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Sul Ross State University and the Office of Residential Living reserves the right to change any or all of these regulations as necessary. All changes will be published on the Residential Living website.

Anti-Discrimination Statement

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by Sul Ross State University on any basis prohibited by applicable law, including, but not limited to race, color, national origin, religion, sex, age, or disability, sexual orientation, or gender identity.

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Welcome to Residential Living at Sul Ross State University!

A Community Living Approach

A community is a group of people sharing a common purpose, who are interdependent for a fulfillment of certain needs. These individuals, who live in close proximity and interact on a regular basis, mutually define expectations for all members of the group and assume responsibility for meeting these expectations. In a community, people must be respectful and considerate of the individuality of other persons within the community.

A sense of community includes the feeling of cooperation, commitment to the overall well-being of the group, and a willingness to communicate openly. Living in a community requires a responsibility to and for others as well as oneself. This is your home away from home, so take pride in it and respectfully share your ideas for changes or improvements to make it better for everyone. Remember that you always have a support staff who is willing to help in whatever way they are able.

The Office of Residential Living

The Office of Residential Living coordinates housing assignments, triage maintenance requests, and promotes a positive community-living experience. This office handles all aspects of the Residential Living program, including applications, facilities, budgets, services, appeals/exemptions, cancellations, programming, discipline, and security. The Office of Residential Living maintains an open-door policy and welcomes any opportunity to meet students and parents. The business hours are Monday through Friday from 8 am – 5 pm (closed for lunch hour during the summer/winter breaks). The Office of Residential Living is closed on weekends, university break periods, and during official University holidays.

The Office of Residential Living is located in Lobo Village 8, which is the building between Lobo Village Residence Halls 1 and 2. Residential Living staff members can be reached by visiting the office, calling the office phone number (432) 837- 8190, or by emailing reslife@sulross.edu.

Residential Living Philosophy

The Residential Living program at Sul Ross State University is designed to be an integral part of each student's education. The residence halls and apartments provide a place for new experiences and friendships. Residential Living communities are also spaces that welcome an exchange of ideas, special programs, and community-building activities. Living on campus gives each student a built-in opportunity for involvement.

Goals of Residential Living include:

1. Provide economical housing as well as offer services and conveniences that permit students to make maximum use of their time for educational and personal development.
2. Provide a welcoming atmosphere away from the formal academic environment that will augment intellectual, personal, and social development.
3. Instill a sense of individual responsibility with emphasis on rights, responsibilities, and self-discipline.
4. Provide students with resources to aid in seeking solutions to problems and difficulties that arise. Some of these resources include individuals who will serve as role models, while facilitating personal development, and assisting in the development of an educational setting.

Residential Living Mission Statement

The Office of Residential Living at Sul Ross State University aims to provide a safe, educational, and inclusive environment for all students. Residential Living endeavors to provide a space that is student focused and an environment conducive to learning. Residential Living aims to foster experiences outside of the classroom to further the student experience in accordance with the University's mission.

Residential Living General Information & Policies

Sul Ross State University has a commitment to assist all students in their personal development and academic success while they are participants in our programs and services. Part of that commitment is rooted in the belief that students can maximize their learning experiences by residing in campus housing. Studies have shown that students who live on campus are more likely to be satisfied with their collegiate experience, be more involved in campus life, achieve higher academic standards, have a more positive self- image, and are more likely to complete their degree than students who do not live on campus. Living on campus does not guarantee a successful college experience, but the advantages to living on campus are significant. The residency and meal plan policy requirements are maintained in support of these beliefs.

Housing Application, Fee, and Contract

To submit/complete the application process, a non-refundable application fee of \$50 must be paid. All University housing is assigned on a first-come, first-served basis, contingent upon the date of submitted housing application and the application fee receipt. The application fee can be paid online while completing the housing application via the [StarRez Housing Portal](#). As a part of the application, each student would be asked to sign a housing contract for their specific residential community. Please refer to the contract for detailed information concerning the terms and conditions of occupancy.

Click [here](#) for more information on how to apply for housing.

Apartment Waiting List

If space is not available in the desired apartment facility, eligible students with completed apartment applications will automatically be added to a waiting list based on the application submitted date. A housing application is not complete until the \$50 non-refundable application fee is on file. If space becomes available, the student at the top of the waiting list will be notified of the vacancy. A student must accept or decline the offer in writing within 48 hours of notification. If there is no response from the student, Residential Living will assume the student has declined and offer the space to the next student on the waiting list. Contact information (address, phone number, email, etc.) must be kept current with the Office of Residential Living. If the student cannot be contacted due to outdated contact information, the available space will be offered to the next applicant on the waiting list.

Lease Termination

The most common reasons for the University to terminate a lease with a resident are failure to pay rent on time, change in family or student status, and violations of the lease.

2-Year Live-on Requirement

Undergraduate students who are enrolled for 12 or more credit hours in the long semesters (fall and spring) are required to reside in the residence halls for the first two full academic years of their education (4 long semesters). Living on-campus at another university prior to Sul Ross can be submitted for consideration towards the residency requirement.

***Exceptions to the policy may be made for student(s) who:**

1. Live at the established residence of their parent, grandparent or legal guardian within a 100-mile radius of the Sul Ross campus. Documentation must be presented regarding legal guardianship.
2. Are married. A marriage license or similar document must be presented to the Residential Living office.
3. Are veterans and have spent at least twelve months on active duty.
4. Are at least 21 years of age before the first class day of the academic year.

5. Are single parent(s) with dependent(s) living with them full time during the academic year.

*This is not a comprehensive list.

All housing exemption request and supporting documents must be submitted by July 31st (for the following Fall term) or by November 30th (for the following Spring term). Please submit this form to reslife@sulross.edu, along with all required documentation listed, to request to live off-campus. The form cannot be processed unless all of the required information is submitted. The University reserves the right to deny any off-campus appeals. Failure to comply with Residential Living requirements may result in disciplinary action, which may include a complete charge for room and meal plan. The Housing Exemption Request form can be found [here](#).

A student who gives false information concerning housing will be subject to disciplinary action. A student found to be living off campus without approval would be required to return to on-campus housing. If this does not occur within 10 class days, disciplinary action will be taken and may include cancellation of class registration with no refund due.

Students residing in University housing are responsible for being aware of all policies and procedures as printed in the publication, The Residence Hall Handbook, the Housing Contract, and all housing policies outlined in this publication. Sul Ross State University is not responsible for theft or damage to personal property. Students are encouraged to purchase renter's insurance.

Check-in Process Overview

Before moving into any residential unit, students must verify that they have submitted a housing application and have been given a room assignment. To check-in, students must show their Lobo ID (student ID) to the Residential Living staff. Students will then receive a Unit Condition Report (UCR), which is a form where students will note any damages or discrepancies found in the room at time of move-in. Students must fill this out right away. Once this is completed and returned, the Residential Living staff will then issue a unit key (and bedroom key if applicable). Any damages outside of normal wear and tear discovered after this time will be the responsibility of the resident(s) of assigned unit.

Check-out Process Overview

Before moving out of a room, students must:

1. Schedule and be present for an appointment with their Resident Assistant **before** departure.
2. Clean the room, remove all trash, and place it in the provided dumpsters.
3. Remove all personal belongings.
4. Be present while the Resident Assistant performs final check-out inspection.
5. Return the unit key (and bedroom key, if applicable).
6. Sign all necessary paperwork.

Any student who does not follow the above procedure, will be charged for Improper Check-out (\$75), plus costs for any damages, unnecessary cleaning, and replacing the lock (\$200 for unit door and \$60 for bedroom door). Residents are expected to have their check-out completed by the posted closing times. Students are required to leave within 24 hours after their last final or by the informed closedown/departure date. All residence halls are closed during Winter Break. Students who improperly check out or fail to check out waive their right to appeal any charges assessed to them during checkout.

Apartment residents only: Vacating residents must give the Office of Residential Living 30 days written notice as stated in the lease. Graduates must vacate after their commencement or contact the

Office of Residential Living if they need to stay for the rest of that month (May or December). Please refer to Check-Out section for more information about move-out procedures.

Unit Condition Report

When a resident moves into any on-campus facility, a detailed Unit Condition Report (UCR) must be completed. UCR is used by the student and Residential Living Staff as a means to inventory and document any damage to furniture and room provided to residents by the University. The form is to be completed by the resident at check-in immediately. Students will not receive their unit key (and bedroom key, if applicable) until the UCR is filled out and returned. This form is also used at a resident's check-out by the Residential Living staff. Any damage to University furniture or property documented at check-out which was not present before a resident's check-in will be the responsibility of the resident. Please see the Check-in section for more detailed information.

Abandoned Property

There is no provision for storage of personal property in the residence halls or apartments. In instances where items are left in a residence hall room or apartment unit after the owner has moved out of the residential community or to another room, then these items shall be declared abandoned. The Office of Residential Living shall contact that individual about the abandoned item(s) and if no action is taken by the resident within 10 days from the date of first contact to remove the item(s) from the unit, then the item(s) will be disposed of by the department within a timely fashion. An arrangement for item retrieval must be completed within 14 days of when the arrangement is made. If at semester's end, items may be disposed of without notice.

Damage, Vandalism, and Community Property

Each resident is responsible for the condition of their room or apartment as well as any items found within their room. Residents are responsible for the contents of the room and will be required to reimburse the University for any damages resulting from abnormal wear or tear or loss of University property. This includes windows, doors, screens, flooring, walls, furniture, fixtures, and appliances.

Residents of an individual floor, residence hall, or apartment public area may be required to share the expense of repairing or replacing damaged or vandalized property in common areas if no individual/group party is identified. Charges for all damages will be determined at the University's discretion (post investigation) and must be paid before the end of the semester in which the damages were incurred.

Damage charges can vary depending on the severity and details of said damage (pricing lists are only used as guidelines). These damage charges are put directly onto the student's account. Residential Living property is not to be removed or dismantled. This includes furniture and other property in common areas. Violations will result in disciplinary sanctions and/or charges for damage and removal.

<p>YOU ARE RESPONSIBLE AND LIABLE FOR INSURING YOUR PERSONAL BELONGINGS, INCLUDING LOSSES DUE TO FIRE, SMOKE, WATER AND THEFT. SUL ROSS SHALL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY LOSS OR DAMAGE OF YOUR PERSONAL BELONGINGS, AND DOES NOT PROVIDE ANY INSURANCE COVERAGE FOR YOUR BENEFIT.</p>
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Building to Building Transfer

If space is available, students are permitted to transfer to another residence hall floor or building. All requests for hall changes must be made to the Office of Residential Living before any moving occurs. Paperwork must be completed in both buildings and the keys to the vacated room returned within three

days or charges may be added at the discretion of the Director or another professional Residential Living staff member. Building to Building Transfer must follow the same guidelines as a room change. Please refer to Check-Out section for more information about move-out procedures.

Holiday or Semester Break Closing

The residence halls are closed during Winter Break, between the Spring semester and Summer Session I, and between Summer Session II and the Fall semester. During these times, students may not reside in their residence hall room unless with an approval. There will be additional fee associated with these stays (\$30 a night; rate may change).

An extended stay form and early arrival form must be filled out by the following deadlines. All forms can be found on the Residential Living website or at the Office.:

- Winter break: submit the Extended Stay Form by November 30
- Between the Spring semester and Summer Session 2: submit the Extended Stay Form by April 31
- Between Summer Session II and the Fall semester: submit the Early Arrival Form by July 31

All items must be removed from the room in May at the completion Spring semester and in August after Summer Session II to allow for cleaning and repairs. If at the completion of Fall semester, a student does not plan to be in the residence hall for the Spring semester, all items must be removed from the room within 24 hours of their last final examination or by the informed closedown/departure date.

Billing

Apartment and residence hall rents begin when the key is issued and continues until the student moves out and the key is returned. For the residence halls, rent is calculated from the first day of one semester through the last day of the semester, which will include holiday periods and semester breaks. For the apartments, rent is calculated from the first day of the month and the last day of the month in each semester. The payment schedule follows the university billing and payment schedule. If rent is not paid as scheduled, the resident may be asked to move out. Improper check out can result in additional fines.

Housing Refund Policy

Any student who has paid housing fees, officially withdraws and checks out of the residence hall or, if permitted, moves out of the residence hall to live off-campus, may be entitled to a refund of housing based on a pro-rated rate. Please see the Student Accounts Office or Office of Residential Living for more information.

Past Due Balance

Any residents that are present on the contract agreement between the Office of Residential Living and them or their family, must have no past due balance owed to the University. Having a past due balance may lead to the University not approving a housing unit until the past due balance is paid forward.

Room Assignments

New first-year/transfer students' assignments are processed based on (date/time) each housing application was submitted on the StarRez Housing Portal. Continuing students are able to select their own assignment as a part of the application. Mutual requests for roommates and special living arrangements are honored whenever possible but not guaranteed. The room assignment process is under the sole discretion of the Director of Residential Living or the Assistant Directors. Unauthorized

occupancy of unassigned bed space is prohibited and may result in additional housing charges.

Room Change Request

Room changes may be made by completing and submitting a Room Change Request form to the Office of Residential Living. To avoid unnecessary charges, do NOT move before approval has been obtained and the necessary paperwork has been completed. When changing rooms, the move must be completed within three days and the keys to the vacated room must be returned to Residential Living staff to avoid being charged for occupying both rooms. No room changes will be allowed during the first 10 days of class to ensure a positive community environment between roommates. Between days 10-17, room changes will be permitted at no charge. After the 17th class day, a \$50 room change fee may apply. All room changes must be completed by the students wishing to trade rooms.

Room Consolidation Policy

At times it is necessary to consolidate students living within a residence hall when several students have no roommates. This helps keep operating costs down and provides the best residential living experience to the residents. All room changes during consolidation are left to the Director's or Assistant Directors' discretion. If only one student is left residing in a double room or unit, the student may be given the option of:

1. Having another resident who needs to be consolidated move into the room
2. Moving into another room with a roommate who also needs to be consolidated
3. *Paying an additional rate to have a private room (50% the regular room rate in addition to regular assignment fee) provided space is available.

*Please note, the option of having a private room is typically only available in the spring semester. It is not a guaranteed that this option will always be offered. Each of the above options must be completed by the assigned consolidation deadline.

Overflow Housing (Triples)

Over assignments have a "C" room designation. If your room number has a "C" designation (e.g. 1-110C) then you have been placed in a triple assignment. Residents that are over assigned will be in the "B" bedroom with another person for a total of 3 people per unit. All 3 students will be financially compensated for the tripled assignment. Students who are in the "C" room assignment will have 24 hours to relocate once a new space becomes available. While we make every effort to accommodate our student's wishes, students in over assigned status do not have a choice of building, room number, and roommate when they are reassigned to a permanent assignment.

Student living in overflow housing or in tripled rooms do not have the option to decline an available space and must move into the new room within 24 hours.

Meal Plan

All students residing in the residence halls are required to purchase one of the available meal plan options. **A valid Lobo ID card must be presented at each meal.** Improper use of the meal plan such as giving a card to another individual to use, entering the cafeteria more than once per meal, removing food from the premises unless approved, etc. is considered theft of services and subject to disciplinary action.

Meal Plan Exemption Policy

Sul Ross State University Residential Living supports all residents in having a positive residential experience. Part of the residential experience is participation in the dining services

provided by Aramark. Therefore, all residents living in the Residence Halls at Sul Ross State University are required to have a meal plan. Aramark is committed to offering students varied menus that fit their dietary needs. Please fill out the Meal Plan exemption form and submit it to reslife@sulross.edu no later than one week before the 1st official day of classes. All appeals regarding meal plan exemption denials must be submitted no later than 5 days after a decision is provided by the Office of Residential Living.

Meal Plan Cancellation & Refund

When a student checks out of housing or withdraws, the student needs to present their Lobo ID to the Cashier's office and request a refund of the remaining balance of the meal plan (if applicable). A refund can then be prorated and processed. This refund will be applied to any outstanding balance the student owes the University. In the event a student owes the University money, the meal plan refund may be applied to the student's balance. Please see the Food Services Director for information on meal plan refunds.

Package Mailing Address:

UPS, FedEx, DHL (These carriers will drop packages off at the Office of Residential Living)

Resident Name
C/O Residential Living
Alpine, TX 79830

Mailing Address:

USPS (This carrier will drop the mail/package at the PO Box; student can get instruction about their PO Box at the SRSU Post Office located in the University Center)

Resident Name
PO Box _____
Alpine, TX 79832

Residential Living Regulations and Guidelines

Every student should familiarize themselves with the **Sul Ross State University Rules and Regulations, Student Handbook, and the Residential Living Handbook**, which can be found on the Student Life and Residential Living Sul Ross webpage. Students are held responsible for knowing and abiding by all University and Residential Living rules and regulations. Students are also responsible for any items found in their rooms, as well as behavior of their guests, and must notify a Residential Living staff member if they suspect items in the room may be in violation of any University and/or Residential Living policies.

Alcohol

Residence hall residents only: Regardless of age, the possession, consumption, manufacture, sale, or donation of alcoholic beverages in the residence halls is prohibited. Alcoholic beverage containers may not be used as decoration including shot glasses, wine tumblers or glasses, liquor bags, beer mugs or steins, martini or margarita glasses, flasks, etc. No alcohol is to be consumed in hallways, parking lots, yards, or on any Residential Living property not designated as an area for consumption. Occupants are subject to disciplinary action with sanctions that can range from warnings and community (work) hours to disciplinary probation or suspension in addition to criminal sanctions. University Police Department officers have the power to issue MIPs and DUIs, as well as arrest students in violation of state law.

Apartment residents only: The possession, sale, manufacture or consumption of alcoholic beverages by persons under the legal age is prohibited. The legal age for possession and/or consumption of alcoholic beverages in the state of Texas is 21. The possession and/or consumption of alcoholic beverages on any property owned or controlled by Sul Ross State University is limited to inside University-owned apartments and family housing units. Kegs or other containers that hold large volumes (exceed personal consumption) are not allowed. Alcohol cannot be consumed in public areas, hallways, parking lots, residence halls, or yards. All federal, state, and local laws are upheld on campus.

Appliances and Prohibited Items

Any appliance with an exposed heating element for heating, cooking or an open flame, such as a grill, is not allowed in the residence halls. Other prohibited cooking appliances include (but is not inclusive) includes: griddles, air fryers, toasters ovens, and waffle/panini makers. Air conditioners, deep freezers, an additional mini-refrigerator and/or freezer, space heaters, and large safes are not permitted without prior written approval from the Director of Residential Living. In regards to safe electrical connections, do not link surge protectors or power strips, “octopus” an electrical outlet, etc. See the Fire Safety and Security section for more detailed information.

You can find the “What to Bring and What Not to Bring List” on the Residential Living website. Please contact the Office of Residential Living before bringing any non-listed, approved appliance into your unit.

Apartment residents only: Apartment residents are permitted to have all cooking appliances (with the exception of outdoor grills). When cooking, do not leave the oven or stove on unattended. Air conditioners, deep freezers, an additional mini refrigerator and/or freezers, space heaters, and large safes are not permitted without prior written approval from the Director of Residential Living. In regards to safe electrical connections, do not link surge protectors or power strips, “octopus” an electrical outlet, etc. See the Fire Safety and Security section for more detailed information.

Babysitting

Babysitting or provision of childcare for profit is not allowed in the residence halls.

Apartment residents only: Babysitting children are to be supervised at ALL times. Texas state law states that no child under the age of 14 should be left alone. The parent and/or babysitter will be held responsible for the behavior of the children under their supervision. For their safety, children should not be left unattended. Babysitting (not for profit) is only allowed in the apartment of the family with child. Babysitting must be documented and approved with the Office of Residential Living. If there is a problem with a babysitter's supervision, the privilege of babysitting may be withdrawn.

Bicycles/Roller Blades/Electronic Hover, Self-Balancing Boards

Bicycles may be stored in the bicycle racks found outside the residence halls, apartments, or inside the resident's room provided the pathway or exits are not blocked. Bicycles may not be stored under stairwells or attached to handrails. The use of roller skates, in-line blades, skate/long boards, electronic hover boards/self-balancing boards etc. are prohibited on campus. This includes Residential Living facilities, University buildings, athletic facilities, and sidewalks.

Candles

The use of burning candles, candle warmers, incense, and/or any type of open flame or open coil appliance are not permitted in residence halls or apartments for safety reasons as outlined by the Fire Marshall. In addition, these items may not be used as decorations, even if a candle's wick is cut off or if incense is unburned. If found, these items will be confiscated and fines or other sanctions will be assessed. Students may request to take confiscated items home during major breaks or released to visiting parent/grandparent(s). Heated elements that could be left unattended for long period of time and require heat to release scent are not allowed such as, but not limited to, wickless candles on a heated melter, scented light bulb rings, or plug-in air fresheners.

Common Areas Use

The residence hall lounges are primarily for the use of the residents and their guests. Residents are responsible for their guests' behavior. The public areas are to serve a multipurpose use including for watching television, visiting, studying, and playing games. These activities are to be carried on in a cooperative manner with consideration and respect for others. If there is a disturbance, Residential Living staff has the right to instruct that the activity be stopped and that the students leave the common areas. Common area furniture should not be removed from the designated areas.

Decorations

Residents may use curtains (with tension rods), and personal items to decorate their residential units/apartments. Fire retardant material is recommended. Plasti-tak®, command strips, and non-marking wall poster tape are the only acceptable materials for securing posters, pictures, etc. on walls. Use of tacks, nails, screws, permanent adhesives, paint, etc., which damage or alter the surface of University property are not allowed, and will result in a damage assessment and charges.

Drug Policy

The University is subject to a Regent's Rule referred to as the "**zero tolerance**" policy. Possession or use of illegal drugs on campus is prohibited by state law and University policy. A student who, by a preponderance of the evidence, under these *Rules and Regulations* is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, may be suspended for a period of no less than the remainder of the semester in which the infraction occurred plus the following long semester. In the event the semester in which the infraction occurred has ended by the time a student is found guilty, the student shall be suspended for a period of no less than the following two long semesters. With the approval of the

President or the President's designee, suspension may be probated and sanctions may then include required counseling and/or rehabilitation along with other appropriate penalties. The President of each institution in the Texas State University System shall submit a written report quarterly to the chair of the local committee, which report details all cases in which a suspension has been probated. A second infraction for a drug-related offense shall result in permanent expulsion from the University and from all other institutions in The Texas State University System.

Emergency Numbers

University Police Department (UPD): (432)837-8100 or 911

Family Crisis Center of the Big Bend 432-837-7254

Campus Information: Ext. 0 from a University phone or
(432)837-8011

Firearms and Weapons

These items are NOT permitted in any of the residential facilities:

- *Firearms in which the owners are not LTC
- Weapons (these include faux weapons such as water, paintball, pellet, nerf guns)
- Dart boards with metal darts and cork board
- Any device powered by CO2 cartridges
- Slingshot devices
- Fireworks
- Explosives and ammunition of any kind
- Large knives and blades greater than 5.5. inches (excluding kitchen knives)

*For valid LTC holders, you may carry a concealed handgun in all residential communities (Residence Halls and Apartments). License holders residing in campus housing are responsible for the safe storage of their handgun whenever it is not on or about their person. For more information on the university weapons possession policy, please click [here](#). If there is a concern about the possession or use of a weapon (prohibited or LTC holder), call the University Police Department at (432)837-8100.

Fire Safety

It is the responsibility of each resident to be familiar with policies and procedures designed to provide for the safety of the residents. Fire drills are held periodically during which students are to follow the evacuation procedures and/or the directions of the Residential Living staff.

Residents are not to permit conditions in their room or apartment that will in any way create either a risk of fire or a fire itself, or conflict with the rules and ordinances of the local fire department. No motor vehicles or gas/propane equipment will be permitted inside Residential Living facilities. The purposeful activation of a false fire alarm or tampering with fire equipment is not permitted.

Apartment residents should avoid storing items around the heating units or hot water heaters for fire safety and ventilation purposes.

Because of the obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, charcoal starter fuel, candles, and incense are prohibited in Residential Living facilities. Residents are to avoid having large quantities of paper, rags, or other trash in any room. Fire prevention ordinances and housing policy prohibit the manufacture, sale, use, and possession of all fireworks, including sparklers, anywhere on University property.

Fire/Emergency Alarms

All persons are required to evacuate the building when an emergency alarm is activated, characterized by air horns, bull horn or Residential Living staff notifying residents. If an alarm sounds, students must leave their rooms, proceed to the nearest clear exit in a calm and orderly manner, and go to the pre-designated evacuation location. Students who do not adhere to the policy will face disciplinary action. If a smoke detector in a student's room sounds, the student should immediately contact the Office of Residential Living or Resident Assistant about the emergency or for necessary repairs. For safety reasons, all smoke alarms/detectors should be kept in working order at all times. Residents are **NOT** to remove smoke detector batteries or cover the green lights. Any student who unnecessarily pulls a fire alarm will face severe disciplinary or legal repercussions.

Fire Extinguishers:

Encased extinguishers are installed throughout Lobo Village and apartment hallways. If a fire extinguisher is missing or needs to be recharged, report this to a Resident Assistant or the Office of Residential Living immediately. In the event an extinguisher is discharged without an apparent need, a fee for refilling or replacing the extinguisher and for clean-up will be assessed and disciplinary action will be taken.

In case of fire:

1. If smoke or flames are visible, pull fire pull stations and/or notify the Residential Living staff immediately. If a staff member is not available, call the University Police Department at (432) 837-8100.
2. Apartment residents who have minors in their care should ensure children are aware of all exits, evacuation plans, fire safety practices, and what to do in case of an emergency.

Building Evacuations:

Designated evacuation gathering locations are as follows:

- Lobo Village 1- Meet with your RA in the Green Space between LV8 and Warnock Science Building.
- Lobo Village 2- Meet with your RA in the amphitheater between LV8 and Warnock Science Building.
- Lobo Villages 3 and 4- Meet with your RA at the LVCR patio.
- Lobo Villages 5, 6, and 7- Meet with your RA near the Sul Ross pool house.



Sul Ross State University

A Member of the Texas State University System

- | | |
|---|---|
| 1. President's Home | 12. Fletcher Hall |
| 2. Wildenthal Memorial Library | 13. Industrial Technology Building |
| 3. Morgan University Center
(Espino Conference Center) | 14. Art Annex |
| 4. Briscoe Administration Building | 15. Physical Plant |
| 5. Morelock Academic Building
(Marshall Auditorium) | 16. Lobo Village Housing Complex |
| 6. Academic Computer Resource Center | 17. Residential Living Office |
| 7. Lawrence Hall | 18. Graves-Pierce Complex |
| 7A. Cactus Garden | 19. Pete P. Gallego Center |
| 8. McCoy Building (Museum of the Big Bend) | 20. Tennis Courts |
| 9. Francois Fine Arts Building (Studio Theatre) | 21. Turner Range Animal Science Agricultural
Complex |
| 10. Warnock Science Building | (P) Parking Lot |
| 11. Ferguson Hall | (E) Entrance |

Fire Equipment Regulations:

Because it is imperative that fire and safety equipment functions properly when it is needed, the following are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, or exit lights/signs.
- Tampering with, or initiating under false pretenses, a fire alarm.
- Propping open stairwell fire doors or blocking exit routes.

Fire Prevention Regulations:

The following are prohibited because of their serious potential as fire hazards:

- Open flame items such as candles and incense. (see Candle Policy on page 20).
- Halogen lamps and any plug-in LED/Christmas lights.
- Appliances with exposed heating elements (heating or cooking).
- Use or possession of fireworks or explosives.
- Live Christmas trees and other materials of a flammable nature.
- Use or possession of extension cords or outlet extenders.
- Octopus or cube electrical plugs or outlets.
- Improper use of decorations (over lights, doors, exits).

- Excessive use/overloading of electrical outlets.
- Decorations which cover the entire exterior door.

Floor Meetings

Each semester, floor meetings are called by the Resident Assistants during the first week of classes, held periodically throughout the semester as needed, and at the end of the semester. Attendance at these meetings is mandatory due to information dispensed concerning safety and security, regulations and services. Students are responsible for the information given at all such meetings. If a conflict with scheduled floor meetings arises, contact the RA to obtain the necessary information.

Furnishings

Residence hall residents only: The University furnishes each unit and provides the following: bed, mattress, desk, desk chair, nightstand, file cabinet, and dresser. Living rooms are furnished with a loveseat, oversized chair, entertainment center, end table, coffee table, microwave, and small refrigerator. The student should bring a rug, curtains, bed and bath linens, shower curtain, alarm clock, personal items, etc., to make the room more comfortable. Students may not remove or exchange furniture from common areas of the residence halls or between any residence hall rooms/apartments. There is no storage available for residents to store any university or personal furniture. Individuals who are found removing furniture from designated locations may be subject to disciplinary measures.

Apartment residents only: In the efficiency apartments, the basic furniture (bed, dresser, desk, table, chair, nightstand, entertainment stand, etc.) is provided and must remain in the apartment. The stove, microwave and refrigerator are also provided and must stay in the room. In the Doubles and Family housing units, the basic furniture (beds, dressers, desk, table, chairs, nightstands, couch, entertainment stand, etc.) is provided and must remain in the unit. A stove, microwave, refrigerator, dishwasher, and washer and dryer are provided. Residents may bring additional personal items that do not present a fire hazard, block means of egress, overcrowd the room or are large appliances such as freezers. Residents are responsible for University furniture in their unit. Do not place unit furniture outside or in public areas where damage or theft may occur.

Gambling

Gambling is not permitted in Residential Living facilities per state law.

Guests

The purpose of a guest and visitation program is to create a desirable living experience and to provide opportunities for academic and social interaction of students. The responsibility of maintaining University standards and perpetuating the academic purpose of the University through a guest and visitation program rests upon the individual. All residents must maintain personal conduct in a manner that is considerate of roommates, other residents, and guests. **Every resident is responsible for the conduct of their guest(s) at all times, in and around the residence halls.** All guests in the residence halls are expected to abide by all rules and regulations of the University. The resident host will be responsible for their guest's conduct. The University reserves the right to withdraw guest privileges.

Hours of Visitation

In order to provide an atmosphere conducive to study, we maintain a visitation policy in all residential buildings. All visitors will be escorted by their host while in the hallways, living areas, and rooms. A resident will be allowed no more than two visitors, at a time, and will be responsible for their guests' conduct. Visitation is limited to certain hours for all on-campus housing.

- Sunday through Thursday the visitation hours are from 8:00a.m. until 1:00 a.m.
- On Friday and Saturday, the visitation hours are from 8:00 a.m. until 2:00 a.m.
- The escort policy is in effect at all times.

Over-night Guests

Residents may house same-sex guests in their rooms for limited periods (no more than three consecutive nights) at no additional cost. Overnight guest is defined as any individuals spending the night after the visitation hours (see Hours of Visitation Section). Residents may host one overnight guest at a time and must be present during the time of the visit. The University reserves the right to withdraw guest privileges if a guest or host does not abide by University rules and regulations. An Overnight Guest Agreement form must be filed with the Residential Living Office. Failure to abide by this policy may result in a removal of the guest from the facility as well as disciplinary sanctions for both the guest and host.

Health & Safety Inspections

The purpose of health and safety inspections is to identify safety and maintenance problems in order to correct them for the benefit of the residents. Obvious violations of University and Residential Living regulations will also be addressed at this time. Facility checks will occur at least once per month throughout the semester, and provide residents with an opportunity to get to know their Resident Assistants. Other health and safety inspections may occur when determined necessary by the Residential Living staff.

Residential Living staff will knock, identify themselves, and pause before opening the door. Staff will be checking the room, the bathroom, windows, fire extinguisher, etc. to observe the general condition of the room and the furnishings. The refrigerator and microwave will be opened to check for health hazards (leak, mold, expired food, noxious odors, etc.). Dishwasher, bathroom and kitchen cabinet (that hold plumbing ONLY), and the laundry closet will be opened to check for plumbing issues and closed. Cabinet doors (that do not hold plumbing) and drawers will not be opened unless there is reasonable suspicion of a policy violation.

Reasonable suspicion means there is reason to believe that a safety or maintenance problem exists or that a violation of University or Residential Living rules has occurred. When a problem or violation does exist, a written notice will provide instructions or information to a violating resident.

Housekeeping

University custodial staff does routine cleaning of public areas in the residence halls. Custodial problems should be reported in writing to the Office of Residential Living or by completing a [Maintenance Request Form](#). It is the responsibility of residents to dispose of trash in the provided dumpsters and to keep hallways, rooms, bathrooms, and all public areas neat and appealing. Residents may be charged cleanup costs if custodians are required to complete additional cleaning due to personal trash left in public areas.

Internet Usage/Wireless Routers

The primary purpose of internet access is for academic purposes. Usage may be restricted or eliminated due to inappropriate or excessive usage. Wireless routers, servers, or other high data volume are not permitted or to be used in any of the Lobo Village buildings. Internet service is provided by Apogee. For technical support, call the Apogee Help Desk at 855-813-7027, text “ResNet” to 84700 or obtain assistance through chat at MyResNet.com.

Keys

Room keys are issued by Residential Living staff at time of check in after a UCR is completed. If a room or unit key is lost, it should be reported immediately to the Office of Residential Living. A fee will be assessed for lost keys and lock changes (see Key Charges Chart). The lock change will occur at the expense of the student who misplaced their original key. As personal safety and security are a serious matter, keep room doors locked at all times, even after becoming familiar with the other residents living in the building.

Your keys should remain on your person at all times. If a resident is accidentally locked out of their room, they should contact a Resident Assistant. Residents must report any lock and key problems to a Resident Assistant immediately. The resident of the assigned room should be the only person to have possession of key(s) to that room. Do not lend keys to anyone. If a room key is found in another person's possession, the key(s) will be confiscated from them. Possession or making use of

University keys for unauthorized purposes is not allowed and can result in disciplinary sanctions. Please see chart below for key replacement fees and lockout fees.

Laundry

Campus laundry facilities are located on each floor of Lobo Villages 1 and 2. For Lobo Villages 3 and 4, laundry machines are located on the second floors of each building. Laundry left unattended in idle machines is subject to removal and will be discarded after 24 hours (the University is not responsible for lost or damaged laundry). These machines are free for Sul Ross on-campus students use only in the building in which you reside. Vandalism of these machines or tampering with control mechanisms will result in disciplinary action. Please report machine problems to a Resident Assistant or the Office of Residential Living.

For Lobo Pack and Family Housing apartments, laundry facilities are located inside each unit. Please refer to paragraph above for further details.

Living with A Roommate

Resident's Rights:

Each resident has specific rights and responsibilities which include but are not limited to:

1. The right to read and study free from undue interference in one's unit.
2. The right to live in a clean environment in which to live.
3. The right to petition for redress of grievances.
4. The right to be free from fear of intimidation, physical, and/or emotional harm. **Inherent in these rights is the student's responsibility to respect the rights of others.**

Concerns:

Most problems that arise in the residential communities can be solved in the hall of origin. If a problem arises, first speak with the resident with whom the problem originated. If the problem persists, contact your Resident Assistant (the Resident Assistant may also consult with the Assistant Director of Residential Living). If these steps have been followed, and if the problem persists or the solution proposed is not suitable, contact the Director or the Assistant Director of Residential Living. Any situation that arises in which the Resident Assistant is perceived as being part of the problem may be taken directly to the Director or the Assistant Director.

Lock Doors

You will need your Lobo ID to access the building you live in. If you have trouble with your Lobo ID or the exterior doors, please contact the Office of Informational Technology at ltac@sulross.edu

or at (432) 837-8888. Keep exterior and interior doors locked for safety and protection at all times. Do not prop doors as this constitutes a security risk and can also let in unwanted vermin. The University is not responsible for theft or damage of personal property.

Lock Outs

In the event of a lock out, contact the Resident Assistant or the Office of Residential Living for assistance. For family housing, children under 14 years of age are not allowed into an apartment without adult supervision. Only individuals listed on the residents' lease will be given access into the apartment. Please see "Key Charges Chart" for lockout fees.

Key Charges Chart

<u>Lost Key</u>	<u>Fee</u>
Unit Door	\$200.00
Bedroom Key	\$60.00
Broken Key (all parts must be returned)	\$5.00
1 st Lockout	Free
2 nd Lockout	\$5
3 rd Lockout	\$10
Each Consecutive Lockout	\$5 More than the previous charge (\$50 Max)

Lost & Found

To inquire about lost items or turn in found items, contact the University Police Department in BAB 100 or by calling (432) 837-8100.

Maintenance

All maintenance problems should be reported via the [Maintenance Request Form](#) immediately. Residential Living staff will prepare a work order and either assign it to student maintenance assistant or submit it to Physical Plant in a timely manner. Examples of problems include carpentry, plumbing, and electrical malfunctions. Sul Ross' Physical Plant is the only party approved to complete major repairs or painting in Residential Living properties. Physical Plant does not enter occupied units for repairs without a Residential Living staff member being present. If painting or other repairs are extensive, residents may be instructed to relocate so Physical Plant can complete repairs in a timely and productive manner.

The University reserves the right to enter any Resident Living unit or apartment to make damage inspections, necessary maintenance repairs, and inventory and safety inspections. Residents are expected to cooperate with all maintenance personnel so that repairs can be made as quickly as possible.

Residents who reside in the residence halls are expected to keep common areas and surrounding courtyards tidy. The appearance of the apartments and family housing is important and the Office of Residential Living requests cooperation in keeping the apartments and surrounding area safe, neat, and clean. Residents are responsible for keeping the immediate area around their apartment clean and free of litter. The grounds, shrubs, and lawns will be maintained by Physical Plant. Objects that will interfere with mowing lawns should not be left in the yards. Occupants may be assessed a fee for articles left around an apartment that University employees have to pick up for cleaning or mowing purposes. This fee is dependent on the size of the article and the process involved in removing it.

Missing Student Notification Policy

Federal law requires that the University report to both the University Police Department (UPD) and the student's designated contact person when a campus resident is determined missing for 24 hours (e.g. if no one can identify where the student is). If the missing student is less than 18 years of age and not

emancipated, the University is also required to notify the student's parent or guardian. Campus residents have the opportunity to provide a contact person to the Office of Residential Living during the application process. This contact information is confidential and will only be used in emergencies. UPD will always be notified if a campus resident has been determined to be missing for over 24 hours, regardless of whether the student has provided confidential contact information.

Noise Violations and Quiet Hours

Students living in a residence hall or on-campus apartment facility are not expected to be as quiet during the day as they would be in a library. However, the noise level must always be at a reasonable level for the consideration of those in the surrounding community. Quiet hours are as follows in and around all residential facilities:

- Sunday through Thursday: 10:00 pm – 8:00 am
- Friday through Saturday: 12:00 am – 8:00 am
- During finals, 24-hour quiet hours will be set to help with the successful completion of exams.

COURTESY HOURS ARE IN EFFECT AT ALL TIMES. Please be considerate of others so they may be successful in achieving their academic goals.

During quiet hours all residence doors must be closed and hallways and stairwells must remain quiet. Residents must always be aware of the noise generated in their room. Excessive noise during non-quiet hours are 3 doors down. Excessive noise during quiet hours are 1 door down. Quiet and courtesy hours also apply to areas immediately outside of Residential Living facilities.

If there is an issue with noise disturbances in surrounding rooms, apartments, or nearby public areas, the first step is to notify the people causing the noise and request that they keep the volume down. If they do not respond, contact the Office of Residential Living during business hours or the Resident Assistant On-Call after hours for assistance. Only if Residential Living staff is unavailable should residents contact the University Police Department for assistance with volume control.

Family housing units have a curfew of 10 pm for children under the age of 18. It is in the best interests of the community that all children are inside by a reasonable time.

Parking

Permits are required for parking and can be obtained from UPD. Remember to ALWAYS set the brake on inclined areas. Reserved parking spaces for visitors, handicapped, short-term (30 minute), and loading should be respected at all times. Tickets may be issued for violations of parking guidelines or restrictions. Do not leave your car running unattended on the side of the street or park in any "No Parking" or "Not An Unloading Zone" areas.

Pest Control

The potential for pests exists everywhere and campus housing is no exception. To eliminate pests, all Residential Living facilities are treated regularly. Contact the Office of Residential Living as soon as possible if evidence of pests is found in or near Residential Living facilities. Residents may be asked to empty closets, cabinets, etc. for the most effective pest control treatment. Keep in mind that the pesticides used are only effective when combined with good housekeeping practices. Follow these guidelines to prevent unnecessary pest problems:

- Store all food in sealed containers.
- Do not leave food or dirty dishes lying about.

- Empty cans and bottles in the sink before throwing them in the trash.
- Empty trash cans before leaving for the weekend or holiday.
- Remove all perishable items from the room and refrigerator when leaving for extended periods.
- Clean up all spills when they occur.

Pets

For health and safety reasons, only fish in a 10-gallon aquarium and assistance/service animals are allowed in Residential Living facilities. Non-service animals are not allowed on campus, including visiting pets. If you have a pet on campus or in the residence halls that has not been approved, you will be asked to remove it and be charged a \$400 fine.

Animals

Parents need to be mindful of their children where animals are concerned. All non-domesticated, stray and wild animals are to be considered, may carry diseases such as rabies, and should be treated as potentially dangerous. This includes but is not limited to swallows and their active nests, cats, deer, javelina (pigs), skunks, bobcats, etc. If there is a safety concern, contact Residential Living staff or University Police Department who can assist with dispatching an Animal Control Officer who can handle animals that come onto University Property. Visiting pets are not allowed and if found with a pet in unit, you will be asked to remove it and be charged a \$400 fine.

Assistance Animals

Requests for Assistance Animals must be made before the animal is in on-campus housing. Approval can only be granted with a completed Assistance Animal application and email approval from the Director of Residential Living. Persons found with an animal in campus housing prior to completing the application process will be fined \$400 for every incident.

To start this process please contact the Office of Counseling and Accessibility Services, then contact the Office of Residential Living. The [Assistance Animal Application](#) can be found on the Sul Ross Residential Living Website. Having an assistance animal on campus is a privilege, not a right. All assistance animal owners will be held liable and responsible for their assistance animal at all times. Failure to follow the Assistance Animal policy, which is obtained when starting the process, on the application that needs to be agreed upon and signed, may result in the owner losing privileges of having an assistance animal on campus. Residents who violation the Assistance Animal policy will also be subject to any fines or restitution due.

Posting Publicity

All signs posted in the residence halls must be approved by the Director and/or Assistant Directors in the Office of Residential Living. The posting of signs is limited to specific bulletin boards and are to **ONLY** be posted by Residential Living staff. Distribution of flyers, leaflets or other printed material on automobiles in parking lots on campus is prohibited. All posters, flyers, announcements, etc., must be approved, dated, and stamped by Campus Activities office before being submitted to Residential Living for approval/posting. Use of departmental or special boards is permitted only with the permission of the office to which it is assigned. All posters, flyers, announcements, etc. may be posted for a maximum of two weeks and will be removed the day after the event. All posters, flyers, announcements, etc., must include the organization sponsoring the event. Any student or student organization failing to comply with this policy may lose the privilege to use University facilities, in addition to facing other disciplinary action. Off- campus groups may post items on the Sul Ross State University campus at the discretion of the Campus Activities Coordinator and must follow the above policies. For additional details regarding posting publicity, please contact Campus Activities at (432) 837-8191.

Room Entry Provisions

The privacy of residents' rooms in University housing will be respected. The University and its officials will abide by the following procedure pursuant to entering and/or searching a room, with the understanding that this procedure in no way limits bona fide law enforcement officers' lawful search. No room shall be entered without knocking. Rooms will be entered only by authorized University personnel.

1. Room Search - All room entries and/or searches by Residential Living staff will be cleared with the Director or Assistant Directors unless an emergency precludes such a delay. Rooms will be searched only with "reasonable suspicion" and the occupants will be notified of the reason for any search. There are two general situations which might precipitate a room search:
 - a. A clear indication that established rules of conduct, health standards, or safety regulations are being violated.
 - b. Emergency situations occasionally occur which make it necessary for a staff member to search a room for a particular telephone number or address, medication, information, etc.
2. Maintenance – Health & Safety Inspections are conducted at least once per month by Residential Living staff. The University reserves the right to enter any room to make damage inspections, necessary maintenance repairs, complete an inventory, and conduct safety inspections.

Room Occupancy Limit

Residence hall residents only: Each hall has specific guest policies. A guest is one who visits in a residence hall at the invitation of a specific resident. Each resident may have no more than two guests in their room at any time (for a total of 6 occupants; for example: 2 residents and 4 guests).

Apartment residents only: Each apartment facility has specific guest policies. A guest is one who visits in an apartment at the invitation of a specific resident. Residents who reside in efficiency apartments may have no more than 3 guests at a time (for a total of 4 occupants). Residents who reside in Lobo Pack or family housing apartments may have no more than 7 guests at a time (for a total of 8 occupants).

Safes and Locked Containers

The safety and security of the residents is a primary concern for Residential Living. Safes, lockboxes, chests and other lockable containers are permitted in Residential Living facilities. If Residential Living staff or UPD have reasonable cause to believe the contents of a locked container (e.g. illegal drugs, handgun, explosives etc.) are in violation of Residential Living policies, *University Rules and Regulations*, or any law (state, local or federal), after search protocol is initiated, said container(s) will be confiscated and stored in a secure location. Residents are then expected to comply with a University official if asked to open that locked container, chest or safe. A locked container, chest or safe is defined as any container made of wood, metal or plastic with a locking mechanism such as a dial or key lock. If the opening device (combination, key, fingerprint, etc.) is not provided by the resident in a timely fashion, University staff and/or UPD have permission to forcibly open that locked container and examine the contents. Both UPD and/or Residential Living will not be held liable for any damage to the locked container or its contents.

Safety and Security

The University Police Department provides police service on campus. The UPD office is located in BAB 100 and can be reached by calling (432)837-8100. Safety and security regulations are listed in

the University Rules and Regulations. Students are responsible for knowing and abiding by these policies. *Safety and Security Guidelines and Regulations:*

1. Halls and stairwells must be kept free of furniture, debris, trash, and other materials.
2. Horseplay, roughhousing, and throwing of objects in halls and stairwells is strictly prohibited.
3. Throwing or hanging objects from the windows is prohibited.
4. Unauthorized entry to restricted areas, such as building mechanical rooms and custodial closets, is prohibited, as is venturing onto roofs or into private rooms.
5. Forced entry into Residential Living Facilities (e.g breaking into or "popping" doors) is prohibited and can result in disciplinary sanctions and possible criminal charges.
6. Use or possession of firearms (rifles, guns, pistols) or ammunition, weapons, large knives and blades greater than 5.5 inches (excluding kitchen knives), swords, blades, explosives, etc. are prohibited.
7. LTC (License to Carry) Holders are permitted to have handguns on campus, provided they abide by all state laws, guns are concealed, and the proper safety measures are in place at all times.
8. Keep doors locked at ALL times. Report lost keys and broken locks to Residential Living staff.
9. Window screens must remain secured and are not to be used as a means of entry to the building or room. Removal of screens will result in a \$25.00 fine.
10. Do not lend out keys, ID card, phone, or credit cards to anyone.
11. Remain in well-lit areas at night and avoid deserted areas when alone. When visiting new places go with familiar people.
12. Report persons who behave in a suspicious or threatening manner to UPD.
13. Report thefts, threats, and assaults immediately to the University Police Department and Residential Living staff.
14. Health-related emergencies should be reported to the University Police Department (432-837-8100) as well as to Residential Living staff (Director, Assistant Directors, and Resident Assistants.)

Emergencies:

During an emergency, whether it is an earthquake, tornado, fire, bomb threat, grassfire, accident or injury, please follow the instructions of the hall staff, University Police Department, or other University officials. It is important to remain in a safe location, away from the building or away from the incident location, until University personnel provide clearance. Resident cooperation will assist in making things work smoothly for everyone's benefit.

Sexual Assault and Misconduct

If you have been sexually assaulted on campus, report the crime to University Police Department (UPD). Students living on-campus may contact the Director of Residential Living, Assistant Directors, or Resident Assistants if the assault occurs in the residence halls. Reporting a sexual assault does not mean you must take legal action (this is a choice you can make later). Victims or witnesses of sexual assault should not hesitate to report, even if the crime occurred simultaneously with another violation, such as alcohol or drug use. A student's medical and physical safety take precedence over other issues and a student will not be punished for otherwise unimportant violations in comparison to sexual assault and medical emergencies. Contact the Office of Residential Living so we can get you in touch with the Title IX Office who have more resources regarding the Rights of Sexual Assault Victims and more steps on preventing and reporting sexual assault and other sexually violent crimes.

Smoking/Tobacco Policy

Sul Ross is a tobacco free campus. According to the University policy regarding the use of tobacco products, it is strictly prohibited inside University buildings, including residence halls and apartments. This includes all cigars, cigarettes, snuff, chew, smokeless tobacco, etc. All smoking accessories are also prohibited in the buildings including:

- Cigar or cigarette rolling papers, bands, “blunts”, etc.
- Herb grinders
- Pipes, cigarette holders,
- Hookah pipes, water pipes, glass pipes, hand pipes, vaporizers
- Improvised smoking accessories
- Incense holders and ash trays
- Tobacco storage items

Nicotine treatment patches to encourage smoking cessation are allowed. However, vaping or use of cigarettes in Residential Living facilities is **NOT** allowed.

Soliciting

No soliciting or selling is allowed in any of the residential communities except as noted in the *Rules and Regulations*.

Subletting

Subletting is NOT allowed. Any evidence of this type of activity calls for termination of the lease and possible disciplinary action being taken against the resident who sublet their unit or apartment.

Trash

Trash and garbage from a resident’s room is to be emptied into the dumpsters outside the Residential Living facilities and NOT in the hallways, breezeways, laundry rooms, or public area trash cans. A minimum fine of \$25.00 (per bag/item) will be charged to any student whose trash is found in the hallway or public areas. Community (work) assignment hours will also be assessed. It is not the responsibility of the custodial staff to clean unnecessary trash in hallways or public areas. If the identity of the individual(s) who caused the special cleaning needs cannot be determined, the entire group of residents assigned to that area may be required to reimburse the University through communal charges or community (work) assignment. Please let a Residential Living staff know if an area needs custodial attention.

Weights

Students are allowed to have free weights but are responsible for any damage caused to the floor or furniture. Barbells and larger exercise equipment are not allowed.

Residential Living Disciplinary Procedures

Judicial Procedures

Discipline at Sul Ross State University is considered part of the educational mission. The discipline process is designed to encourage self-discipline, accountability, and community responsibility. A respect for the basic rights and privileges of others is the primary assumption of the philosophy.

Expectations of students are stated in the Residential Living handbook and in the *Student Handbook*. Failure to respect the rights and privileges of others as well as maintain standards will be handled individually through the judicial process.

Discipline Administration

Details of the University disciplinary process are listed in the *Student Handbook*. The Director of Residential Living is the primary hearing officer for discipline in the Residential Living communities. The Director along with the Assistant Directors adjudicate cases for Residential Living policy violations. The Dean Student is the appeals hearing officer for discipline in the Residential Living facilities. The Dean of Student Life also has primary authority and responsibility for the administration of student discipline. It shall be the Dean of Student's or a designated appointee's duty to investigate all allegations that a student has violated the Regent's Rules and Regulations, rules and regulations of the University or Residential Living, or specific orders and instructions issued by an administrative official of the University. For most alleged violations that occur in or around University housing, the Director of Residential Living or Assistant Directors will handle the discipline concerns.

Residential Living Conduct Process

Once an Incident Report (IR) is submitted, the Director of Residential Living or a designated appointee will review the report and assigned it to a conduct officer. The conduct officer will contact the student within 5 business days of the IR submission to schedule a conduct meeting and further discuss the incident that happened.

Code of Student Conduct

This is listed in the publication *Sul Ross State University Rules & Regulations* and the *Student Handbook*. All students are bound by the Code of Student Conduct, and are responsible for knowing and following the University policies.

Discipline Violations

The following, although not a comprehensive list, are considered violations of policy as well as violations of the rights of residents. They are considered detrimental to the development of a positive community atmosphere.

1. Failure to observe quiet hours.
2. Failure to follow emergency procedures.
3. Removal of furniture from common areas.
4. Theft of University property or property of other residents.
5. Incense, candles, or any other open flame or smoldering item.
6. Violations of the alcohol policy and laws regarding alcohol.
7. Disorderly conduct.
8. Harassment or verbal abuse of any degree toward another student or staff member.
9. Failure to comply with University staff directions.
10. Violation of the illegal substance policy.
11. Possession of firearms or weapons of any kind.

12. Shooting of fireworks or explosives.
13. Causing the unnecessary evacuation of a building.
14. Any violation of *Sul Ross State University's Rules and Regulations* and *the Student Handbook*.
15. Violation of any local, state or federal law.

Discipline Sanctions

The following sanctions, although not a comprehensive list, may be issued in the event of the above-mentioned violations.

1. Official Residential Letter of Warning
2. Community Service Hours Assignments
3. Restitution for Damaged Property
4. Educational Sanctions. – Referral Judicial Online Modules or essays
5. Suspension of Visitation Privileges
6. Official Verbal or Written Warning
7. Monetary sanctions
8. Disciplinary Probation
9. Removal from the Residence Hall
10. to the Dean of Student Life
11. Suspension from the University
12. Dismissal from the University

Conduct in the Residential Living Facilities

Residents are personally responsible for knowing and abiding by the rules and regulations pertaining to the residence halls and the University. All residents must respect the rights and privileges of others. Conduct which is offensive to others, such as loud noise, abusive language, etc., may be in violation of University Rules and Regulations. Students are also responsible for the conduct of their guest(s).

Supervision of Children

Parents are responsible for the supervision of their children. Children under the age of 14 years must be under the supervision of a responsible adult at all times in accordance with state law. Should a child be found unsupervised, Residential Living staff is required to contact UPD. Families are subject to be reported to Child Protective Services (CPS), through UPD, for negligent supervision of their children. Circumstances requiring an initial CPS referral will result in mandatory family counseling. A second CPS referral may result in termination of the housing contract.