Davidson College
Residence Life Office
Policies and Procedures for Students

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Residence Life Policies and Procedures for Residents

Residence Life Office: General Purpose and Principles

The Residence Life Office (RLO) at Davidson College provides a safe residential space for learning and development. RLO strives for a student-focused residential experience that cultivates students into becoming mature and self-sufficient contributors to the Davidson College community. RLO aims to help students achieve Davidson College's Statement of Purpose by providing a positive and developmental impact on students.

RLO manages a safe, secure, and welcoming residential environment that supports and enhances all residents' academic performance and social development. Through their experiences in the residential community, Davidson students gain the knowledge, awareness, and skills to lead ethical, inclusive lives. RLO promotes residential communities through the curriculum goals of community responsibilities, self-awareness, wellness, and inclusive excellence.

The RLO is a part of the Division of Student Life. The RLO Professional staff includes the following positions:

- Assistant Dean of Students/Director of Residence Life
- Associate Director of Residence Life
- Housing Assignments Coordinator
- Coordinator for Budgets and Facilities
- Office Coordinator
- Assistant Director for Recruitment and Training
- 3 Area Coordinators (ACs)

RLO assigns RLO Student Leaders (Hall Counselors (HCs) for first-year students and Resident Advisors (RAs) for upper-class students) to residence halls and apartment buildings to provide support, programming, and referrals. The RLO Professional Staff selects, trains, and supervises the RLO Student Leaders, responding to disciplinary matters within the residence halls, providing support & campus referrals, and managing conflict. The Residence Life Peer Supervisor is a student position that provides support, programming, and referrals to HCs in one of the residential areas.

RLO handles all room assignments, manages room and damage billing, coordinates social and educational programming in the residential communities, serves as a liaison between residents and maintenance staff, and responds to all housing needs.

The policies and procedures within this document, the RLO website, and addendums (e.g., Martin Court Lease Agreement) cover the expectations and responsibilities for students residing in and visiting the residence halls and apartments. Ignorance of these codes and policies does not constitute an excuse for violations. These policies and procedures provide information students need to have a safe and enjoyable residential experience. If residents have questions that these pages do not address, they should inquire with a Residence Life Professional Staff member.

Section 1. Overview

Davidson College is a four-year residential community, and all students are expected to live on-campus all four years. The RLO manages the residential experience of the students attending Davidson College. Only full-time Davidson students in good financial standing are eligible to live in the residence halls and apartments during the academic year; students who withdraw mid-semester must move out within 48 hours of their withdrawal notice. Students may not sublet or rent an on-campus residential space to anyone else.

The RLO assigns students to rooms. RLO (and Davidson College) reserves the right to reassign a student as necessary. Reasons for a reassignment include the consolidation of vacant spaces, the response to a facility repair, the outcome of the Davidson College Code of Responsibility process, the safety and well-being of students, or the discretion of the Assistant Dean/Director of Residence Life, Associate Dean of Students, and Dean of Students.

Student Acknowledgement and Agreement.

Davidson College students agree to abide by all rules and regulations set for in this document (including the RLO website and addendum documents) regardless of whether the students live in the residential spaces (residents) or live outside of the residential spaces (students). These policies and procedures may be amended at any time. Failure to meet these expectations will result in consequences varying according to the severity of the behavior and impact on the residential community. Each policy in Section 2 of this document includes possible consequences for failing to meet expectations. Section 3 of this document explains the Residential Student Accountability process.

The residential spaces typically come with a room key, bed, dresser, closet or wardrobe, desk, desk chair, cable television connection, and internet connection. All room furniture must remain in each resident's room, and no items may be stored or left in residential hallways. Public hallways, hall bathrooms, lounges, laundry, and vending facilities are available for residents and are regularly cleaned by the Building Services staff. The residence hall lounge typically has a television with cable service.

Students are responsible for maintaining a healthy and safe environment by using trash cans provided in the residence halls and keeping all personal belongings out of hallways and lounges. The Building Services staff takes care of routine daily cleaning, but residents must take care of any messes for which they are responsible. Residents and staff must work together to contribute to a pleasant community to live and study.

Davidson College and RLO are not responsible for any personal property loss, damage, or theft. Residents are strongly encouraged to carry renter's insurance to protect their personal property. Students should verify coverage under their parents' or guardians' home or renter's insurance policy and, if not, purchase student rental insurance. A 1-year policy is available for as little as $66 from NSSI. More information about NSSI can be found in their brochure (click here) or their video (click here).

The RLO supports the Innovation and Entrepreneurship Initiative and encourages students to engage in entrepreneurial activity while recognizing limitations on that ability in the residence halls and apartments. Though commercial transactions such as food delivery occur outside the residence halls and apartments, infrequent commercial transactions are permitted in private residential spaces if they comply with Davidson College policies. The use of common areas for commercial activity is prohibited.

Assignments and Rates.

The semester room rent covers housing from the time when the residence halls open ("Move-In") until they are officially closed ("Closing") each semester. After the tenth day of class, refunds are not issued for room rent. Refunds are not issued for students evicted from on-campus housing because of disciplinary action.

Davidson requires all currently enrolled students to live in college housing. Housing assignments occur from the housing selection lottery process, the First-year Pairing Process (for incoming first-year residents), and

and. Each year, every student is randomly assigned an undisclosed lottery number according to student classification (based on credit hours determined by the Office of the Registrar), with rising seniors having the best numbers, followed by rising juniors and rising sophomores. Lottery numbers determine the order of housing lottery selection processes, including the order in which off-campus permission is granted. RLO strictly abides by the Registrar's Office determination of class. Outside of random number generation, no other factors (i.e., current housing location, GPA, conduct, last year's lottery number, etc.) affect the undisclosed lottery number assigned to a student. If the student has applied with a roommate or in a group, the lottery numbers are averaged, and the average becomes the lottery number for the group. Once a student/group has applied for and been notified they have been accepted into a specific housing process, they are removed from the possibility of applying for subsequent housing processes for the upcoming year.

At times, there are more enrolled students at Davidson College than available beds on campus. During those times, RLO will extend off-campus permission to a limited number of students beyond the number of on-campus beds. RLO grants off-campus permission to upper-class students based on lottery numbers and campus occupancy numbers. Off-campus permission is also granted in limited cases: students with housing needs that cannot be met on-campus, married students, and 25 years of age or older. Off-campus permission is not granted for students whose families live close to campus, nor for financial needs. Any student who moves off-campus without permission from RLO is charged a penalty equal to one semester's double room rate. Students with off-campus permission will not have the same access to residential resources as on-campus students.

If a resident resides in a room or apartment with a bed vacancy, the resident does not have the right to utilize that vacant space. In other words, a resident in a double without a roommate is not residing in a single room and thus does not have the right to occupy the entire space (i.e., using both dressers, using both closets, pushing both beds together, etc.). Residents assigned to an apartment or room not at capacity will only be charged the specified room rate (e.g., a person living alone in a double room will only be charged a double room rate), and the space may be filled as needed by RLO. Residents do not have the option to "buy out" a vacancy so that others cannot move into the space. RLO reserves the right and ability to utilize the vacant space to meet occupancy needs. Though RLO will attempt to involve the room's resident in filling the vacant bed, the resident does not authorize who obtains the vacant bed.

Residents who withdraw from all of their classes or go on personal leave during the semester must checkout of their residential space within 48 hours of their withdrawal notice.

While RLO attempts to house students in their desired residential locations, housing preferences are not guaranteed. If there is minimal available bed space, lounges may be used, but, in some rare cases, students may be asked to live off-campus.

Period of Residential Housing Eligibility.

Room rent covers the period from when the residence halls open until they are officially closed. These dates vary each year (see below for more details) but coincide with the semester academic calendar. During the academic year, the residence halls remain open during Fall, Thanksgiving, and Spring breaks. Residence halls completely closed for winter break, in which residents are not permitted in the residence halls. All residents must vacate campus during winter break, beginning at noon following the last day of final exams. Students leaving after the official hall closing are subject to a $250.00 late departure fee. Residents may not occupy their room any time before the official opening and after the official closing of the halls without written/documented permission from RLO professional team.

The Security Access System is designed to deactivate all students' CatCards at winter break and the end of the school year. Residents planning flights during hall closing time should make travel reservations well in advance to avoid conflicts with this policy. Additionally, laundry and dining services are not available during winter break.

In the fall semester, move-in for first-year residents occurs on the Wednesday before the first day of class; for upper-class residents, move-in begins the Saturday before the first day of class. In the spring semester, move-in begins for all residents two days before the first day of class. Unless approved, non-graduating residents must depart the residential spaces 24 hours after their final exam or noon the day after the last day of exams (whichever comes first). When an housing extension is necessary for residents participating in commencement, the approved residents must vacate by 5 pm on Commencement Sunday. Recently graduated residents must depart at noon on the Monday following Commencement. Only RLO-approved students may depart after the set departure dates.

All residents must follow check-in and check-out procedures at the beginning and end of each contract period (academic year or semester) or upon departure at any point during the year. RLO will provide information about the check-in and check-out process through the RLO website, floor meetings, emails, and hall postings. In addition, students who change rooms at any time throughout the year must complete the process as specified by the RLO Professional Staff.

Section 2. Expectations for Residence Halls and Apartments

The philosophy of Davidson College's residential living is one of "freedom with responsibility," which is an extension of the honor system. The mission of the Residence Life Office is to provide a safe residential space for learning and development. Policies and procedures set high expectations for residents. The enforcement of these expectations helps students learn community responsibility, increases safety, and creates a more pleasant living environment. The detailed expectations, including consequences for violating these expectations, are set forth below.

Any student alleged of violating a policy in the Residence Life Policies and Procedures will be referred to the Residential Student Accountability Process, as outlined in Section 3, which will be executed by a RLO staff member.

Any repeated or severe violation of the Residence Life Office Policies and Procedures (listed below) may be referred to the Code of Responsibility Student Accountability Process, as outlined in Section 3.

Any student alleged of violating a policy in the Code of Responsibility will be referred to the Code of Responsibility student accountability process which may be executed by a RLO staff member or a staff member in the Dean of Students Office, as outlined in Section 3.

Any student who is found responsible for violating the Code of Responsibility or the Residence Life Policies and Procedures will be expected to complete an Accountability Plan that will address the behavior, provide education and/or campus resources, and will discourage any repeated or continued behavior, as outlined in Section 3.

Any student who is found responsible for damaging College property, either intentionally or accidentally, may be held responsible for paying for the replacement, repair, or cleaning costs, in addition to being referred to the Residential Student Accountability Process or Code of Responsibility Student Accountability Process, based on the severity of damage.

Alcohol.

Students must read, understand, and adhere to the Alcohol and Drug Policies provided in the Code of Responsibility located in the Student Handbook.

Below are additional RLO expectations for students regarding the responsible, legal, and safe use of alcohol:

- Per the Code of Responsibility and North Carolina state law, **Individuals under 21 years of age** may not consume, possess, provide, sell, enable access to, or purchase or attempt to purchase alcohol.
- **Individuals 21 years of age or older** may consume alcohol inside private residence hall rooms, Martin Court apartments (including on apartment porches (unless prohibited by RLO or the College), and in the Armfield courtyard (unless prohibited by RLO or the College). Individuals 21 years of age or orlder are prohibited from:
    - Providing/selling/enabling access to alcohol to underage students;
    - Permitting their ID to be used by others;
    - Driving any vehicle (including bikes and golf carts) while impaired;
    - Consuming alcohol in public areas of residence halls (lounges, hallways, bathrooms, stairwells, surrounding areas, etc.) or outside of designated outdoor areas.
- "Common containers" of alcohol (kegs, punch bowls, Jell-O, beer balls, BORGs, trashcans, funnels, etc.) are prohibited. Students under 21 participating in drinking games is prohibited.
- In Martin Court, alcohol in glass bottles may only be consumed inside apartments.

Students are strongly encouraged to use protective behaviors when legally consuming alcohol to reduce negative consequences. Underage students found in possession of alcohol will be required to dispose of the alcohol by pouring it out and bringing any/all empty containers to a dumpster in the presence of an RLO staff member. Alcohol found unattended in common areas, or the rooms of only underage residents is confiscated and disposed of by RLO professional staff or Davidson College Police Department.

See Davidson College Alcohol Policy in the Student Handbook for additional information.

Alteration of Rooms and Apartments.

Alteration of rooms and apartments by students is prohibited, including creating holes in walls or ceilings, wallpapering (including peel and stick removable), installing lighting, painting rooms, removing doors, removing security window screens, moving ceiling tiles, and installing wall to wall carpeting. Though Command Hooks can be used to hold items on the walls, care must be taken, and students must follow the exact removal instructions. All room related damages will be assess to the student's account. Please note, command hook can damage walls and the repair costs will be assessed to the student's account.

Appliances, Electrical Devices, and Personal Items.

Many appliances, electrical devices, and personal items make sense in the residence halls while others create fire safety hazards and are prohibited. The residence hall rooms have the capacity for ***16 amps/2000 watts maximum*** at any time. Martin Court apartment kitchens and common area kitchens are designed to accommodate additional appliances and electrical devices that are not allowed in private residence hall and apartment rooms.

- **Permitted in the residence hall room**:
  - *One per room*
    - one Microfridge unit or (one refrigerator [2 amps 120 volts maximum] and one microwave [700 watts maximum]) ***MUST BE PLUGGED DIRECTLY INTO WALL***
    - coffee makers
    - hot air popcorn poppers
    - slow cookers/crock pots
    - blenders
    - de-humidifiers/air purifiers
    - vacuum cleaners
  - *One per resident*
    - hair dryers
    - electric shavers/razors
    - clothing iron (with auto-shutoff)
    - power strips/surge protectors (must have "surge protected" on the UL label or the device).
- **Allowed in the Residence Hall kitchen areas only**
  - open-coil burners (hot plates)
  - griddles
  - indoor hibachis & grills (including Foreman-type grills)
  - hot air cookers, including air fryers
  - toaster
  - pressure cooker
  - instant pot
  - deep fryer

- **Permitted in Martin Court Apartment kitchen areas only (no more than one of each per apartment)**:
    - one Microfridge unit (or one mini refrigerator [2 amps 120 volts maximum])
    - one microwave (700 – 1100 watts)
    - open-coil burners (hot plates)
    - griddles
    - indoor hibachis & grills (including Foreman-type grills)
    - hot air cookers, including air fryers
    - toaster
    - pressure cooker
    - instant pot
    - deep fryer
- **Prohibited** in all residence halls and apartments:
    - **incendiary agents**: candles, incense, hookah, fireworks, butane torches, etc.
    - **combustibles**: lighter fluid, motor oil, propane, gasoline, charcoal, kerosene, vehicles that hold fuel like scooters and motorcycles, etc.
    - **fire and safety hazards**: including extension cords, live trees (e.g., Christmas, palm), paper-covered room doors, fabric hanging over beds, large stacks of newspaper, halogen lights, electric blankets, hoverboards, fog machines, additional door locks (e.g., Ring or other camera locks, chain, or deadbolt)
    - **types of appliances and furniture:** large household appliances, waterbeds, homemade lofts, sleeper sofas, large charcoal grills, gas grills, etc.
    - **plumbing concerns:** Drain-o, flushable wipes,
    - **other items** (including dart boards (including magnetic dartboards), wallpaper (including removable), doorbell cameras (e.g., Ring doorbell cameras), pools/hot tubs (including inflatable) within the residence halls/on MC balconies, adhesive string lights, weapons (see Weapons for more information), etc.)

The RLO website contains additional information about prohibited items and can be reviewed HERE.

Residents found in possession of a prohibited item will be required to immediately remove the prohibited item from the residence hall or apartment. Any unattended prohibited items will be confiscated by the RLO professional team.

See Fire Safety for additional information.

Bicycles.

Bicycles must be registered with Public Safety when brought onto campus. Bicycle registration is free and can be completed on the Davidson College Police Department's website. Bicycles must only be registered the first time they are brought to campus (not each year) unless the bicycle is sold or transferred to another person. Students living on-campus over the summer need to re-register bicycles for the summer.

They may be stored by adequately securing them to bicycle racks or inside student rooms. They cannot be stored in hallways, lounges, stairwells, on porches, or attached to outdoor objects other than bicycle racks. Bicycles must be removed at the end of the spring semester unless the owner is living on campus over the summer.

Improperly stored bicycles create a variety of issues: safety hazards during emergencies; blocking public walkways and limiting egress; impeding pedestrian and vehicle traffic; damage to College property; limiting the ability of the Building Services team to clean common areas; limiting the ability of grounds staff to maintain exterior spaces properly.

Bicycles not correctly registered, secured, or located in the correct locations are subject to removal, the bicycle owner being cited, and the confiscation of the bicycle by the Davidson College Police Department. Bicycles removed at the end of the spring semester will be stored for up to 90 days. All unclaimed bikes will be disposed of after 90 days. If a violation of this policy results in damage, the Damage policy applies.

More information on the Bicycle policy can be found on the Davidson College Police Department's website.

Cleanliness

- **Cleanliness** of private spaces is the responsibility of those assigned to those spaces. In Martin Court, this includes porches and patios.

- **Trash and recycling** should be removed promptly by students and disposed of only at the designated locations.
- **Pests** and insect problems should be reported to RLO promptly by emailing rlo@davidson.edu. Residents should not treat pests or insect issues themselves.

Residents are responsible for providing cleaning materials and equipment needed to clean their rooms, private bathrooms, apartments, and patios. RLO provides vacuums and brooms for communal use in the residence halls but not in apartments. College-owned vacuums and brooms are stored in common areas (typically lounges or a hall closet) and must be returned promptly. If a vacuum malfunction, email rlo@davidson.edu promptly so it can be emptied or repaired (see Malfunctioning and Broken Items for additional information). Residents are responsible for the cleanliness of their room even if a vacuum or broom is unavailable or broken. Residents are responsible for cleaning the room prior to moving out at the end of each contract period or semester.

Each residence hall has a designated location for trash and recycling. In Martin Court, residents must remove trash and deposit it in receptacles behind Armfield, Hart, and Jamieson. Trash is not permitted to remain on an apartment porch. Cleaning up trash in common areas that cannot be attributed to an individual or group of individuals may be billed back to the community or result in other consequences for the community.

Residents can reduce their pest problems by regularly cleaning food residue and sealing all food containers. RLO refers pest and insect issues to a pest control technician who administers all treatment to monitor community safety; they come to campus on Tuesday to spray in common areas and individual rooms upon request.

Biohazards present risks to both students and their environment. Biohazards include, but are not limited to blood, vomit, and other bodily fluids. A student who discovers a biohazard in a residence hall should immediately notify an RLO student leader. Building Services staff will ensure that the biohazard is safely cleaned. Students responsible for biohazards due to policy violations may incur expenses for damage or cleaning charges assessed to Residence Life.

In addition to the charges listed in Furniture, the following are standard charges for cleaning:

Cleaning Items	Price Range
General Cleaning Fees	$10 - $100
Failure to clean floor (vacuum or sweep)	$20 - $100

Failure to clean private bathroom	$20 - $150
Failure to clean kitchen	$20 - $150
Failure to clean common area	$20 - $150
Cost to remove items from room, floor, or hall	$20 - $150 per item
Labor cost per ¼ hour (15 minutes)	$15

See Damages, Furniture, Malfunctioning and Broken Items for additional information.

Common Areas.

Common areas are spaces designated for community use and are accessible to many or all students. The College cleans common areas regularly, but students are responsible for cleaning up after themselves.

- **Lounges** are studying and social spaces. Lounge furniture must stay in its designated lounge, and non-College-owned furniture may not be left in a lounge. Personal belongings must be removed promptly. Sleeping in a lounge overnight or for an extended period is prohibited. Residents may not reserve lounges for private gatherings.
- **Common area kitchens** are available to all residents and their guests. Kitchens must be left clean, including washed pots, pans, and utensils; counters wiped down; and personal belongings put away. Food stored in community refrigerators should be labeled with the owner's name, room number, and the date and disposed of promptly and correctly. The owner places the belongings in the community kitchen at their own risk. RLO will not reimburse any consumed food, damaged appliances, or lost items.
- **Community bathrooms** designated with a specific gender sign may be used by people who feel that designation aligns with their gender identity. Non-designated community bathrooms are available for anyone to use.
- The **fitness center** in Chidsey Hall is managed by RLO, is available to all residential students, and is open from 6 am until 1 am daily from move-in until closing. Fitness equipment should be wiped down after each use. Towels are available but should remain in the fitness center. Equipment should be set up for the next user when finished, including placing dumbbells on racks.
- **Laundry rooms** have no-charge self-service washers and dryers open 24 hours a day. Washers require high-efficiency (HE) detergent. Laundry machine availability and load status can be viewed online at www.laundryview.com. Clothes should be promptly removed from washers and dryers; clothing abandoned in laundry rooms is removed periodically and donated to local aid agencies.

- No personal items may be left in **hallways, stairwells, laundry rooms, or common bathrooms.**

If a lounge, common area kitchen, fitness center, or laundry room has repeated issues, RLO may close the space for a period of time to address the issues. If a common area needs to be closed again, it may be closed for the remainder of the semester.

The first time a common area has personal items not removed promptly, RLO will email the residents a reminder to remove the belongings. Subsequent violations may result in RLO confiscating and holding those personal items for up to one month or disposal of the individual items. Furthermore, repeated or egregious violations of the lounges, common area kitchens, or fitness center portion of this policy may result in a student not being allowed to use that type of space for up to one semester.

Community Access.

The Residence Life Office (RLO) seeks to provide a safe residential space for learning and development. The sense of belonging for those within the residential communities is paramount for RLO's mission. Providing community-building opportunities allows RLO to meet its vision and mission goals.
Community access to residential spaces is a privilege allowing residential students limited access to additional residential spaces outside their current assignments. The access allows approved residents automatic access to the exterior entrance door readers of the applicable residential spaces. The residential community access spaces exclude the senior apartments.
The following reflect the expectations and protocols for community access –

- **Approved Residential Areas**
  Akers Hall, Belk Hall, Cannon Hall, Chidsey Hall – North, Chidsey Hall – South, Duke Hall, Irwin Hall, Knox Hall, Little Hall, Richardson Hall, Sentelle Hall, Tomlinson Hall, and Watts Hall.

- **Eligible Davidson Students**
  Davidson students residing in the following areas are eligible for community access in the *Approved Residential Areas*:
  - Akers Hall, Belk Hall, Cannon Hall, Chidsey Hall – North, Chidsey Hall – South, Duke Hall, Irwin Hall, Knox Hall, Little Hall, Richardson Hall, Sentelle Hall, Tomlinson Hall, and Watts Hall.
  - Martin Court Apartments

- **Ineligible Davidson Students**

Davidson Students are ineligible for community access in the *Approved Residential Areas* if:

- they live off-campus (Abroad or Commuter Hall assignments)
- they receive an outcome of a student accountability process that restricts residential access

- **Approved Dates/Times**
  - Sunday - Thursday: 12:00 noon - 8:00 PM
  - Friday & Saturday: 12:00 noon - 10:00 PM

Approved Periods

- Fall Semester: September 15, 2023 – December 15, 2023
- Spring Semester: January 29, 2024 – May 10, 2024
- Community access outside of the approved periods is prohibited.

Expectations for Adherence to Policy

To maintain a safe and inclusive residential community, residents are expected to:

- Acknowledge their awareness, understanding of, and commitment to abide by Davidson College policies, including but not limited to the Honor Code, Code of Responsibility, Sexual Misconduct, and Residence Life Office Policies and Procedure.
- Respect the rights and privacies of others by behaving in a way that is considerate of others; further, residents should respect the communities where others live and understand their ability to access the space is a privilege. Residents should not loiter in areas where they do not reside.
- Cooperate with RLO and other staff members as they enforce the policies and procedures designed to allow residents to live, study, and socialize together in the community.
- Take an active role in safeguarding the overall needs of the community by working to encourage others to conduct themselves reasonably and tell a staff member or call DCPD when issues arise.

Removal and Adjustments to Community Access Privileges

Community access adjustments and student removal can occur due to the outcomes of the Code of Responsibility, Honor Code, Residence Life Office, and Sexual Misconduct student accountability processes. The College will inform students of removing community access through the specified notification process.

Removing a residential space from the *Approved Residential Areas* can occur due to increased negative impact on the residential community. The Assistant Dean of Students/Director of Residence Life will inform the impacted residential community

of the adjustment/removal and updated expectations of residents hosting guests and visitors. Once removed, the residential spaces may be eligible for return consideration at the start of the following semester.

Martin Court Access Requests

Residents of Martin Court Apartments can allow up to two non-residents automatic access to their apartments. The service comes at a financial cost and allows the selected guests to have limited automatic swipe access to the apartment's front door. There is a separate form that the apartment residents must complete. The form requires the approval, by signature, of all apartment residents and stipulates the expectations for Martin Court access.

Reviewal of the Community Access Policy

RLO, in conjunction with the Dean of Students Office, will evaluate the feasibility of community access each academic year. As community access is a privilege, current academic year approval does not constitute future academic year approvals.

Damages.

Damages, or the physical harm that impairs the value, usefulness, or normal function of a building or a college-owned object, are prohibited and should be reported immediately to the Residence Life Office or Davidson College Police Department. A person who damages College-owned property is responsible for intentional or accidental damage. Damages attributed to an individual or group of individuals will be billed to the individual or the group of individuals on a pro-rata basis. Damages not attributed to an individual may be billed back to the community. Activities that are likely to cause damage are prohibited.

Residence halls and apartments are safer and more pleasant living environments when things function properly and look attractive. Residents have a responsibility to help minimize damages by taking responsibility for their actions and holding their peers accountable.

Students painting personal items or working with messy materials in and around the residence halls must first put down a drop cloth, newspaper, or cardboard. This includes projects outside where spray paint can leave lasting marks on walkways or kill plant life. Residents can get an appropriate cover by emailing rlo@davidson.edu first.

Damages should be reported to RLO by emailing rlo@davidson.edu. RLO staff members will investigate unclaimed damages and make every attempt to hold the individual(s) causing the damage responsible. Damages that cannot be attributed to an individual may be billed back to the residents of an entire residence hall, floor,

or apartment. In some cases, RLO may redirect a community's programming funds to offset unclaimed community damages and put building access limitations in place so that new, unclaimed damages can be attributed back to the residents of that building or their guests (see Safety and Security (Access) for more information about access limitations).

A student who immediately reports damages and takes responsibility for them will most often be billed for the repair, replacement, and cleaning costs, and potentially referred to through the Residential Student Accountability Process. Students who are determined to have caused damages but did not report the damage promptly or take responsibility for the damage will be billed for the repair, replacement, or cleaning costs, and will be referred to through the Residential Student Accountability Process or referred to the Code of Responsibility Process.

In addition to the charges listed in Furniture, the following are standard charges for damages:

Damages	Price Range
Ceiling panel broken/missing	$20
Wall/Paint damage	$10 - $150 (each)
Wall/Paint damage in apt common areas	$20 - $500 (each)
Door Damage	$50 - $400
Lock Damage	$30 - $300
Peep hole missing in door	$15
Door closer removed	$20
Door closer disabled	$30
Carpet stained (cost to clean)	$15 - $100
Carpet stained (cost to replace)	At cost
Damage light sensor	$10
Light cover broken/missing (cost to replace)	$40
Smoke detector disabled	$25
Missing room number	$30
Detached room number	$20
Towel rack/knob damage	$20
Reassemble bed	$30
Broken windows	$176 minimum
Labor cost per ¼ hour	$15

See Cleaning, Furniture, Malfunctioning and Broken Items for additional information.

Drugs.

Students must read, understand, and adhere to the Alcohol and Drug Policies provided in the Student Handbook. **See Davidson College Drug Policy in the Code of Responsibility located in the Student Handbook for additional information.**

Early Arrivals and Late Stays.

The semester room rent covers housing from the date when the residence halls officially open ("**Move-In**") until they are closed formally ("**Closing**") each semester. Limited groups (i.e., in-season athletic teams, orientation leaders, etc.) are permitted to move in early ("**Early Arrival**") or stay past closing ("**Late Stay**"). Residents who arrive on campus without approval or stay past closing without authorization are subject to fines.

Before move-in, offices across campus are preparing for students. Residents who receive permission to be an early arrival have "opening responsibilities," which include a leadership group with duties during opening and orientation, participation in a pre-orientation program, or participation as an in-season varsity athlete. Additional residents living on-campus shift the focus away from the preparation for opening and orientation, and the College intentionally limits access for residents without opening responsibilities.

Each year RLO receives early arrival requests from residents not part of an approved early arrival group. Most early arrival and all requests to only drop off items in the spaces will be denied. If a request is approved, up to a $70 per night charge will be placed on the student account. This charge includes requests from individuals in approved groups who wish to arrive earlier.

Students who arrive on campus without approval before the posted opening date will be charged a $250 fine plus the $70 per night fee on their student account and may also face additional consequences.

If applicable, residents classified as international students are often permitted to arrive 24 hours before their scheduled move-in date/time to accommodate international travel. Eligible residents must request permission to arrive early by emailing the International Student Programs (ISP) and rlo@davidson.edu by July 15th for fall and by December 1st for spring.

Students who live on-campus over the summer and have a fall semester on-campus housing assignment are given the option to continue living in the residence halls from the end of summer until the residence halls open ("August Move-Over"). August move-overs are charged $35 per night from the end of the summer semester until move-in; the $35 per night is waived for any night where they have

an "opening responsibility." Typically, students move into their fall assignments a few days after the end of summer. Once a resident moves into their fall assignment, they cannot check out and then check in again later; the resident is billed continuously.

Information about Move-In and Move-Out dates and times can be found in Section 1. Overview.

Fire Safety.

- Do not tamper with or misuse **fire safety equipment**, which includes smoke detectors, fire extinguishers, pull stations, lighted exit signs, sirens, emergency lighting, and door closers.
- Do not touch **sprinkler heads** or hang decorations on or near them, as they contain sensitive instruments which can be set off unintentionally if disturbed.
- Report damaged or missing fire safety equipment immediately to Davidson College Police Department. Do not tamper with or remove fire safety equipment.
- Immediately **evacuate buildings** when the fire alarm is activated. Stay at least 100 feet away from the building until permission to reenter is given by the Fire Department or Davidson College Police Department.
- "**Cooking out**" near residence halls is prohibited; this includes on Martin Court patios. Storing gas and charcoal grills inside residence halls and apartments is not permitted.
- Plug Microfridges, hairdryers, and other appliances with a high electrical draw directly into the wall outlet instead of a power strip/surge protector.
- Occupying spaces that serve as public walkways (porches, patios, stairwells) and blocking egress is prohibited.

Fire safety policies protect both individuals and the community.

A student who observes a fire or smoke in the residence halls should immediately pull the manual fire station, evacuate the building, and call Davidson College Police Department when they are safely outside the building. Students should always prioritize their safety over extinguishing a fire.

Grills for "cooking out" are located throughout Martin Court and Chidsey Hall and are for resident use. Martin Court residents may use small charcoal grills away from buildings (20 feet or further), and when cooled, they must be cleaned and stored in the apartments. Gas grills and large charcoal grills are prohibited. RLO and the DCPD can authorize other areas or equipment for "cooking out" for specific events.

When the fire alarm sounds, students who fail to evacuate a building immediately, attempt to hide, or avoid evacuating will receive a $50 fine and may be referred to the Code of Responsibility Student Accountability Process, as outlined in Section 3 of this document.

Any student who tampers with or misuses fire safety equipment will receive a fine of $250, incur any associated expenses for damage or cleaning, and will be referred to the Office of the Dean of Students for Code of Responsibility charges. Any student who activates a sprinkler head in a non-emergency, even unintentionally, is responsible for damages and cleaning, and may be referred to the Office of the Dean of Students for Code of Responsibility charges.

Any student who intentionally sets a fire or causes a false fire alarm will be at risk of losing their on-campus housing assignment, referred to the Residential Student Accountability Process, and may face criminal charges.

See Appliances, Electrical Devices, and Personal Items for additional information.

Flags and Banners.

The Davidson College Statement of Purpose states, "As a college that welcomes students, faculty, and staff from a variety of nationalities, ethnic groups, and traditions, Davidson values diversity, recognizing the dignity and worth of every person."

Flags and banners may be hung out of the windows of resident rooms and off Martin Court apartment porches, provided they do not conflict with the above-referenced principle. No more than one flag or banner may be displayed from a window or porch of an apartment at a time. These items must be in good condition and may be up to 3 feet by 5 feet in size. Flags and banners may not be displayed in common areas.

Flags and banners must be registered with RLO before hanging and may not be displayed until the registering person has received written notification from RLO and the permission of the roommate(s) or apartment-mates. Failure to register a flag or banner will result in the removal of that item by RLO until it has been registered and notification received.

Items that may conflict with the Statement of Purpose will be referred to the Flag and Banner Committee (FBC) for prompt review, and the majority decision will determine the outcome. Any community member who objects to a flag or banner may request the FBC review the item or have RLO facilitate a conversation between that individual and the person displaying the flag.

The FBC consists of the four student members of the Committee on Campus and Religious Life (CCRL), who are elected by the student body, the Vice President of SGA, the Assistant Dean of Students for Diversity and Inclusion, and the Assistant Dean of Students/Director of Residence Life.

Registration forms are available at the Residence Life Office. Completed registration forms are available for student, faculty, and staff review.

Furniture.

The College provides each resident with a bed, mattress, dresser, closet or wardrobe, desk, and desk chair; apartments also include a couch, a dining room table, and dining room seating/stools for the number of residents. Many residents bring extra furnishings to compliment the college furniture and personalize the space, which is permitted provided that the furniture is not potentially destructive, dangerous to person or property, or in conflict with the college's academic mission. RLO is unable to store any furniture initially assigned to a room.

Furniture provided by the College must stay in the assigned room or apartment. Furniture may be arranged within private residential spaces as desired, provided it does not block egress or cause damage. Residents may bring most additional furniture not including homemade lofts, waterbeds, hot tubs, or bar cabinets. Apartments may have un-upholstered personal furniture on patios/porches, that does not block egress or public walkways. All personal property must be removed at the end of the academic year.

Residents violating this policy will be required to return the furniture to the assigned space immediately or remove prohibited furniture. Additional violations may result in referral to the Residential Student Accountability Process.

Students are billed for the replacement costs of lost or damaged college-owned furniture or a portion of that cost for damaged furniture that can continue to be used. Furniture recovered outside of a room and cannot be attributed to a specific room or apartment will be split across nearby spaces that are missing that type of furniture, as will any repair or replacement costs.

Replacement costs for furniture are:

Bed Ends - Twin	$75 each
Bed Ends – Full	$100 each
Bed Rails	$35 each
Bed Spring/Frame – Twin	$150
Bed Spring/Frame – Full	$345
Mattress – Twin	$150

Mattress – Full	$200
Dresser	$300
Wardrobe	$575
Small 3-Drawer Unit	$280
Bookcase (free standing)	$150
Desk	$275
Desk Carrell/Hutch	$200
Desk Chair	$235
Desk Wheel Missing	$30 each
Dining Table	$400
Dining Chair	$150 each
Stool – no back	$50 each
Stool – with back	$150 each
Sofa	$1000
Ottomans	$240
Lounge Chair	$550
End Table	$250
Coffee Table	$250
Blinds slat replacement	$30
Blinds	$50
Flat Screen TV	$600

Personal property found in rooms during check-out is removed and disposed of; students may be charged a fee for removal ($60 per hour of labor, with a $30 minimum).

See Cleaning, Damages, Malfunctioning and Broken Items for additional information.

Health and Medical Needs.

In the event of a **medical emergency**, call 911 immediately.

Students are expected to carry out self-care obligations and obtain treatment for medical needs. The Residence Life Office supports residents through short-term and long-term health and medical needs and is committed to supporting students with disabilities.

Students are encouraged to report medical conditions with community implications to RLO promptly so we can provide support to both the individual student and the community. Requests for housing accommodation are made to the Office of Academic Access of Disability Resources (AADR) and should be made as soon as possible.

Housing accommodations are determined by AADR in collaboration with the Housing Assignments Coordinator in RLO. Whenever possible, residents should correspond with AADR at the beginning of a housing assignment process (i.e., with the housing preference form as a new student, in early spring at the beginning of the lottery, when a student completes the housing preference form before going abroad). Suppose a resident submits a new or sudden housing accommodation request to AADR after RLO has begun the assignment process, or one that requires an immediate change. RLO will take reasonable steps to accommodate the resident's needs in that case. RLO will not reassign or relocate another resident to meet the need.

RLO takes student privacy very seriously. RLO Professionals may need to share limited health and medical information with HCs and RAs for continued student support. We encourage residents to share additional information directly with their RLO student leader so they might be most supportive. RLO works with residents before sharing any health or medical information with other residents. As necessary, RLO shares health information with other relevant offices (e.g., Davidson College Police Department, Physical Plant, Student Health Center).

Health and Safety Inspections.

RLO conducts Health and Safety Inspections (HSI) each semester in the residential spaces. HSIs provide an opportunity for residents and RLO student leaders to support the health and safety of the community. This is achieved by timely identifying items that may not work in student spaces and quickly working to fix them. Additionally, HSIs allow the RLO student leaders the ability to address violations and students to remove prohibited appliances.

During the check, RLO student leaders conduct a non-invasive scan of the room/apartment/suite/pod. They do not open drawers, refrigerators, or closets but may move (or ask the resident to move) items blocking outlets. Students are encouraged to be present during the HSIs but are not required to be in the rooms during the inspections.

Residence Life Professional Staff will notify residents at least twenty-four (24) hours in advance of the date of area-specific HSI inspection. To prepare for the upcoming HSIs, residents should review the list of items approved/prohibited for the residential spaces. Here is the link for the items on the lists: http://www.davidson.edu/student-life/residence-life/new-students/what-to-bring.

Hosts.

For RLO's policies and procedures, **guests** are Davidson students in a room or apartment other than where they are assigned; **visitors** are non-Davidson

students. The **host** is the assigned student(s) who provides guests/visitors access to that space.

Hosts are responsible for the conduct (including damages) of their **guests/visitors** and for informing them of the College's policies. Hosts must ask permission from their roommate(s) or apartment-mates before inviting guests/visitors into a room; a student may refuse entry to anyone except their roommate(s). The refusal includes a host or roommate asking a guest or visitor to leave the room/suite/apartment immediately. If the guest/visitor refuses to leave after the host or roommate's request, the host or roommate can contact the RLO student leader on-call or Davidson College Police Department for assistance.

Guests/visitors may not become residents of a hall or apartment and are only permitted to stay up to 96 hours/4 nights per month without permission from RLO. Hosts may request permission to have a guest/visitor stay beyond the 96 hours/4 nights per month by emailing rlo@davidson.edu and including the rationale for the request. Requests should be made before visitors arrive on campus.

Student organizations are prohibited from sponsoring events with alcohol in their apartments or residences. This includes apartments of other students for which the residents are not members of the specific organization.

Policy violations by a guest/visitor may result in consequences for the host whether the host themselves violates the policy. Egregious or repeated policy violations by a visitor may result in that visitor being banned/trespassed from campus. Violations of the 96 hours/4 nights per month limit may result in removing a guest/visitor from a room or apartment, having a visitor banned from campus, or sending a host through the Residential Student Accountability Process.

Malfunctioning and Broken Items.

Malfunctioning and broken items should be reported promptly to RLO when something College-owned is not working properly or is damaged. A person who damaged College-owned property is responsible for that damage, intentional or accidental.

Routine or non-emergency maintenance requests should be reported to RLO by emailing rlo@davidson.edu. More urgent maintenance issues should be reported immediately; during business hours, call RLO (704-894-2188); after-hours and on weekends, call the RLO student leader area duty phone. Examples of urgent maintenance issues include any plumbing problems (leaking water, overflowing toilets), electrical problems (localized power outage), and issues that create ongoing safety concerns (e.g., a shattered window, or exterior door card reader that isn't securing).

Work orders are usually completed within 24 to 48 business hours. If a reported problem has not been resolved within 48 business hours, students should submit a new email to rlo@davidson.edu; this is particularly helpful when the College officials believe an issue was fixed when it was not.

Students should not complete repairs themselves.

Students are not billed for repairs for "normal wear and tear;" students are billed for "irresponsible or malicious damages." "Normal wear and tear" is defined as predictable issues that come up through an item's intended use and are often determined by looking at the relative maintenance issues of comparable items/spaces.

See Damages for additional information.

Martin Court Apartment Housing/Lease Agreement.

The Martin Court Apartments were explicitly designed to be a crucial transitional community at Davidson, allowing seniors and some juniors the opportunity to cook their meals, share larger common spaces, and take responsibility for keeping their areas clean. This transitional-type housing allows residents to learn what it is like to live in a "rental property" and assume all responsibilities for such housing; this residential experience is intended to teach Davidson students essential life skills related to renting a property and living in a community with others. It should be noted, however, that living in these on-campus residential apartments is a privilege and not a right. The Martin Court Apartment Housing Agreement document is an addendum to the Residence Life Office Policies and Procedures. It is required that any student occupying a Martin Court residential space reads, understands, and adheres to this agreement.

Noise.

Noise that disrupts the community is prohibited, and residents have a right to a reasonably quiet living environment anytime. During Quiet Hours, noise should not be heard outside a room or apartment.

Quiet Hours are designated times when there is an expectation for reduced noise so that community members can study and sleep. On weekday nights (Sunday – Thursday nights), quiet hours are from midnight until 8 am; on weekend nights (Friday – Saturday nights), quiet hours are from 2 am until 8 am. During finals and reading days, quiet hours are in effect 24 hours a day. Quiet hours follow the set times even when classes are not in session because students have responsibilities outside of class and, for noise that can be heard outside of the residence halls and apartments, to show courtesy to the residents of the Town of Davidson who do not

operate on the academic calendar. Residents can agree to have quiet hours begin earlier in the night on their floor through standard community conversations.

Residents who are disrupted by the noise of other community members are asked to first speak with the person or people causing the disturbance. If that does not resolve the concern, they should contact the floor or hall RLO student leader, the RLO Student Leader on duty, or Davidson College Police Department, if the RLO student leader is unavailable.

Students who are asked to be quiet are expected to reduce the noise and keep the noise level down immediately.

Occupancy.

Occupancy varies by room type and building. Large gatherings inside buildings are prohibited.

Rooms and apartments that exceed occupancy can create safety hazards in emergencies and are difficult for hosts to manage. Most residential spaces do not have a set occupancy and are determined by Residence Life professionals or Davidson College Police Department on a case-by-case basis; the interior of Martin Court apartments has a set occupancy of 25.

Violations of the Occupancy policy are assessed to the room or apartment. Multiple violations in the same room or apartment in the same academic year are considered subsequent violations and are subject to more significant consequences.

The resident may be referred to the Residential Student Accountability Process.

Residents of the room or apartment who were not present for the violation may also be held responsible for violating the RLO policy, depending on the circumstances (e.g., a person out of town would not be responsible, but residents opening their room or apartment to guests and going to another party are responsible). If multiple violations occur, all residents can be reassigned to other campus housing or removed entirely from campus housing.

Occupancy violations may result in gatherings being shut down immediately, or hosts may be allowed to correct the over-occupancy issue at the discretion of the person addressing the violation. A second violation of the Occupancy policy in one day/evening will result in the gathering being shut down immediately.

Pets.

The residence halls and apartments are communal environments that are not designed for pets. Many residents have animal-related allergies and phobias, and living close to those animals is difficult. Pets in the residence halls and apartments

can result in health and safety concerns, damaged property, and inhumane conditions for the animals.

Pets, besides fish, are not permitted in the residence halls or apartments; this includes animals who are only "visiting" for a short time. Fish may only be kept in a bowl or aquarium of 5 gallons or less. The aquarium must be maintained suitably. Service animals and emotional support animals (ESA) are governed under a different policy and are permitted for qualified persons with documented disabilities as maintained by the Office of Academic Access and Disability Resources (AADR).

Students violating the pet policy must immediately remove the animal from the residence hall or apartment. In addition, violations of this policy may also result in a referral to the Residential Student Accountability Process, in addition to the following:

- a $100 fine;
- charges for defleaing the residential space(s);
- costs for deep cleaning carpeted and upholstered surface(s); or
- costs for cleaning the air ducts in the residential area (s).

RLO determines cleaning needs. Multiple violations may result in the student being evicted from the residence halls/apartment.

See Service Animals and Emotional Support Animals (ESA) for additional information.

Responding to Staff Inquiries.

Respond honorably to student and professional staff members, including answering questions honestly, acting respectfully, and complying with requests related to enforcing these policies and procedures.

Violations of this policy may result in a student a referral to the Residential Student Accountability Process.

Right of Entry.

College representatives have the right, but not the obligation, to enter resident rooms and apartments under reasonable circumstances including but not limited to:

- **Inspection**: regular maintenance, work order repairs, and health and safety inspections conducted by Physical Plant, Building Services, or RLO staff. Inspections shall be preceded, if possible, by 24-hour notice to the resident(s).
- **Search:** entry into a residential room without notice or search warrant by DCPD to investigate suspected state and federal law violations. With

reasonable cause, full-time professional staff in Residence Life or the Dean of Students may search any resident's room. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, and searching an adjoining bath, kitchen, suite, or apartment room.

- **Emergencies**: DCPD may enter student housing without notice or search warrant to prevent danger to person, property, or the building itself or for the following reasons:
    - Incident to and following a lawful arrest
    - For and in the pursuit of a fleeing dangerous criminal suspect
    - Under urgent necessity (such as persistent loud screaming)
    - Necessary to prevent loss of or destruction of an item to be seized

Room Changes.

Residents are assigned to rooms and apartments by RLO. RLO uses roommate agreements to facilitate discussion and expectation setting among residents who live together; first-year residents are required to complete roommate agreement forms, and upper-class residents are encouraged to do so. Residents may request room changes after their initial assignment by working with RLO, and that process is different for first-year residents and upper-class residents; residents may not make room changes independently from RLO. In the fall, no room changes will be made for first-year residents before October 1st, and no room changes will be made for upper-class residents before September 15th unless deemed necessary by RLO Professional staff. In the spring, no room changes will be made before February 1st. Room changes to assignments made during Lottery will not be considered until after May 1st.

Living with a roommate can be both exciting and challenging. Conflict between roommates is natural and healthy, and RLO helps manage that conflict. In more severe cases, a room change may be the best option.

Before requesting a room change, a first-year resident needs to talk with their HC for assistance with a difficult roommate situation, which often includes mediation or revision of the roommate agreement. If the problem continues or requires additional assistance, an RLO professional staff member will assist. If an issue persists after RLO professional involvement, residents may be allowed to change rooms. Room options/availability may be limited.

Upperclass residents are encouraged to talk with their RA or the RLO professional staff member who has oversight for their area but is not required to do so before making a room change request. Upperclass residents who wish to make a room

change who have not been working with an RLO professional should email rlo@davidson.edu to initiate that process.

Residents who make room changes without working with RLO will be required to return to their official assignment and may be referred to the Residential Student Accountability Process.

Safety and Security (Access).

- All exterior residence hall doors and interior private room doors are secured with a key or electronic card (CatCard) access. Residents assigned to a private room are given keys.
- **Keys** may not be given to anyone other than the assigned resident. Lost or misplaced keys must be reported to RLO promptly. Residents are expected to lock their room doors when the space is vacant, or they are sleeping. RLO gives access to residents when they are "locked out."
- **CatCards** provide access to exterior entrances of residence halls and apartments. CatCards may not be given to anyone other than the assigned student. Lost or misplaced CatCards must be reported to CatCard Services promptly.
- Propping exterior doors open and tampering with door locks and card readers is prohibited.
- Providing residence hall access to non-Davidson College community members, whether swiping the individual into a building or allowing them to follow into a residence hall, is prohibited.

All exterior residence hall doors and apartments are secured with electronic card access. All interior rooms in the residence halls, Tomlinson common rooms, and apartment bedrooms are secured with keys. All exterior doors have audible alarms which sound when the door has been open for too long. Upon check-in, residents are issued one residence hall room key (two keys for Tomlinson residents).

Residents **locked out** of their rooms during business hours (between 9 am and 5 pm, Monday – Friday) can borrow a temporary loaner key from RLO; these keys need to be returned within the same day (3-hour limit). Residents locked out of their rooms overnight (between 2 am and 9 am, seven days a week) should call Davidson College Police Department to be let into their room. Residents locked out at a time other than business hours, or overnight can call the RLO student leader duty phone to be allowed into their room. There is no charge for lockouts unless it becomes a pattern, at this point, a student is charged $25 per lock-out.

Students who do not return the loaner key promptly will have their CatCard deactivated until the key is returned and may have the lock changed, which would be billed to the student.

When keys are lost, RLO changes the lock core to prevent found keys from compromising the security of residents. Residents are charged $60 for a lock change. Replacement CatCards are available for $25.

Students may be put on "**prohibited access,**" meaning those students are not allowed in/on the specified floor, building, or area. This typically occurs for individual students as part of a sanction, interim measure, or additional remedy, as part of a referral to the Residential Student Accountability Process.

RLO student leaders within a duty area are notified of students with "prohibited access" to that area. Those RLO student leaders have the restricted students' names, pictures, and expiration date of the access limitation but no information regarding the prompting incident. Under most circumstances, Davidson College Police Department are notified immediately to address violations of prohibited access.

Buildings may be given an "**access limitation,**" allowing only the residents of that building to swipe into the building. Those residents may invite non-resident guests/visitors into the building. Access limitations can apply to all residential spaces and are in effect with specific ones. Access limitations can be put on buildings in response to unclaimed community damage. This allows residents more control over who enters the building and makes it clear that future unclaimed damages can be attributed back to a resident of that hall or their guests (see Damages for additional information). Prohibited access and access limitations can be put in place by RLO for up to one year.

Propping exterior doors and tampering with door locks and card access readers is prohibited. Any damage to doors, locks, or card access readers will be considered under the "Damages" section. Students who prop exterior doors or tamper with door locks and card access readers will incur any associated expenses and referred to the Code of Responsibility Student Accountability Process.

Sharing residential keys and CatCards for accessing residential spaces are prohibited.

Students who lend their keys or CatCards will be referred to the Residential Student Accountability Process.

Service Animals and Emotional Support Animals (ESA).

Davidson College is committed to supporting students with disabilities and using service animals and emotional support animals while residing in campus housing. Please contact the Office of Academic Access and Disability Resources (AADR) for more information and to receive copies of the college's Service Animal Policy and Emotional Support Animal Policy.

Service Animals

Students are not required to notify the college regarding a service animal but are encouraged to register their service animal with the Office of Academic Access and Disability Resources (AADR) and Residence Life (RLO).

The ADA only permits limited inquiries when it is not obvious what service an animal provides. Campus personnel may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task the dog has been trained to perform? Service animals are working animals and not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. A dog that provides comfort merely by its presence is not considered a service animal.

Students with a service animal are permitted everywhere on campus where students can go, including food service locations, except in situations where safety may be compromised or where the animal's presence may compromise a sterile environment.

Emotional Support Animals (ESA)

Although students are prohibited from having pets (see Pets for additional information), Davidson College will consider requests for emotional support animals. Residents should contact AADR with their intention to begin the request process. Residents will need to meet with AADR and RLO, complete paperwork, and submit documentation that verifies the disability and the need for an ESA.

While under the resident's control, emotional support animals are permitted in all residential community spaces, including lounges, kitchen areas, laundry rooms, bathrooms, hallways, and stairwells. ESAs, while in the presence of their resident, are permitted in private residence hall spaces assigned to other residents with the permission of those residents. ESAs are prohibited in non-residential college buildings, such as the Union, academic buildings, dining facilities, and athletic buildings.

Notification & Student Responsibilities

AADR shares information about service animals that are voluntarily registered and all ESAs with college professionals who need to know, including RLO, Davidson

College Police Department, Physical Plant, and Building Services. Residents are encouraged to give RLO permission to attach a sign to the upper right corner of their residence hall door to signify that an approved animal resides in the space.

Residents are responsible for their service animal or emotional support animals by maintaining control of the animal at all times, assuring that the animal does not interfere with routine activities or cause difficulties for residents involved in these activities, including creating disruptive noise concerns; caring for and supervising the animal, which includes proper waste disposal, feeding, grooming, using a flea/tick control program, and providing veterinary care; complying with all local and state animal licensing and registration requirements, which includes immediately reporting animal bites to Davidson College Davidson College Police Department; and, maintaining financial responsibility of the actions of their animal, including bodily injury, property damages, cleaning costs above and beyond any standard cleaning or repair of college property, and flea/tick management.

A student may be asked to remove a service animal or ESA from the residence halls if the above responsibilities are not met, the animal is not housebroken, or the animal poses a direct threat to the health and safety of others. Additionally, for ESAs, the animal's presence cannot create a fundamental alteration in a college program.

Smoking.

Smoking, including e-cigarettes and vaping, is prohibited in all residence halls and apartments and within 20 feet of any building. The possession, storage, and use of hookahs in the residence halls and apartments are prohibited.

Students smoking outside buildings but closer to 20 feet away from the residential building will be asked to move to at least 20 feet immediately.

Social Responsibility.

Social responsibility, which acknowledges that students are community members, requires social conduct that respects others and conforms to high standards of courtesy and decency.

- Residents are expected to set **community standards** with roommates, apartment-mates, and peers on the floor and abide by those expectations.
- Participate in the U.S. Census process of gathering demographic information, which is mandated by law, when randomly selected.
- Indecent exposure and sexual acts in common areas are prohibited.
- Public urination is prohibited.

Incidents of indecent exposure and sexual acts in common areas will be referred to the Code of Responsibility Student Accountability Process.

Solicitation.

Solicitation (the door-to-door sale of goods/services, polling, putting flyers under doors, or advertising) is prohibited in the residence halls. Solicitation outside of buildings in residential areas is permitted only with permission. **Flyers** may only be hung in designated public spaces in residential areas. Placing flyers or publications on the floor is prohibited.

Door-to-door solicitation in the residence halls interferes with the reasonable expectation of privacy. It jeopardizes the safety of residents and their possessions by allowing solicitors to "case" a building or room.

Flyers hung in designated public spaces that conflict with the Davidson College statement of purpose or those that promote violations of campus policy or illegal activities are prohibited and may be removed.

Requests for permission to solicit in the residential areas outside the buildings must be written to the College Union Director and the Assistant Dean of Students/Director of Residence Life. If granted, RLO will notify Davidson College Police Department and applicable RLO student leaders. Solicitation outside of buildings in residential areas may be limited to a specific location and time.

The Davidson College Police Department is contacted immediately to address non-student solicitors.

Flyers that are hung in non-designated spaces will be removed and recycled.

Sports in Hallways and Common Areas.

Sports in hallways and common areas are prohibited.

Sports in hallways and common areas are likely to cause damage or hurt an unsuspecting person who steps into the area of play. For this policy, sports include any game with a ball, riding a bicycle, actively skateboarding, rollerblading, or skating, wrestling, play-fighting, and running recklessly.

If a violation of this policy results in damage, the Damage policy applies.

Storage.

Storage is unavailable for personal belongings or College-owned furniture that a resident does not want in their room. All **personal property** must be removed at the end of the academic year.

Fire regulations prohibit the storage of any item in direct proximity to the heating system and water heater. Therefore, the maintenance closets in the Martin Court apartments always remain locked.

Any personal property of obvious value found by the Residence Life staff or turned into RLO during the academic year is kept, and a reasonable attempt is made to return it to the rightful owner. Personal property found in rooms during check-out is removed and disposed of; residents may be charged a fee for removal ($60 per hour of labor, with a $30 minimum).

Substance-Free Housing.

Substance-free housing is a living option where alcohol, drugs, alcohol/drug-related behaviors, tobacco, and smoking materials are prohibited on the floor(s) for all residents and non-residents.

Davidson College offers substance-free housing for those residents who wish to minimize their exposure to alcohol, drugs, alcohol/drug-related behaviors, tobacco, and smoking materials. It is an essential supportive measure for students in recovery from addiction or who have been impacted by addiction at home.

The spaces designated as substance-free vary yearly, and the number of beds offered is based on current interest. Substance-free housing is available for both first-year and upper-class residents. Any upper-class resident living in substance-free housing must sign a substance-free housing agreement.

Residents of substance-free housing who violate the policy may be relocated to another assignment outside of substance-free housing, prohibited from living in substance-free housing in the future, or may lose access to all substance-free floors/buildings (in addition to any other consequences associated with the policy violation).

Non-residents who violate the substance-free housing policy may be put on **prohibited access** (see Safety and Security (Access) for more information) from all substance-free floors/buildings or referred to the Residential Student Accountability Process.

Unauthorized Access.

Access to **roofs, balconies, ledges**, mechanical equipment rooms, and Technology Rooms is prohibited. **Windows** may not be used for entrance/egress except in emergencies. Students are not permitted to climb the exterior of buildings. Throwing or dropping any objects out of windows or off porches is prohibited.

Roofs, balconies, and ledges are dangerous because of the potential for falls and are not equipped for student use. Fire regulations dictate strict expectations around mechanical equipment because of potential fire safety issues.

Vacancies.

Vacancies are partially filled rooms or apartments (e.g., one person living in a double room). Residents with vacancies are expected to create a welcoming environment for all possible future roommate(s) and prepare the space for a future roommate. Residents with a vacancy may select another student to fill it or move into a different one. If they do neither, RLO may assign a student to the vacancy. A vacancy for students on personal leave/returning from studying abroad cannot be held. The College reserves the right to reassign a student to consolidate vacancies.

Roommates who want to live together are often more satisfied with their living experience and, as such, the Residence Life Office prefers roommates who choose each other. When a double, triple, suite, or apartment has a vacancy, the resident(s) will be given a short period in which they may request a specific person to fill the vacancy or move to another vacancy. If the space remains vacant, the resident is no longer given significant input over who will move in, and a student may be assigned to the space quickly with little involvement from the current occupant. RLO strives to match roommates with similar living habits when making assignments.

If a potential roommate contacts a resident who has a vacancy, it is the responsibility of the resident to create a welcoming environment and not dissuade inquiring students from moving into the space to maintain a single room. In some instances, RLO will facilitate meetings between potential roommates.

Residents do not have the option to "buy out" a vacancy so that others cannot move into the space.

Residents not creating a welcoming environment or preparing a space for a future roommate can be seen as a violation and referred to the Residential Student Accountability Process.

Weapons.

Students must read, understand, and adhere to the Weapons Policy provided in the Student Handbook.

Section 3. Residential Student Accountability Process

The Residential Student Accountability Process is Davidson College's official process for resolving alleged violations of the Residence Life Policies and Procedures. The Residential Student Accountability Process and RLO staff members serve as a "designee" in the Code of Responsibility Student Accountability Process as outlined in the Davidson College Student Handbook.

Respondent Rights & Responsibilities

Any student (a "Respondent") alleged to have violated Residence Life Office Policies and Procedures subject to the following accountability proceedings is afforded the following rights:

- To be assumed not responsible unless and until proven otherwise by clear and convincing information standard;
- The Residential Respondent shall have the right to a prompt, fair, and impartial case resolution process, meaning a process that:
    - Is completed within reasonably prompt timeframes.
    - Is conducted in a manner that is consistent with college policy.
    - Includes timely notice of meetings at which the Respondent may be present.
    - Provides timely access to information that will be used during the student accountability process; and
    - Is conducted by individuals who do not have a conflict of interest or bias for or against the Respondent.
- To be informed in writing of the charges against them and given adequate time to prepare for their participation in the student accountability process;
- To receive written notification of the result of the resolution process (subject to any redactions required by federal law);
- To receive support from a Support Individual/Advisor during any meetings or proceedings in accordance with the Code of Responsibility expectations for Support Individuals/Advisors;
- An outcome based solely on the information presented;
- Preservation of privacy, to the extent possible and allowed by law,
- To share or to not share information about their involvement in the reported behavior, without being charged with lying in relation to the information they share as part of the complaint resolution process. However, the hearing officer or hearing body may request other students to share information about their behavior, and the Respondent may be subjected to more severe sanctions for lying about the facts of an incident or referred for a potential violation of the Honor Code.

- Any student (a "Respondent") alleged to have violated RLO policy subject to residential student accountability proceedings will be expected to hold the following responsibilities:

    - To participate fully, honestly, and cooperatively in the student accountability process.
    - To complete any/all Accountability Plan action items by the assigned deadline.
    - To respond to communication from the Accountability Officer; and
    - To attend the scheduled Accountability Conference.

Initiation of the Residential Student Accountability Process

The residential student accountability process may be initiated on the basis of alleged violations, typically in the form of a written incident report, of RLO policy received from any source including, but not limited to: students, faculty, staff, or law enforcement agencies.

Reporting sources include but are not limited to: Residence Life staff, Davidson College Police Department, faculty, staff, students, Davidson town community members, and more.

Upon receipt of allegations or other information concerning potential violations, the information will be reviewed to determine whether to initiate the residential student accountability process. The determination of whether or initiate the student accountability process generally will be based on:

- a preliminary investigation by the RLO Office or RLO accountability officers into the allegations or information received.
- a determination of whether the alleged conduct falls within the jurisdiction of the RLO policy; and
- a determination of whether the alleged conduct, if true, violates RLO or other college policy.

Depending on the severity of the behavior, the Respondent may be referred to the Code of Responsibility Student Accountability Process. A complete copy of the Code of Responsibility within the Student Handbook can be found here.

Residential Student Accountability Conference

When the residential student accountability process is initiated, the Respondent will be sent a Notice of Accountability Conference letter via their student email.
The Notice of Accountability Conference letter will:

- Inform the Respondent that the RLO Office has received information alleging that the Respondent has violated RLO policy, and the RLO Office has begun, or will begin, an investigation of the alleged violations.
- Provide a brief summary of the incident.
- Provide the specific policy(ies) the Respondent is being alleged of violating.
- Provide the time, date, and location of the Accountability Conference and the contact information for their assigned Accountability Officer.
- Inform the Respondent of the consequences for failure to appear at the Administrative Conference.
- Encourage the Respondent to review the RLO policies and the Code of Student Responsibility for more information about the student accountability process and their rights as a participant in the process; and
- Provide general support resources to the Respondent.

The Accountability Conference will not be scheduled any sooner than two (2) business days after the date of notice. The Accountability Conference typically will not be scheduled longer than five (5) business days after the incident occurred.

In a case involving more than one (1) Respondent, at the discretion of the Accountability Officer, the complaints may be investigated jointly if all Respondents consent and agree to waive their respective FERPA rights. In joint Accountability Conferences, separate determinations of method(s) of resolution will be made.

Certain College departments have an educational need to receive notice when a Respondent affiliated with their program (through membership, employment, participation, etc.) is placed on an Interim Action status or found responsible for a policy violation. The following departments will receive notice in such circumstances:

- Davidson Athletics (any student athlete)
- Student Activities (Fraternity, Sororities, & Eating Houses)
- Residence Life Office (Student Leaders)
- International Student Programs (any international student)
- Veteran Services (any student identified as a veteran)

Respondents are expected to participate in the Accountability Conference at the time, date, and location provided in the Notice of Accountability Conference. The goals of the Accountability Conference are to determine responsibility and identify appropriate Accountability Plan items if the Respondent has violated RLO policy.

During the Accountability Conference, the Respondent can:

- Be informed of the specific alleged policy violations.
- Learn about their rights in the residential student accountability process and the process in general.
- Offer information, materials, and insight about the incident.
- Discuss resolution options available to the Respondent; and
- Receive support resources.

Respondents may provide the Accountability Officer with the names of individuals who may be able to offer information as witnesses. The Accountability Officer will contact witnesses at their discretion.

The Accountability Officer reserves the right to hold additional Accountability Conferences and/or Witness Meetings to gather more information before deciding of responsibility.

If a Respondent fails to attend the Accountability Conference as scheduled, the Accountability Officer will decide of responsibility based on the information available without the input of the Respondent. The Respondent will be responsible for completing the assigned Accountability Plan, if applicable.

Methods of Resolution

The following are possible resolutions to the Residential Student Accountability Process.

Not Responsible

- When the Accountability Officer determines a Respondent is not responsible for the alleged policy violation(s), the complaint will be resolved as "Not Responsible".
- The Respondent will receive Notice of Not Responsible Outcome no later than three (3) business days after the Accountability Conference and their case will be effectively closed.

Warning Letter

- Students will receive an official written notice that specifies that a particular behavior(s) may have violated RLO policy and, if repeated, such behavior may be subject to the Residential Student Accountability Process.
- In certain cases, a warning letter may be sent in lieu of an Accountability Conference if the information available to the Accountability Officer does not require clarification.

Mutual Resolution Agreement

- The Mutual Resolution process allows for the Respondent to discuss the alleged violation with an Accountability Officer. If the Accountability Officer determines the mutual resolution is an appropriate option to resolve the case, they will offer the Respondent the option during the Accountability Conference.
- When determining if Mutual Resolution Agreement is an appropriate option to resolve the case, the Accountability Officer will consider:
    - Whether the Respondent accepts responsibility for the policy violations and their general attitude regarding the incident that occurred
    - The impact the Respondent's behavior had on the community and their own well-being
    - The severity of the alleged behaviors
    - The Respondent's prior history with student accountability processes
- When a Respondent accepts a Mutual Resolution Agreement, the Respondent voluntarily:
    - Accepts the determinations on responsibility of the policy violations; and
    - Agrees to the Accountability Plan set forth by the Accountability Officer; and
    - Waives all appeal rights.
- After accepting a Mutual Resolution Agreement, the Respondent will receive a Notice of Accepted Mutual Resolution Agreement letter which will include the expanded language for each action item listed in the Mutual Resolution Agreement.

Outcome Review

- The Outcome Review allows for the Respondent to meet and discuss the alleged violation and/or accountability plan with the Associate Director of Residence Life if the Respondent and the initial Accountability Officer are unable to reach a resolution during the Mutual Resolution process.
- The outcome of the Outcome Review is determined by the Associate Director of Residence Life. When determining this outcome, the Associate Director will consider:
    - Information presented in any initial reports, and information discussed during the Mutual Resolution process and information discussed during the Outcome Review meeting,
    - The impact the Respondent's behavior had on the community and their own well-being,

  - The severity of the alleged behaviors,
  - The Respondent's prior history with student accountability processes.

- After the Outcome Review meeting, the Respondent will receive a Notice of Outcome Review letter which will outline the rationale for the decision, the assigned accountability action item(s)sanctions, if applicable, and information about the RLO appeals process.

Referral to Code of Responsibility Student Accountability Process

When resolving alleged violations of the Residence Life Office policies and procedures, when a Respondent does not accept or is ineligible for a Mutual Resolution Agreement, the Accountability Office will, based on their discretion, elevate the case, and refer the Respondent to the Code of Responsibility Council Process.

Possible Outcomes/Accountability Plans

Accountability Plans are developmental tools that enable Accountability Officers to respond to student's documented misconduct in appropriate and restorative ways. Accountability Plans provide the official response to violation(s) of RLO Policy.

Accountability Plans should, therefore, be tailored to the conduct for which the student has been found responsible as well as the perceived educational, restorative, and accountability needs for students going through the accountability process.

While points of reference have been established to provide for consistency between various Accountability Officers and incident types, all Accountability Officers are encouraged to utilize their discretion in determining which sanctions best reflect the incident and involved students' needs.

The following factors may be considered while creating an Accountability Plan:

- The circumstances surrounding and the severity of the violation.
- Whether the minimum sanction(s) are already established for the violation.
- Any prior conduct history of the student.
- Whether the Respondent was cooperative and honest.
- The level of risk to the college community; or
- Any other aggravating, mitigating, or relevant factors.

Range of Possible Outcomes
The following objectives are fundamental to the creation of each Accountability Plan:

1. **Accountability:** meant to address the cause of the incident and provide accountability to a student for a violation of college policy. Accountability may be taken at the start of the accountability process or accepted through the facilitation of an Accountability Conference or formal Code of Responsibility Council or Honor Council hearing. Accountability outcomes may include change or loss of privilege or access.

   Examples include:

   - **Warning:** Written notice given to draw attention to the fact that a student or student organization's behavior was not in accordance with College policy. Subsequent policy violations will prompt consideration for further consequences. This may be used for first-time or "low level" violations.

   - **Restricted Residential Access:** A specified period of time that a student or student organization is restricted from taking advantage of certain privileges or spaces related to the residence halls. This may be used for "mid-level" first-time violations or for a documented pattern of behavior.

   - **Removal from Campus Housing:** Termination of a student's housing contract due to egregious or repeated violations of RLO, the Code of Responsibility, or other College policy. Failure to complete the proper check-out process with the Residence Life Office may result in further consequences. This may be used for severe, or "high level", first-time violations or for a documented pattern of behavior.

   - **Restitution:** A fee is assessed to a student's account to pay for the repair, replacement, or cleaning of damaged or impacted property.

2. **Educational:** designed to influence responsible judgment and increase knowledge of why certain policies are in place or a specific topic or issue.

   Examples include but are not limited to:
   - Alcohol and Other Drugs Online Workshop
   - Campus Office Referral
   - Follow Up Meetings
   - Research Paper on Specific Topic

3. **Reflective:** meant to encourage students to reflect on their personal choices and gain the perspective(s) of others.

Examples include:

- Alcohol and Other Drugs Interview Project
- Reflective Paper on topic specific to circumstance and policy violation(s)
- Davidson College Staff Person Interview Project
- Fire Safety Reflective Paper

4. **Impact on Personal Wellbeing and Future:** designed to require students to focus on their wellbeing. Students are encouraged to explore campus resources that will support their success as members of the college community and beyond. Students may be encouraged to contact resources outside of the college community based on the scope of their need.

Examples include:

- Designated Sober Weekend
- SMART Goal and Action Plan
- Future Employer/Graduate School Interview
- Goals to Graduation

Outcomes Reviews and Appeals.

Respondents who do not reach a resolution during the Mutual Resolution process are eligible for an outcome review. The Requested Outcome Review Notice outlines the considerations for an outcome review and what the outcome review will entail. The outcome review is conducted by the Associate Director of Residence Life. Respondents who participate in an outcome review are eligible to submit an appeal. The Assistant Dean of Students/Director of Residence Life oversees appeals to alleged violations and consequences for violations of RLO policies the Residence Life Office Policies and Procedures that have not been referred to other offices. ***This does not include violations of the Code of Responsibility, Honor Code, or Sexual Misconduct Policy.***

The student desiring to appeal must submit a documented appeal letter expressing the rationale for the appeal. Appeals will not be accepted in person or over the phone.

The appeal review is confined to the following three grounds:

(1) whether there is clear and convincing evidence in the record to support the finding;

(2) whether the Accountability Conference and Outcome Review meetings were free of substantial error prejudicial to the person charged under the prescribed procedures; and

(3) whether the Accountability Place imposed is essentially appropriate considering the seriousness of the violation.

The Assistant Dean/Director of Residence Life will determine whether to support the original outcome, modify the original outcome, or deny the appeal.

The Assistant Dean/Director of Residence Life will consider the appeal based solely on the grounds for the appeal submission. They will not receive any new information. They are, however, permitted to meet with the Respondent, Witnesses, or Accountability Officers during consideration of the appeal.

Appeal decisions are typically rendered up to ten (10) business days after receipt of the appeal, unless, for extraordinary reasons exist. Appeals are typically not reviewed when classes are not in session (e.g., Winter and Summer Break, college-recognized holidays, emergency closings, etc.).