mail and Packages**

Mail and packages are delivered to the residence halls Monday through Saturday. Outgoing U.S. mail may be dropped off in the designated box at each residence hall's front desk. Outgoing campus mail may be left at the desk or placed in the designated mailboxes seven days a week.

Packages may be received through the U.S. Postal Service or other carriers. Packages delivered by U.S. Mail will be held at the front desk; other carriers require residents' signature for packages. Housing and Residence Life staff may not sign for packages belonging to residents without written permission. Package pickup hours are from 8:00 a.m. to midnight each day.

Resident addresses can be found at <http://www.marshall.edu/housing/mail-and-packages/#fndtn-efs-tabpane-1-1> as well as signage posted at each residence hall front desk.

### **Media/Classrooms**

Residents living in the halls may utilize the following residential space.

- *Harless Media Room*: The media room is located in Harless and is equipped with a 60" television, Xbox, and Kinect, Wii U, cable, and wireless internet. The media room is open 24/7. To make a reservation, contact the front desk of Gibson Hall at 304-696-6342 Monday through Friday from 8:00 am - 4:00 p.m. Reservations can be made for up to a two (2) hour time limit. HRL reserves the right to deny a reservation at any time. To gain access to the media room, please visit Gibson Hall and present your Marshall ID.
- *Theater Rooms*: The First Year Residence Halls (North & South) have a theater room in each building. The theater rooms are equipped with stadium seating, a computer, hi-definition projector, and a surround sound speaker system. The theater rooms may be used for academic or recreational purposes between the hours of 8:00 a.m. - 12:00 a.m. To make a reservation contact the Student Office Coordinator at 304-696-3362 or submit a request via email to [firstyearhousing@marshall.edu](mailto:firstyearhousing@marshall.edu) at least 48 hours before the event is to occur. Reservations are made on a first come, first served basis, with priority given to academic and Housing and Residence Life functions.
- *Classrooms*: Classroom space is available between 8:00am - 12:00am in First Year North and South and Twin Towers East. Classrooms are equipped with tables, chairs, and classroom technology. To make a reservation for a classroom in the First Year Residence Halls contact the Assistant Director of Residence Life at 304-696-3409 or submit a request via email to [genco@marshall.edu](mailto:genco@marshall.edu) at least 48 hours in advance. To make a reservation for the Twin Towers East classroom, submit an email to Sharon Booth at [mann@marshall.edu](mailto:mann@marshall.edu). Reservations are made on a first come, first served basis with priority given to academic and Housing and Residence Life functions.

### **Recreational Equipment**

All residence halls are furnished with some variation of recreational equipment such as ping-pong tables or pool tables. For specific information about the equipment available in a particular hall, contact the front desk of that building.

### **Recycling**

The residence halls participate in the University Recycling program. Residents are encouraged to utilize recycling bins located within the residence halls to separate trash. For more information regarding recycling at Marshall University, please visit <http://www.marshall.edu/sustainability/recycling/>

### **Renters Insurance**

Marshall University is not liable for loss or damage to a student's personal property for any reason. Marshall University strongly recommends Renters Insurance for all students. Accidents can occur so it is important to protect your items that may be lost or damaged. If your personal belongings are not covered under your parents' homeowners insurance we recommend securing renters insurance.

### **Residence Hall Technology**

Printing for academic purposes is available at some residence hall front desk. Students should bring a thumbdrive to the front desk. Once the allotted amount of paper for the semester has been exhausted, there will be no more paper until the following semester. To assist in our sustainability goal please print on both sides of paper.

For entertainment purposes, to connect a non-computer device to the network residents need to log into my device portal at <http://mydevices.marshall.edu>.

We encourage students to bring an Ethernet cord for times when a faster connection is needed.

Marshall Students can access free anti-virus software at <http://www.marshall.edu/antivirus>. You will also be required to download a free program to access Internet on campus called Clean Access.

Computing Services Help Desk (304-696-3200) or [its servicedesk@marshall.edu](mailto:its servicedesk@marshall.edu) can assist you with any questions regarding this information or any issues with internet connectivity.

Marshall University, faculty, students and staff are required to follow Copyright and Intellectual Property policies and adhere to the guidelines for producing, using and sharing creative or educational works. Downloading of illegal music or other files is a violation of this policy. Please review the policy concerning copyright infringement [here](#).

### **Security Measures**

To protect the safety and privacy of residents, Marshall University offers the following services:

- Door alarms
- Marshall University Police
- Department (MUPD) Campus Patrols
- Guest Sign-in & Registration
- On-call hall staff
- 24-hour locked doors
- Camera systems
- Educational Programs
- Campus ID cards

- MU Alert – Emergency Notification System
- ID card access to enter residence halls
- 24 hour staffed front desks (except on breaks)

Throughout the year Resident Advisors will present additional security information to you during meetings and through posters and printed notices. Understanding and cooperating with campus security measures is important for your personal safety and the safety of others. Housing policies and procedures are designed with security in mind. It is important that residents take the responsibility of being familiar with and abiding by campus safety policies and procedures.

Residents can help create a safe environment by:

- Signing up for the MU Alert System through your MyMU account.
- Always locking room doors.
- Reporting any suspicious activity/people to an RA or front desk.
- Following all visitation and safety guidelines.
- Never propping outside doors.
- Being cautious of residents who enter behind you (tailgating).
- Never providing your room keys to others.

### **Student Leadership**

The residence halls provide access to many student led organizations to assist in students being involved in the on-campus living experience and their communities. Residence hall based student led organizations are listed below:

#### **National Residence Hall Honorary**

The National Residence Hall Honorary (NRHH) is a leadership-based honorary comprised of exemplary residential students who value recognition and service on Marshall University's campus. NRHH is a nationally recognized organization and is structured around two pillars: Service and Recognition. Residents must be officially nominated in order to become a member of NRHH. Please reach out to the Graduate Assistant for Student Leadership or your Assistant Area Coordinator or Area Coordinator for more information.

#### **Residence Hall Association**

The Residence Hall Association (RHA) is an on-campus student run organization with the purpose of serving as an advocate and forum for residential concerns, recommendations, and suggestions for improving the entire residential community. RHA also provides social activities throughout the year. Please reach out to the Graduate Assistant for Student Engagement or your Assistant Area Coordinator or Area Coordinator for more information about RHA events or membership.

### **Study Lounges**

Study lounges within each residential community provide residents spaces where they can meet, study, and collaborate with classmates and other residents. Most study lounges are open 24 hours. If you have questions regarding study lounges, please visit your front desk.



### **Television**

All residence hall rooms are equipped with a cable outlet. Residents are responsible for providing their own coax cable. Cable TV is also available on all university-owned televisions within the residential communities. To report any issues with cable, submit a work order through <http://www.marshall.edu/housing/resources-and-services/fixx-it/>

- Stream 2 – Students can watch and record live television on the go as long as they are on the Marshall Network. Students should download the Stream2 app on their devices or go to [tv.marshall.edu](http://tv.marshall.edu) Students should log in using their MyMU credentials.

### **Trash Rooms**

Trash rooms are located on each residence hall floor. Trash should be bagged before it is placed in the trash room. Please do not leave trash in hallways, lounges, study areas, or lobbies. During Residence Hall opening and closings, you may be asked to take your trash directly to appropriate locations outside of your building. If you have a service or support animal. Animal waste (such as cat litter) is not to be placed in trash rooms and must be taken to the appropriate outside location.

### **University Police Department**

The Office of Public Safety/Marshall University Police Department (MUPD) is the law enforcement agency of the University community. University police officers have full law enforcement authority under state law and routinely patrol the campus. The Office of Public Safety is located on Fifth Avenue and 18<sup>th</sup> Street across from Twin Towers West. The entrance is located on the back of the building. MUPD is available 24 hours a day, 365 days per year and can be reached at (304) 696-4357. Escort services are available depending on officer availability.

### **Vending Machines**

Vending machines are conveniently located within each residence hall. Hard points or cash can be used to make purchases from the vending machines. Requests for refunds should be reported Monday - Friday to the Student Center main office located in the Memorial Student Center room 2W6 between 8:00 a.m. and 4:00 p.m.

### **Wireless Internet**

All residence halls are equipped with wireless internet. In addition, each room contains an in room wireless access point with three Ethernet ports. Residents are responsible for providing their own Ethernet cable. Problems with wireless internet should be reported to the Information Technology Help Desk at (304) 696-3200.

## **Section Four: General Housing & Application Information**

### **Abandoned Property**

Items left in resident rooms after keys have been returned will be considered abandoned and disposed of or repurposed at the discretion of the University. A \$25.00 per bag removal fee will be charged. After 30 days of storage, property will be properly disposed of or repurposed.

### **Administrative Moves**

Staff reserves the right to make room changes at any time. These may result from discipline issues, consolidating spaces, or health and safety concerns. If renovations or repairs become necessary, every effort will be made to minimize any inconvenience and provide timely notification.

### **Application Deposit**

A \$200.00 deposit is required with the Student Housing and Food Service Contract from students applying for campus housing for the first time. The deposit is deducted from the first room and board invoice during the first semester.

### **Assignments**

Your housing preferences will be matched as closely as possible based on your housing priority date. Your priority date is the date in which your completed application and \$200.00 housing deposit have been received. The earlier your housing priority date is, the greater the chance of receiving your housing preferences. The University is not obligated to hold a designated assignment beyond the first day of class. If you arrive late, you may be required to accept another room assignment.

Generally, your room assignment is considered permanent, even if it is not your first choice of placement. However, there may be times when temporary assignments are made to accommodate overflow demands. You will be notified if your assignment is temporary and will receive a permanent space when one becomes available. Permanent space is assigned based on your housing priority date.

Spring Semester: Students residing in double rooms without a roommate may be given the option of paying an additional fee to maintain their rooms as a single for the remainder of the spring term, if space allows.

### **Billing**

Room and board (meal plans) is billed once per semester. Student invoices are sent to their billing addresses approximately three to four weeks before the due date. All residence hall related billing is determined by your building, room type, and meal plan.

### **Break Housing**

All residence halls will remain open during fall, winter, and spring breaks. Refunds will not be issued for those who choose not to return to the halls after break. Front desk services will only be offered in First Year South, Twin Towers West and Gibson Hall over the breaks. If you need to stay on campus during break periods within the academic year, all residents must complete a form for Break Housing with Housing and Residence Life. Limited food service is available during breaks.

### **Check-In/Check-Out**

It is the residents' responsibility to check-in and check-out of their assigned room. Failure to properly check-out of an assigned room may result in an improper check-out fee of \$75.00. Your student ID card, including meal swipes, is deactivated on the day of withdrawal from the University. Rooms should be left in a clean and sanitary condition or charges may apply. Residents must complete proper paperwork, return their keys, and vacate the residence hall at the specified time to avoid improper check-out fees. Residents who have been withdrawn or released from their contracts must vacate the halls within 48 hours.

When checking out of the residence halls residents do so with a check-out envelope. Residents can secure an envelope from the front desk of their building, place their keys inside and turn it into the front desk at any time.

Check-in processes are scheduled to control the amount of people accessing the building at one time. Residents are emailed a link where they can sign-up for a day and time to move into their residence hall space.

### **Choosing a Room**

Acceptance of your Housing Agreement is a guarantee of a space on campus, but it does not guarantee a specific room or room type. The Housing Agreement allows you to indicate your preferences of building, floor, or room depending on your class standing. Housing and Residence Life staff will do everything possible to fulfill your request. Returning students have first priority for room choices. Each spring semester, beginning in February, residents are given the opportunity to reserve rooms for the next academic year.

### **Consolidation**

Due to limited space within the residence halls, at certain times during the academic year it may become necessary to consolidate residents by reassigning them to new rooms/suites. The purpose of the policy is to ensure spaces for incoming students and other student needs in rooms traditionally designated as double rooms/suites

Students living in a room/suite with a vacancy will receive correspondence from the Department of Housing and Residence Life describing their options. Students required to move due to the consolidation policy will be required to move within seventy-two (72) hours of receipt of their e-mail. Generally, students will not be required to move into other buildings. HRL office will make every effort to keep students affected by the Consolidation Policy within the same building and floor (if available spaces exist).

Students with vacancies are encouraged to seek out roommates or a new room/suite mate during the Room Change period.

### **Damage/Vandalism**

All residents are expected to take care of university property and report damages immediately. Residents are also responsible for any and all damage or destruction to their room/common area/floor/community caused, directly or indirectly, by a resident or a resident's guests or invitees. Damages, either intentional or accidental, will result in the student(s) responsible being billed. Damage to property belonging to the University whether intentional or accidental, will require restitution from

the persons responsible for such damage. The person(s) responsible will be subject to disciplinary and/or legal action. If one student accepts sole responsibility for damage and does not wish for other residents to be charged, the responsible student must submit a written statement of responsibility to Housing and Residence Life. All billing accrued by the student after the start of the academic year will be sent to the student's Marshall Email address.

### **Doors**

Main entry doors are locked 24 hours a day. Residents can gain access to their building by using their Marshall ID. In the event a student's Marshall ID is not working a resident can call the front desk or ring the doorbell. Residents should refrain from providing access to the building to those they do not know. At the main entrance, residents must tap their ID/phone to the desk staff on duty 24 hours a day, seven days a week. All other exterior doors are reserved for emergency use only and are equipped with alarms, which sound when the door is opened.

Students are responsible for locking their rooms and should keep them locked at all times.

### **Early Arrival Policy**

Only approved students or students required to return for University related reasons will be allowed to move-in prior to the opening date each semester. The daily rate for early arrivals will be billed to the appropriate office or individual based on the student's assignment

Groups with ten or more members must provide a live-in proctor for each floor on which the group resides. If the proctor is supplied by the Department of Housing and Residence Life, the costs incurred (room, board, and salary) will be charged to the group's account. All proctors must be approved by the Director of Housing and Residence Life or their designee. Group leaders will not have access to keys or Housing and Residence Life rosters unless arrangements are made with the Housing and Residence Life staff person who coordinates early arrivals.

Residents who arrive prior to their official move-in day may be assigned to a temporary space until their permanent assignment is ready. Students who fail to return room keys will incur a charge for a re-key.

### **Fees and Fines**

Students may receive fees and fines for various reasons while living in the residence halls. Any fees or fines issued after the start of the academic year will be sent to the students Marshall email address.

- Smoking/Vaping in a residence hall room: \$25 each occurrence
- Tampering with safety and security equipment in the residence halls (cameras, smoke detectors, fire extinguishers, improper use of fire doors, etc.): \$25 each occurrence
- Improper movement or possession of furniture (from common area to rooms or from rooms to different rooms): \$25 per occupant, per item, per occurrence
- Keys:
  - Room Rekeys: \$75.00 ( Gibson, Willis, Wellman, Haymaker) \$60.00 (FYRH) \$50.00 (Buskirk, Towers East and West, Holderby)
  - Mailbox Rekeys: \$30.00
  - Overuse of loan keys: \$50.00
- Improper check-out: \$75.00

- Breaking a seal/removing screws on a closed window: \$25.00 per occupant, per occurrence

### **Full-time/Part-time Student Status**

Marshall University's residence halls provide housing to full or part-time students. Should a student need to drop below a full-time course load at any time during the semester, they should consult with their advisor to ensure they can still graduate on time.

### **Gender Inclusion**

Housing is committed to ensuring all practices in the residence halls are inclusive regardless of gender. Housing is committed to having all students always feel comfortable in their living space. We are committed to recognizing and using preferred names and pronouns of all students. We offer many restroom facilities that are gender neutral. Twin Towers East and West houses a gender-neutral floor where the bathroom escort policy is not observed.

### **Group Billing**

If the person responsible for damage to common areas of the residence hall is not known, the cost of such damage may be assessed against each occupant of the floor or hall. The cost for damage in public areas including bathrooms, stairways, kitchenettes, laundry areas, lounges, etc. may be assessed equally against each occupant of the respective building, and/or floor.

Students being billed as a group will be notified in writing of the total cost. Ten days will be given to allow the group to identify the people responsible. After ten days, the amount will be invoiced and divided equally among the members of the group.

### **Health and Safety Inspections**

Resident Advisors and other staff members will conduct health and safety inspections throughout each semester, which will be announced in advance. The purpose of health and safety inspections is to ensure residents have proper care of the room and compliance with all health and safety policies. Housing reserves the right to inspect a room at any time with no notice should we have a health and safety concern.

### **Identification**

All students will need to stop at the front desk to tap their phone to provide proof of residence in the hall.

Problems with Marshall IDs should be directed to the ID Office located on the first floor of the Drinko Library. (304-696-6843)

In the event a resident need to secure a temporary ID due to their student ID being lost or stolen, the resident will be required to be verified at the front desk through providing their student ID number and looked up in our Guest Equipment Management System.

### **Keys**

Residents receive room and mailbox keys when they check in to their residence hall. The assigned residents of the room are the only individuals who should have possession of the keys or loan keys to that room. Keeping your room door locked and taking care of your keys are important factors in

maintaining a safe residential environment. All university room keys must be turned in upon checkout. Charges will not be removed from student accounts for items returned after checkout.

### **Loan Key Policy**

If students are locked out, room loan keys are available at the main desk upon presentation of Marshall ID or room number. If a student's room or mailbox key has been lost or stolen, the room and /or mailbox will be re-keyed at the student's expense of \$30.00 for a mailbox key and \$75.00 (Gibson, Willis, Wellman, Haymaker) \$60.00 (FYRH) \$50.00 (Buskirk, Towers East and West, Holderby). Students can request a replacement key through the FIXX portal, and the charge will be added to the student account. If you live in the FYRH please request, it at the front desk of FYS.

The Loan Key Policy is established to ensure the personal security of all residents. When you have discovered that you are locked out of your room you should:

1. Identify yourself by presenting your room number or Marshall ID to request a loan key.
2. If you have lost your key, please request a re-key at the front desk. Loan keys are given out for rooms only, not mailboxes.
3. Return the key within 24 hours to the front desk to avoid a fee.

If an extension is needed beyond the 24-hour period, please discuss this with your Assistant/Area Coordinator. Students are allowed to check out a loan key five times a semester. After the fifth loan key, the student will be charged for the overuse of loan keys. Nobody may check out your loan key in your absence, including parents, friends, or siblings. If a staff member must use a master key to let a student in to their room because of a lock- out, it will count as one of the five loan keys.

### **Lost and Found**

Items that are found in the residence halls are turned into MUPD. The owner must claim lost items from MUPD.

### **Missing Persons**

Every student who resides in on-campus housing shall have the option to identify an individual to be contacted in case the student is determined to be missing. Only authorized campus officials will have access to this information. Any person can report any student as missing. All missing student concerns should be reported to the Marshall University Police department at 304-696-4357. Once a student has been reported as missing, the information provided by the missing student will be used to contact the individual requested and an investigation shall take place.

### **Personal Data Sheet**

Residents are asked to confirm information provided on a Personal Data/Emergency Information Form at the time of check-in. This confidential information is used for emergency purposes only. For your security, it is important that you maintain an accurate Personal Data Form on file in your residence hall. If you are planning to be away from your room for an unusual or extended period, it is suggested that you notify your Resident Advisor as to where you can be reached should an emergency arise.

### **Privacy**

Residents have a right to privacy when living on campus. Information concerning your room assignment, guests in your room, and other student record information will remain confidential. If

you would like to request that information such as that listed above can be shared with your parent or legal guardian, please complete the form found at <https://www.marshall.edu/student-affairs/ferpa/>. Please inform Housing and Residence Life of its completion by emailing [housing@marshall.edu](mailto:housing@marshall.edu)

### **Refunds & Cancellations**

The Housing Contract is legal and binding for the academic year. Cancellation of the Housing Contract by those not planning to enroll at Marshall University must be received in writing by the Department of Housing and Residence Life prior to May 15 for fall applications and thirty business days prior to the official opening day of the residence halls for spring semester. Such cancellations will result in a refund of \$100.00 of the \$200.00 reservation deposit. Cancellations postmarked after May 15 from individuals who do not enroll in the university will result in forfeiture of the \$200.00 reservation deposit.

Individuals who complete a contract and enroll in the university will be expected to fulfill their obligations for the period specified. For students whose contracts begin in the summer or spring, \$100.00 of the reservation deposit will be refunded for the spring semester or summer term if written cancellation is received thirty business days or more prior to the official opening date of the residence halls.

Individuals who voluntarily withdraw from the university and, in turn, Housing and Dining Services after being admitted will receive refunds based on the following:

1. Prior to opening of residence halls: Amount paid for first invoice less reservation deposit.
2. Opening day through the first Friday of the semester: Fifteen weeks of room and board.
3. After first Friday of a semester: no room or board refunds

Students whose residency is cancelled forfeit all monies paid for that semester. Students who are denied admission, declared academically ineligible to return, or unable to return for medical reasons will be refunded on a prorated basis. Receipt of residence hall refunds is contingent upon proper checkout from your room and residence hall. It is your responsibility to ensure that the checkout procedure is completed properly. Charges for your room will continue until proper checkout is completed. Refunds to students receiving financial aid will be reviewed by the Financial Aid office.

### **Releases from Housing Contract**

Releases are granted for extenuating circumstances. Students should not enter into other off-campus housing agreements until an official written release has been granted to you from Housing and Residence Life. Release requests may be submitted in writing to the Director of Housing and Residence Life by July 31 for returning students and August 7 for new incoming students for fall semester release and November 15 for spring semester releases.

Extenuating circumstances include students who are married; are two years beyond high school graduation; are over 21 years of age; are living with a parent or legal guardian within fifty miles commuting distance at their permanent address. Forms to request a release from the residency requirement are available from the Housing and Residence Life office or on our website [www.marshall.edu/housing](http://www.marshall.edu/housing).

### **Room Changes**

A student may not stay in and/or move to any room without written authorization from the Housing and Residence Life office and their Area Coordinator.

Students desiring to change rooms should complete the online form on the housing website to submit the request. Residents of the First Year Residence Halls need to speak to their Area Coordinator for approval to move. Roommates should attempt to resolve conflicts through the use of Roommate Agreements and discussion with residence hall staff or the counseling center. Room changes are made without regard to race, religion, sexual orientation, or national origin.

Students that are approved to change their room assignment will receive a Room Change Authorization form from the Housing and Residence Life Office or the First Year Residence halls. Students who move without proper authorization will be required to move back to their original assignments.

No room changes will be permitted for the first 2 weeks of the fall and spring semesters to ensure correct occupancy.

All non-emergency moves for the fall must be made by October 31<sup>st</sup> and for the spring March 31<sup>st</sup>.

Contact the Department of Housing and Residence Life at (304)-696-6765 or [housing@marshall.edu](mailto:housing@marshall.edu) with any questions.

### **Room Condition Reports**

A Room Condition Report (RCR) will be provided to the resident at check-in via your Marshall email. The RCR should be reviewed, completed, and signed electronically by the resident. Residents should note any damage to the room existing at the time of move-in. Resident's failure to login and sign off on an RCR grants the Housing and Residence Life staff permission to assume that no damage was found to the room and residents will be responsible for all undocumented damage when room is checked after check-out.

Students residing in the First Year Residence Halls Room Conditions can be documented through the online portal system at the time of move in. All other halls will receive an email after move in to complete their room condition report. Residents will have a set due date provided to them for when Room Conditions should be updated. After the due date Room Condition Reports will be closed and any further issues should be documented by speaking with the Assistant Director of Operations. Changes after the due date are at the discretion of the Assistant Director of Operations.

### **Room Entry**

The University recognizes the student's right to privacy while in the residence hall. However, the University does reserve the right for authorized personnel to enter a university room, after knocking and identifying themselves, in the performance of administrative duties. Such entries include, but are not limited to, those made to inspect for damages, to verify occupancy, to inspect for health hazards, unauthorized persons, hazardous objects, to repair or maintain university facilities, in situations in which there is reasonable cause to believe that university regulations are being violated, or that a life or personal safety may be in jeopardy.



### **Roommate Rights**

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from roommate(s), guests of a roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a reasonably clean environment in which to live.
5. The right to free access to one's room without pressure from a roommate.
6. The right of personal privacy.
7. The right to host guests, as long as your roommate(s) agree, with the expectations that guests are to respect the rights of the host's roommate and other community members.
8. The right to communicate and work through conflicts and concerns. (The Residence Life Staff is available for assistance in settling conflicts).
9. The right to be free from fear of intimidation, physical and/or emotional harm from other residents, guests and staff.
10. The right to expect reasonable cooperation in the use of common items (such as TVs, radios, refrigerators, etc.) and in adhering to the agreed upon procedure.

### **Roommate Agreement**

The Roommate Agreement is a communication tool available to all roommates & suitemates. Your roommate and/or suitemate agreements will be made available to you via Roompact.com. All residents with a roommate and/or suitemate are required to complete their agreements. Your RA will be in contact with you and your roommate/suitemates within the first few weeks of classes to schedule a time to complete your agreement via Roompact. We encourage roommates and suitemates to sit down together and read, discuss, and complete the various categories of the agreement. The aim of the agreements is to assist roommates and suitemates in setting guidelines and compromise for the room/suite (e.g. visitation hours, cleaning responsibilities, and study times) as well as to allow open discussion of personal characteristics and preferences between all occupants. The agreements are a set of guidelines, not a binding document, and may be renegotiated as needed. The residence hall staff is available for consultation and to assist roommates/suitemates in completing the agreement.

### **Student Complaints**

Marshall University along with Housing and Residence Life want to ensure we are always meeting the needs of our students. If at any time a student feels their needs are not being met, or are having problems with fellow students, faculty or staff and are not sure who to speak with, we encourage you to submit a complaint at the following address [https://marshall-advocate.symplicity.com/public\\_report/index.php/pid758555](https://marshall-advocate.symplicity.com/public_report/index.php/pid758555)

### **Single Rooms**

There are a limited number of designated single rooms in Marshall's residence halls. Students desiring a single room that do not receive initial assignment to one will have their names placed on a waiting list. Students currently assigned to a single room may retain that room by reserving it during Housing sign-ups in all halls except First Year Residence Halls. Students in singles may be assigned a roommate if overcrowding occurs.

Single rooms are supplied with furniture for two occupants. A single room refers to the occupancy of a room and not the amount of furniture supplied. No furniture will be removed from the room by HRL staff.

Students assigned to a double room that do not receive a roommate should continue to keep their room prepared to receive a roommate at any time, if a room is not ready for a roommate, the resident may be charged with Failure to Comply and will be charged a \$75 fee while still being required to prepare the space for a potential roommate.

### **Storage**

The University does not provide storage for personal items or university supplied room furnishings. Items may not be stored in common areas, including study lounges, bathrooms, stairwells, lobbies, hallways, hall closets, washrooms, or kitchens.

### **Theft**

Report thefts to a residence hall staff member and the Marshall University Police Department (MUPD). The University does not assume responsibility for personal property, which is lost, stolen, or damaged.

### **University Withdrawal**

Upon withdrawing from the University, a student is required to vacate their assigned room and hall within 48 hours. Requests for an extension must be directed to the Department of Housing and Residence Life Office. Students must also cancel their housing contract with Housing and Residence Life and properly check-out with building staff.

### **Waiting Lists**

If you are not assigned to your first-choice building, your name will automatically be placed on a waiting list. Waiting lists are processed by your housing priority date. Should it not be possible to assign you and your desired roommate together in your first-choice building, you will be assigned together in another building if space is available. Neither you nor your requested roommate will be transferred separately to the first-choice building, unless you notify Housing and Residence Life in writing that you are willing to be assigned to a space in your first choice building even if space is not available to assign both you and your requested roommate to the same room.

## Section Five: Residence Hall Policies

As a student at Marshall University, you are responsible for abiding by all policies and procedures outlined in the Student Code of Conduct, Housing and Food Service Agreement, Residence Hall Guide, as well as all federal, state, county, and municipal ordinances. Should you be charged with a violation, you have the right to due process. Refer to the Student Handbook and Code of Conduct for complete information on your due process rights and responsibilities. Each student is expected to read, follow, and understand the following campus living policies.

### **A1.0 Abandoned Property**

Students who vacate the halls should take all personal belongings with them. Should any residents leave any belongings behind, whether intentional or not, those residents will be notified of a \$25.00 per bag charge. This charge is applicable regardless of whether residents claim property. Property will be bagged and held for 30 days.

### **A2.0 Alcohol**

Regardless of age, the possession or consumption of alcohol is prohibited on Marshall University's campus, including but not limited to all residence halls rooms, public spaces, and grounds. This is also a violation of Standard 5.2.4.2 and 5.2.4.3 of the Student Code of Conduct.

- A2.1** Empty alcoholic beverage containers with liquid still in the bottom are not permitted in the residence halls.

### **A3.0 Air Conditioners and Window Fans**

Residents are prohibited from installing air conditioning units (floor and window) in residence hall rooms. Portable fans are permitted except for those with exposed heating/cooling elements.

- A3.1** Residents are required to keep all items, including furniture, from obstructing access to the air handler/conditioner. Items placed in front of any AC or heating unit may cause damage to or interfere with the unit's operations.

### **A4.0 Appliances**

For safety reasons, the following restrictions are placed on appliances and electrical equipment in the residence halls:

- A4.1** The possession of Instapots, Nu Wave ovens, hot plates, toaster ovens, barbecue grills, any appliance with an open/exposed heating element or any other heat producing cooking appliances are not permitted.
- A4.2** Electrically amplified items, including musical instruments, microphones, surround sound, etc. may not be used in resident rooms.
- A4.3** All electrical appliances in operation cannot exceed 20 amps of power at one time. Appliance amperage is usually specified in the owner's manual or on the equipment itself. Overloading the capacity of circuits can cause damage to your appliances as well as to the building's electrical system. Please contact the Housing and Residence Life office for assistance.
- A4.4** Extension cords are not permitted.
- A4.5** Multi-outlet electrical plugs that are attached to a permanent outlet are not permitted. Surge protectors that are UL listed and have re-settable circuit breakers are permitted and recommended, especially for TVs, computers, stereos, etc. All permitted

appliances (refrigerators, coffee makers, etc.) must be plugged directly into a permanent wall outlet.

**A4.6** Halogen lights/lamps are not permitted in any of the residence halls.

**A4.7** Refrigerators and microfridges rated at more than 2.5 amps are not permitted.

**A4.8** The use of microwaves is permitted in all halls. Microwaves are limited to 1 per room in TTE, TTW, Holderby, and Buskirk Halls. Gibson, Wellman, Willis, and Haymaker Halls have been designed with an outlet dedicated for microwaves only. Microwaves cannot be plugged into any other outlet in the entire suite. In the First Year Residence Halls, microwaves may be plugged in to any outlet. In Holderby, microwaves should not be plugged into the same outlet as the air conditioner supplied by Housing. All microwaves must be plugged directly into a wall outlet and not to a surge protector. Suites are only allowed to have one microwave, which cannot exceed 700 watts. Not adhering to these specifications could result in power outages and restriction of microwave usage.

### **C1.0 Cameras**

Any tampering with Housing and Residence Life and Marshall University owned and operated cameras placement, footage, or equipment is strictly prohibited.

### **C2.0 Candles and Incense**

Candles and/or incense are not permitted to be used or stored in any residence hall rooms. Wax burners that do not have an exposed hot plate and/or use light bulbs are permitted.

### **C3.0 Cleanliness**

While Housing and Residence Life staff recognizes the right to privacy, for health and safety reasons, residents are expected to maintain a sanitary and clean environment within their room and common areas.

**C3.1** Residents may not create a health hazard in any common areas (kitchens, lobbies, study lounges, etc.) by improperly disposing of trash or exhibiting other unsanitary behavior.

### **C4.0 Cohabitation**

Cohabitation is defined as “a non-resident on a regular basis using a room as if they were a resident of that room, which includes: the presence of clothing and/or other personal belongings in the room, studying in the room and using the bathroom facilities as if they lived in the hall/room.” Furthermore, minor children or dependents of residents are not permitted to permanently reside within the residential community.

### **C5.0 Communication**

Residents should never give out or post their room number, location, birthdate, phone number(s), email addresses, names of roommates, etc. While Internet sites are used by many residents to establish social connections, not everyone will use them for honest purposes.

**C5.1** Any form of bigotry, harassment, intimidation, or threat that jeopardizes the personal safety of another is prohibited. This includes, but is not limited to, text messages, comments, messages made on whiteboards, websites, social media, blogs.

**C5.2** Use of cameras, camera phones, digital recording devices, and/or video equipment without the specific consent of the persons(s) being photographed or recorded is prohibited. Furthermore, residents may face criminal prosecution and/or referral to

the University's Office of Student Conduct if such images or recordings are placed on the Internet and/or are used as part of a business operation.

### **D1.0 Damage/Vandalism/Maintenance**

Residents are responsible for their assigned rooms and residence hall common areas, including the cost of repair, labor, and/or replacement of all University property that is lost or damaged regardless of their actions or the actions of their guests. All students are expected to report maintenance issues by using the FIXX or Resident Portal (North and South). For issues that require immediate attention (ex: overflowing toilet, broken door lock, etc.), students will need to contact the front desk of their community. This is also a violation of Standard 5.2.5.1 of the Student Code of Conduct.

### **D2.0 Dangerous or Hazardous Materials**

Dangerous or hazardous materials are strictly prohibited. Dangerous or hazardous materials are defined as, but not limited to, ammunition, fireworks, combustible materials (including lighter fluid, propane, gasoline or petroleum derivatives, butane torches, and canned heating units) or other dangerous articles or substances deemed as unsafe by a university official.

### **D3.0 Decorations**

Residents are allowed to personalize their rooms using, posters, wall hangings, draperies, etc. Students are held responsible for any decorations or adhesive strips (i.e. 3M Strips) that damage or deface any University property. Restrictions are as follows:

- D3.1** Combustible materials such as straw, hay, vines, branches, or leaves are prohibited.
- D3.2** Adhesive substances such as contact paper, glue, bumper stickers, or decals are prohibited on all surfaces.
- D3.3** Dartboards and darts are prohibited.
- D3.4** Residents may not use nails on any surface.
- D3.5** All decorations must be placed 18 inches or lower from the ceiling to meet Fire Code which requires this clearance to be maintained to ensure proper sprinkler operation.
- D3.6** Stringed lights that are used in other halls must be made for indoor use and cannot be draped over any material that could be flammable. LED light strips may be used in resident rooms but are done so at the resident's own risk. The included adhesive for these LED strips may cause major wall damage which the resident may be billed for. To minimize damage, it is recommended that LED light strips be mounted using 3M strips and not the included adhesive.

### **D4.0 Disorderly/Disruptive Conduct**

Residents are to refrain from any activity in the residence halls that might endanger their own safety, the safety of other people, or the residence hall facilities. This is also a violation of Standard 5.2.4.7 of the Student Code of Conduct.

### **D5.0 Doors/Locks**

Propping open residence hall doors with automatic closers, fire doors, any exterior residence hall doors, or using emergency exits in non-emergency situations is prohibited. Manipulation of locks in any way is prohibited.

### **D6.0 Drugs**

Unauthorized possession, distribution, delivery, sale, storage and/or use of a controlled substance (drugs or narcotics) are prohibited. This includes any drug for which the required prescription has not

been validly obtained, as well as the possession of drug paraphernalia including but not limited to, bong, needles, and/or pipes. This is also a violation of Standard 5.2.4.1 of the Student Code of Conduct.

### **E1.0 Elevators**

Tampering with or defacing elevators is prohibited.

### **F1.0 Failure to Comply**

Failure to follow a directive or comply with a member of the Housing and Residence Life Staff and/or other policies as outlined in the Marshall Student Code of Conduct, Federal and State Law, and the Residence Hall Guide is prohibited. Residents are expected to comply with directives of any University officials when acting in the performance of their duties, including administrative instructions and deadlines. These are also a violation of Standard 5.2.4.10 of the Student Code of Conduct.

These include but may not be limited to:

1. Unauthorized room changes.
2. Knowingly misusing, altering or mutilating an ID card, using the ID card of another, or allowing one's own ID card to be used by another student.
3. Being verbally abusive with a University official.
4. Failure to leave premises when asked to by any University official.
5. Failure to complete sanctions assigned from a disciplinary hearing.
6. Failure to show University ID.
7. Not adhering to roommate rights and roommate agreements

### **F2.0 Fire Safety and Equipment**

**F2.1** All residents are required to evacuate their residence hall when the fire/emergency alarms sound. This includes routine safety drills required by law. Elevators are not to be used during emergency evacuations. Failure to vacate may result in a citation by the Fire Marshal, a fine, and disciplinary action.

**F2.2** Tampering, altering, disabling or any other misuse of fire safety equipment is strictly prohibited and illegal. This includes but is not limited to sprinkler heads and smoke detectors. There is at minimum a \$25 fee for each occurrence.

**F2.3** Hanging objects from sprinkler heads or smoke detectors is strictly prohibited. Any damage to sprinkler heads, ceiling tiles, or water damage to any personal property shall be the responsibility of the resident.

### **F3.0 Furniture**

Unauthorized possession of university property other than furnishings assigned to a room is prohibited. Items not assigned to the room, including but not limited to, lounge and cafeteria furniture, cafeteria utensils, signs, and fire/safety equipment will be removed if found.

**F3.1** Furniture, except for bunk beds, may not be disassembled or detached from walls.

**F3.2** All furniture must always remain in the room.

**F3.3** Furniture may not be placed on cinder blocks or other items to elevate it.

**F3.4** Residents in double occupancy rooms should only use furniture meant for their assigned bed space as you may receive a roommate at any time.

### **H1.0 Harassment**

Harassment is strictly prohibited. Harassment is defined as committing, conspiring to commit, or causing to be committed any act which causes or is likely to cause physical or mental harm which tends to injure or actually injures, intimidates, stigmatizes, frightens, demeans, degrades, or disgraces any person or group.

### **I1.0 Identification (Marshall ID)**

Residents are required to tap their Marshall ID at the front desk when entering their residence hall 24 hours a day. Improper use of Marshall ID is prohibited. This includes, but is not limited to, giving ID to individuals who do not reside in the hall or allowing a non-resident to use your ID to enter your residence hall. In the event a resident need to secure a temporary ID due to their student ID being lost or stolen, the resident will be required to verify their identity at the front desk by providing their room or student ID number to prove they live in the residence hall they are wanting to enter.

### **K1.0 Keys**

Improper use of room keys is prohibited. This includes, but is not limited to, giving keys to other residents or those who do not live in the residence hall, to use your room key to enter your room. This is also a violation of Standard 5.2.5.7 of the Student Code of Conduct.

### **L1.0 Lofts**

The only lofts permitted in the residence halls are those ordered from and constructed by <https://www.collegeproducts.com/store/marshall/>

### **L2.0 Loitering**

Students should refrain from loitering in entrances of the residence halls where prohibited.

### **N1.0 Noise**

Residents and guests must abide by the quiet hours, as outlined below, both inside the residence halls and in the vicinity. Residents must comply with requests to reduce excessive noise that interferes with a resident's right to study or sleep in their room. At no time should any amplified sound be directed out resident's windows. During exam weeks, Housing and Residence Life staff will institute and enforce 24-hour quiet hours.

***Quiet Hours:*** Noise should not be heard outside of a resident's room including voices, music, etc. Hours are 9:00 p.m. to 8:00 a.m. Sunday through Thursday and from 12:00 midnight until 10:00 a.m. on Friday and Saturday.

***Courtesy Hours:*** As residents you should be respectful of others and maintain a reasonable noise level as determined by housing staff.

### **P1.0 Pets**

The only pets permitted are fish in tanks up to 10 gallons.

### **R1.0 Recreational Equipment**

Equipment checked out from the front desk should be returned promptly after use. Residents who fail to return items or return them damaged will be billed for the replacement of these items.

### **R2.0 Recreational Transportation**

**R2.1** With the exception of the First Year Residence Halls bicycles may be stored in resident rooms. Residents in the First Year Residence Halls must use the outdoor racks to store bicycles. Bicycles may not be chained or stored in the lobbies, walkways, rails of sidewalks, stairwells, laundry rooms, or other public areas. University personnel will remove bicycles stored in areas where a safety hazard is created.

**R2.2** Rollerblading, skateboarding and the riding of bicycles and hover boards are prohibited in the residence halls.

**R2.3** The use, charging, and storage (if battery is in device) of Hover boards, electric scooters and bikes, and similar devices, are prohibited in all residence halls. You may store it in your room with the battery removed. If you are unable to remove the battery you must remove the Hover boards, and similar devices from your residence hall. If the item is found with battery intact it will be confiscated by the Housing Office and disposed of immediately.

### **R3.0 Roofs**

Residents are not permitted on the roofs or awnings of residence halls. No objects may be thrown, dropped or otherwise deposited on or off roofs or awnings.

### **S1.0 Sales and Solicitation**

Door-to-door solicitation, sales, surveys, and canvassing are not permitted in any area within the residential community. Door-to-door distribution of flyers or leaflets or the placement of these items on doors or cars is prohibited. The exception to this policy is for Housing and Residence Life staff in carrying out the duties of their position. Flyers and other forms of publicity may not be distributed without the consent of the Director of Housing and Residence Life, or their designee. Students may not engage in any sales or business activities within any public area of the residential community. This is also a violation of Standard 5.2.6.3 of the Student Code of Conduct.

**S1.1** All advertising in the residential community must be pre-approved, including student groups, events, or sale of personal items that may benefit others in the community (such as textbooks). Approval can be sought at the Housing and Residence Life office.

### **S2.0 Smoking/Tobacco**

Smoking and the use of tobacco products in all residence halls, including resident rooms, common areas, and stairwells is prohibited. This includes vapor/e-cigarette products. Residents will be charged a \$25.00 fine for each occurrence. This is also a violation of Standard 5.2.2.20 of the Student Code of Conduct.

### **V1.0 Visitation (General Guidelines)**

The residence halls have visitation for of-age guests 24 hours a day, seven days a week. Guests are defined as any individual that is not a resident of the community they are visiting.

First Year Residence Hall (North and South), Twin Towers East and West, and Marshall Commons operate as individual communities. Residents and signed in guests of residents of these communities have inter-hall visitation within their individual community, and do not have to be registered at the front desk to visit other halls in their community.

All Marshall University students hosting guests or visiting the residence halls must use their Marshall ID to be signed in.



All residents will have the opportunity to establish and regulate visitation through their roommate agreement. The roommate's approval is required. In situations where roommates are unable to resolve issues related to visitation on their own, they should contact their RA. All residents should obtain permission from their roommate(s) each time they would like to entertain a guest

Lobby guests should not be unescorted for longer than 15 minutes. They can be asked who they are waiting for and can be asked to leave whether they are causing a disturbance or not. Sleeping in the lobby is not permitted.

- V1.1 Residents are limited to three (3) guests at a time.
- V1.2 All guests must be properly signed in with their host at the front desk upon entering a residence hall and must be signed out at the front desk every time they leave the building. No matter how short the duration of the visit.
- V1.3 Guests must be escorted at all times.
- V1.4 Residents are responsible for their guests and their behavior at all times.
- V1.5 Guests must be escorted to designated guest bathroom facilities.
- V1.6 Guests without photo identification will not be signed in.
- V1.7 Personal care attendants for residents who are disabled or physically challenged must have their names provided in writing by their employer or university representative, present a photo ID, and sign in at the front desk before entering residential areas. The host resident does not need to be present to sign in the attendant.

*\*Housing and Residence Life staff reserve the right, at their discretion, to refuse to allow any guest the privilege of visiting the residence halls or may alter or amend visitation and guest policies as necessary.*

## **V2.0 Visitation for Students Living on Campus**

Students living on campus do not have any restrictions pertaining to staying overnight. Should problems arise concerning the abuse of visitation, visitation can be suspended or limited at the discretion of the hall staff.

*\*Housing and Residence Life staff reserve the right, at their discretion, to refuse to allow any guest the privilege of visiting the residence halls or may alter or amend visitation and guest policies as necessary.*

## **V3.0 Visitation for Off-Campus guests**

Proper photo identification (Driver's license, state-issued ID card, school ID card, or military ID) is required by a non-Marshall guest to be signed in.

- V3.1 Overnight visitation within the residence halls is permitted for off campus students and defined as having a guest signed in for more than 2 hours between the hours of 2:00 am - 8:00 am under the following restrictions. No off-campus guest may stay more than three (3) nights between Monday- Sunday each week. If a guest stays 3 nights their visitation privileges are put on hold, and they must wait until the following Monday before they will be permitted to stay overnight again

*\*Housing and Residence Life staff reserve the right, at their discretion, to refuse to allow any guest the privilege of visiting the residence halls or may alter or amend visitation and guest policies as necessary.*

## **V 4.0 Visitation (Minors under 18)**

Underage guests (minors) are permitted to visit the residence halls. To stay overnight within the residence halls under the following conditions:

- V4.1** No minor who is not a Marshall student or accompanied by an adult member of their immediate family may visit the residence halls overnight (12:00 midnight-8:00 am) without written parental or legal guardian consent, including contact information for verification.

*\*Housing and Residence Life staff reserve the right, at their discretion, to refuse to allow any guest the privilege of visiting the residence halls or may alter or amend visitation and guest policies as necessary.*

## **W1.0 Weapons**

Possession or storage of any weapon, dangerous devices, or substances, including but not limited to, any firearm, pellet gun, illegal knife (blade longer than 3 inches), sling shot, ammunition, dangerous chemicals, fireworks or explosive device, or other dangerous weapon.

## **W2.0 Windows**

Tampering with, damage to or misuse of windows or window screens is prohibited.

- W2.1** Placing objects or signage/materials found to be offensive (despite intent) on windows or outside window ledges is prohibited.
- W2.2** Throwing or dropping objects from windows is prohibited.
- W2.3** Sitting, standing or leaning out windows is strictly prohibited. This includes attempting to enter or exit a room through a window.
- W2.4** Screens, retaining locks, screws, sealed windows must remain in place at all times. There is a minimum fine of \$25.00 per occupant, per occurrence.

## **Section Six: Department of Housing and Residence Life Conduct System**

The Department of Housing and Residence Life, in conjunction with the Office of Student Conduct regulates the policies and procedures necessary to maintain the orderly function of campus residence halls. The Department of Housing and Residence Life's policies and procedures are described within "The Residence Hall Guide".

By signing the "Residence Hall Agreement," the student agrees to respect and adhere to all policies and procedures pertaining to University housing and dining services as outlined in the "Residence Hall Contract" and "The Residence Hall Guide." In addition, all university students that visit residence halls on campus are expected to abide by the Department of Housing and Residence Life's policies and procedures. Any university student or guest who violates policies and procedures may be subject to loss or restriction of residence hall visitation privileges as well as related financial restitution.

The Department of Housing and Residence Life's policies are specific to the operation of residence halls and will be adjudicated within the Department with violations resulting in residence hall-based sanctions. The adjudication process includes adequate notice of violations, fair review of charges, and a just appeals process. Residence hall incidents that involve suspected use or possession of drugs or alcohol, or any actions that could, under the code, result in suspension or expulsion, will be referred to the Office of Student Conduct for adjudication with violations resulting in university based sanctions. The Office of Student Conduct will notify the Department of Housing and Residence Life of the final outcome of all disciplinary proceedings related to the residence halls.

If a student is found to be in violation of any university policies or procedures, as specified in the "Residence Hall Agreement," "The Residence Hall Guide," or the "Student Code of Conduct", the Department of Housing and Residence Life reserves the right to change the student's assignment or to consider cancelling the student's housing contract. Assignment changes or cancellation of housing contract decisions are made on the basis of if the student or situation is deemed to be a health or safety threat either to the individual student or community at large. When residency is cancelled, refunds will only be made in accordance with the terms of the "Residence Hall Contract."

### Housing and Residence Life Adjudication Process

1. Upon receipt of a report of an alleged violation, the Area Coordinator/Assistant Area Coordinator will notify the student(s) involved by sending a charge letter within two business days.
  - a. The charge letter will outline all alleged policy violations and will have the day and time of a scheduled conduct hearing.
2. The student conduct hearing:
  - a. The hearing is the accused person's opportunity to hear the full report written concerning the incident in question.
  - b. The accused person can state their version of the incident in question.
  - c. Any witnesses may be present to give testimony concerning the incident in question.

3. Determination of Responsibility:
  - a. After the conduct hearing, the student conduct administrator will determine responsibility of all applied charges.
  - b. An outcome letter will be sent. This letter will outline any sanctions assigned to the responsible party.
4. Sanctions:
  - a. Sanctioning serves as a sometimes-necessary part of a student's behavioral plan after being found responsible for a policy violation.

#### Housing and Residence Life Disciplinary Statuses and Sanctions

Housing and Residence Life reserves the discretion to determine appropriate sanctions to be imposed upon a student for any violation of the Residence Hall Guide or Housing Contract up to and including housing cancellation. The sanctions may be cumulative, and no sanction need be exhausted before any other sanction may be imposed. Sanctions may be determined based on a past disciplinary record, the severity of behavior, the impact upon the community or any combination of these considerations. The Area Coordinator/Assistant Area Coordinator or their designee will consider these factors when determining the possible sanction to be imposed.

***Housing Warning:*** A Housing warning is formal reiteration of policies and procedures to a student found in violation of a Department of Housing and Residence Life policy.

***Housing Probation:*** Housing Probation is a predetermined period of time in which a student must adhere to all policies and procedures to avoid further disciplinary action. Additional violations of policy during a probationary period could escalate the student's disciplinary status.

***Housing Relocation:*** Housing Relocation is a determination that a student is disruptive to the community in which they reside or involved in a situation such as but not limited to prohibited conduct or other university conduct violations and a change is necessary for the betterment of that community and the individual in question.

***Housing Cancellation:*** Housing Cancellation is the formal cancellation of the student's Housing Contract because the student's behavior has been deemed a threat to the health and safety of the individual in question or the community at large.

***Financial Sanctions:*** Financial Sanctions are the required payments needed to make restitution for prohibited behavior in the Residence Halls. Common financial sanctions are cleaning minimum of \$25.00, Smoking, \$25.00, or assessed damages to university or student property.

***Housing Level 1 Restriction:*** prohibits the student from signing guests into a residence hall, checking out residence hall equipment, and amenity keys.

***Housing Level 2 Restriction:*** prohibits the student from being signed in as a guest in any residence hall, signing guests into a residence hall, checking out residence hall equipment, and amenity keys.

- Sanctions that are not completed or adhered to within the required time frame will result in a Housing Level 2 Restriction being placed on the student until the assigned sanction is complete.

***Removal of Non-Permitted Item:*** Any item not permitted in the residence halls may be judicially asked to be removed.

***Community Service:*** Mandated service assignments

***Housing Educational Sanctions/Reflection Exercise:*** An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Other educational exercises may be required such as researching a specific topic, designing and/or presenting community awareness programs, hall presentations, bulletin boards, or making restitution for damages through restorative work. The student conduct meeting administrator will review assignments to determine if the student has successfully met the educational goals of the assignment.

***Housing Visitation Restriction:*** Prohibits residents from signing in any guest for a predetermined period.

***Housing Visitation Hold:*** Prohibits student/person from being signed in as a guest for a predetermined period.

***Housing Restitution:*** Compensation for loss, damage, etc., which may include monetary or property replacement.

### Appeals

Students have the right to appeal a sanction given if they feel the sanction is aggrieved. To appeal a sanction:

1. Submit a letter outlining the rationale as to why the sanction or disciplinary status is unjust within three (3) business days of receipt of your outcome letter to the Assistant Director of Residence Life or their designee(s).
2. The Assistant Director of Residence Life or their designee(s) will meet with the resident within five (5) business days.
3. The appeal decision will be final, except in cases resulting in cancellation of the student's contract.
4. All contract cancellations based on conduct violations may be appealed, within two (2) business days of receipt of the cancellation notice, to the Senior Vice President for Administration, or their designee. Grounds for appeal are limited to:
  - a. Procedural errors.
  - b. Evidence not available at the time of the decision or to the maker(s) of the decision.

- c. Insufficient grounds to support the cancellation decision.
- d. Misinterpretation of Housing and Residence Life's policies.

## **Section Seven: Emergency Information**

Housing and Residence Life maintains multiple levels of staff who are trained to report and address a variety of crisis or emergency situations as directed by the University Emergency Response plan. The University will utilize MU Alert to send text and e-mail notifications in the case of extreme emergencies and to disseminate important information to the University community. Students should sign-up for MU Alert through their MyMU account or during various enrollment periods as communicated by the University.

It is important that residents follow directives given by any University staff member during an emergency situation. Should a resident experience an emergency situation, emotional/mental crisis or need assistance at any time they should not hesitate to notify a staff member or the Marshall University Police Department (MUPD) if needed immediately. Some examples of emergency situations include, but are not limited to:

### **Bomb Threat or Explosive Devices**

Because of the seriousness of the situation and possibility of physical injury to the parties concerned, initial precautions must be taken in the case of a bomb threat or the presence of explosive devices. If anyone suspects an object to be a bomb or explosive device: **DO NOT TOUCH THE OBJECT...** Immediately report the location and the situation to MUPD.

### **Facilities Emergencies**

In the event of a facility emergency, please call the RA on Duty, or come by the front desk.

\*Examples of facilities emergencies include, but are not limited to:

- Locks on entrances that do not work
- Broken glass doors, windows, etc.
- Electrical outages
- Leaks from equipment and fixtures resulting in wet carpet and/or flooring
- Building wide absence of water or heat

### **Fire Evacuation**

In emergencies requiring evacuation, the fire alarm will sound and residents must exit the building. All building occupants should proceed calmly and quickly to the nearest exit and leave the building. Once outside students should remain a safe distance away from the building. Re-entry to the building is not permitted until university personnel give an "all clear" signal. Elevators are not to be used during emergency evacuation. Residents who anticipate requiring special assistance to evacuate should notify the Area Coordinator of their needs upon check-in.

### **Fire Drills**

As required by state law, periodic unannounced fire drills will be conducted. Anytime a fire alarm sounds, residents must vacate the hall according to instruction given by the hall staff and/or fire department personnel.

## Medical Emergencies

- Dial 304-696-4357 to connect to the Marshall University Police Department (MUPD). If you are able, please notify the RA on Duty or the front desk.
- If a medical emergency occurs, please do not crowd the area or panic.
- The residence hall staff cannot transport residents. You may consider telling your roommate where to locate your insurance information and the name/telephone number of an emergency contact.
- The residence hall staff will request emergency information from each resident, including emergency contact information and relevant medical history that may be crucial for timely and accurate treatment.

## Sexual Assaults

- Dial 304-696-4357 to connect to the Marshall University Police Department (MUPD). If you are able, please notify the RA on Duty or the front desk.
- MUPD will contact a Marshall University counselor.
- The RA on Duty can assist you in reaching their supervisor, who can also provide information on options and resources in the immediate area.
- Victims of sexual assault are encouraged to seek medical assistance for their physical safety, emotional support, and the potential preservation of evidence (should the decision be later made to prosecute the assailant).
- All staff that work or live in the residence halls are considered Campus Security Authorities. They are required to report any sexual assaults brought to their attention to the Title IX Coordinator.
- For more information please consult <https://www.marshall.edu/ccoaa/title-ix/>

## Violent Incidents

Violent incidents, including but not limited to, acts of terrorism, an active shooter, assaults, or other incidents of violence can occur on the university grounds or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained. The Marshall University Police Department has adopted a nationally accepted law enforcement response procedures to contain and terminate such threats, as quick as possible. Students should be sure to be aware of their surroundings and follow the Run, Hide, Fight philosophy as laid out here <http://www.marshall.edu/emergency/>

## Weather Emergencies

Generally, it is Marshall University’s policy to maintain its normal schedule, even when conditions are inclement. However, that is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected: students, faculty, staff and the general public as expeditiously and as comprehensively as possible.

### ***Below is a list of some additional resources available to students:***

Student Advocacy and Support	(304) 696-2284
Counseling Center	(304) 696-3111
University Police	(304) 696-4357 (HELP)
Psychology Clinic	(304) 696-2772
CONTACT (Rape Crisis Center)	(304) 399-1111 or toll free (866) 399-7273