

CAMPUS HOUSING HANDBOOK



If you have questions about the Campus Housing Handbook, please contact Bonny Sucherman, Director of Residence Life and Dining Services (sucherman@msoe.edu)

MSOE RESERVES THE RIGHT TO MODIFY THE HANDBOOK.
Any changes or updates will be made available online.

Email notifications may sometimes inform you of updates before their online publication.

In such situations, the information communicated through email and posted announcements will supersede the handbook.

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Welcome Message

We're excited to welcome you to your new home at MSOE. This handbook is designed to help you navigate life in the residence halls—from expectations and policies to resources and support. It applies to all residential facilities: Grohmann Tower (GT), Margaret Loock Hall (MLH), Mellowes Hall, and Viets Tower (VT).

We encourage you to get involved in campus life and take full advantage of the many opportunities available through student organizations, community events, and support services. As a member of our residential community, you'll live and learn alongside peers from a wide range of backgrounds and experiences. Residence Life collaborates with faculty, RCAS, Counseling Services, Career Connections, and other campus partners to ensure you have the resources and relationships you need to thrive both in and out of the classroom.

Student satisfaction is one of our priorities, and we continually seek your feedback to inform our initiatives and projects. If you have suggestions or ideas, contact residential staff. We're partners in making this a safe, inclusive, and engaging place to live.

Contact Information

Residence Life

This department oversees Margaret Loock Hall, Mellowes Hall, and Viets Tower.

Phone: 414-277-7400

Email: living@msoe.edu

Apartment Life

This department oversees Grohmann Tower and any MSOE partnerships with Off Campus housing.

Phone: 414-277-7228

Email: apartments@msoe.edu

Community Living Philosophy

At MSOE, we believe that where you live shapes how you grow. Our residence halls are more than places to sleep—they're spaces to connect, explore, and thrive alongside peers. Living on campus offers daily opportunities to build meaningful friendships, practice life skills, and develop habits that support your well-being and long-term success.

We are committed to building communities where you feel welcomed for who you are, supported in what you need, and empowered to become who you aspire to be. As a Raider, you are expected to embody our Principles of Community through your actions.

From quiet nights to meaningful conversations, from moments of celebration to times of stress, our community is built on respect and support. Residential staff work closely with faculty and campus partners to help you navigate challenges, connect with resources, and celebrate milestones

General Floor Behavior and Practices

For a positive living experience, everyone in the community needs to adhere to certain shared expectations and guidelines. By following these, we can create a respectful and supportive environment that promotes equality and enhances residents' overall experience. This includes respectful treatment of not only person, but of property and environment, as well as **adherence to all policies and expectations included in this handbook and the Student Code of Conduct.**

Residence Life Staff

Community Directors (CD)

Community Directors are professional live-in members of the Residence Life staff who help ensure your residential community runs smoothly and feels like home. They provide guidance and support to Resident Assistants, Desk Staff, and residents, and are here to help create a safe, inclusive, and vibrant living environment. Whether you're navigating a challenge, planning an event, or need someone to listen to you, your CD is a resource, advocate, and partner in your success.

Assistant Community Directors (ACD)

Assistant Community Directors are student leaders who work closely with your Community Director to support the day-to-day life of your residence hall. They help guide and mentor Resident Assistants, assist with operations, and contribute to building a positive community. ACDs are approachable and involved—they're here to support you, help things run smoothly behind the scenes, and make your Residence Hall a place where everyone can thrive.

Resident Assistants (RA)

Resident Assistants (RAs) are dedicated undergraduate student members of the Residence Life staff who support your safety, well-being, and community needs. They serve as your first point of contact for most safety or environmental concerns and are committed to fostering community through engaging activities and residence life programs. Living alongside you on your Residence Hall floor, RAs are here to support you as peers, ready to answer your questions and lend an empathetic ear when you want to share your successes or concerns. Your experience matters, and they're here to help.

Apartment Life Staff

Director of Apartment Life

The Director of Apartment Life is a professional live-in staff member who oversees the day-to-day operations of your apartment community. They provide leadership to the student staff, coordinate building operations, and help create a safe, welcoming, and respectful environment. They work closely with residents to foster a community where independence, responsibility, and belonging go hand in hand.

Assistant Community Directors (ACD)

Assistant Community Directors are student leaders who partner with Apartment Life staff to support the apartment community. They provide guidance to Community Assistants, assist with community operations, and help ensure residents have the resources they need to succeed. Whether you have questions about apartment living, need help navigating a concern with roommates or neighbors, or are looking for campus resources, your Assistant Community Director is here to support you.

Community Assistants (CA)

Community Assistants (CAs) are undergraduate student leaders who live throughout the apartment community and serve as an accessible resource for residents. They are often your first point of contact for questions, concerns, or situations that arise within the community. They help create opportunities for residents to connect with one another, provide information about campus resources, and assist with maintaining a safe and welcoming living environment. While apartment living offers greater independence, your CA is available to support you, answer questions, and help connect you with additional resources whenever you need them.

Principles of Community

Our Principles of Community nurture a safe, welcoming, inclusive, and engaging environment. We offer these Principles to foster acceptance and promote understanding within and around our university. We support these principles through outreach, engagement, education, and strategies that help consider and engage with differences.

Purpose

We encourage engagement with the university and the communities we serve. We build relationships that foster respect, inclusion, and belonging among individuals and groups.

RAIDERS ARE PURPOSEFUL.

Collaboration

We value each member for their insights and efforts, collective and individual, to enhance the quality of residential and campus life. We recognize that the university's mission is enhanced when we work together across boundaries to achieve our goals.

RAIDERS ARE COLLABORATIVE.

Empathy

We recognize that having and acting on empathy is a key part of being a responsible and helpful community member. We strive to understand and work with others to address issues in the community in meaningful ways.

RAIDERS ARE EMPATHETIC.

Ideas

We value a free exchange of ideas within the bounds of courtesy, sensitivity, respect, and inclusion. We strive to break down barriers and create opportunities for authentic engagement and experiences with the richness of diverse people, beliefs, and ideas within and around our community.

RAIDERS VALUE DIVERSE PEOPLE, BELIEFS, AND IDEAS.

Belonging

We strive to cultivate a community where everyone feels comfortable being authentic and safe sharing their honest opinions. We strive to create a community where everyone feels appreciated for their unique interests, values, and beliefs.

ALL RAIDERS BELONG AT MSOE.

Our Custodial and Facilities staff work hard to maintain clean and safe environments—your care for shared spaces helps them too. Please avoid leaving messes in common areas, and report spills or maintenance concerns promptly.

Your interactions and engagement with your fellow residents shape the success of your community.

Conflict and Dispute Resolution

When residents conflict, they must work together to resolve the issue.

If you cannot reach an agreement on your own, you can seek the support of a residential student staff member who can listen to and guide the residents in finding a suitable settlement.

In academic-related conflicts or roommate stress caused by school workload, residential staff can help you connect with faculty, your academic advisor, or RCAS for additional support.

If a resolution is still not possible after these efforts, the matter can be escalated to a residential professional staff member who will thoroughly review all the information provided and aim to make a fair and thoughtful decision. Throughout this process, we aim to ensure that everyone feels heard and supported.

Well-Being and Mental Health Support

Living on campus means you're part of a community that cares. If you're feeling overwhelmed, facing personal challenges, or need someone to talk to, you're not alone. Residential staff can help you navigate difficult moments or connect you with the Raider Center for Academic Success, Counseling Services, Health Services, or other wellness resources.

Faculty and staff members often notice early signs of stress or disengagement. Don't hesitate to reach out to your professors or ask residential staff to help you connect with faculty or academic support services.

Your mental health matters. Support is here—reach out.

Emergency Procedures

MSOE maintains [emergency procedures](#). Please review them.

Emergency Exits and Restricted Access

For building safety, emergency exits are labeled and alarmed. Using an emergency exit is prohibited except in an emergency. In addition, some areas are labeled as restricted access.

It is not permitted to use an exit in a restricted access area, or enter a restricted access area without prior authorization. However, some restricted areas can serve as emergency exits, such as the south exit of Grohmann Tower.

Because of insurance and liability concerns, students are prohibited from using the Grohmann Tower balconies on floors 11-14. The Grohmann Tower's 4th-floor patio is available for use. When the President's Conference room (GT 1404) is in use, the balconies are accessible.

Evacuation and Shelter

Evacuation Assembly Areas

Residential Facility	Outside Evacuation Site	Inside Evacuation Site
Viets Tower (VT)	Michael Barber and Jaqueline Herd Barber Plaza (Diercks Patio)	NVIDIA Auditorium (1 st Floor Diercks Hall)
Mellowes Hall	Michael Barber and Jaqueline Herd Barber Plaza (Diercks Patio)	NVIDIA Auditorium (1 st Floor Diercks Hall)
Margaret Loock Hall (MLH)	E. Juneau Ave. between N. Milwaukee St. & N. Broadway (South Side of Street)	NVIDIA Auditorium (1 st Floor Diercks Hall)
Grohmann Tower (GT)	Water Street Parking Lot (1214 N. Water St.)	Kern Center Garage

Designated Shelter Areas

Residential Facility	Primary Designated Shelter	Alternate Designated Shelter
Viets Tower (VT)	Viets Basement	North Stairwell
Mellowes Hall	Lowest Possible Level	Stairwells
Margaret Loock Hall (MLH)	Lowest Possible Level	Stairwells

Grohmann Tower (GT)

East Stairwell
(Third Floor or Lower)

Stairwells

Housing Terms and Conditions

Housing Contract

Milwaukee School of Engineering (MSOE), in recognition of the importance of a conducive living environment for academic success, commits to providing housing and a meal plan (if applicable) for the duration of this contract. This contract, a formal agreement between MSOE and the student, outlines the terms and conditions of your stay on campus. MSOE reserves the right to modify the handbook at any time. Modifications will be communicated via email.

I. ELIGIBILITY

- a. All full-time MSOE students are eligible to live on campus. Part-time and co-op students may still request housing. Approval is subject to availability.
- b. MSOE requires a two-year residency, meaning all unmarried first-year and second-year students under 21 must live on campus and have a meal plan unless they live at home with a parent/guardian within 30 miles of campus. Students who violate the residency requirement are subject to the full cost of housing and the meal plan.

II. CONTRACT TERM

- a. This contract is applicable for the fall and spring semesters, unless a student graduates or ends their student status. *Please note that if you need to cancel for reasons other than the voluntary or involuntary termination of your student status, you are responsible for the full cost of the room or meal plan.*
- b. Summer housing is subject to availability and requires a separate room contract. Students are not guaranteed their fall or spring placement in the summer. Staff will share summer housing information during the spring semester.
- c. Students are not guaranteed the same room or roommate from year to year. However, they can request the same room or roommate during the annual housing selection and assignment processes.

III. RESIDENT OBLIGATIONS AND EXPECTATIONS

Resident obligations and expectations are outlined in the [Campus Housing Handbook](#).

- a. Do not share a room key or MSOE Raider ID with anyone and do not grant unauthorized persons access to the residential facilities.
- b. Do not smoke or vape in any MSOE building, including the residential facilities.
- c. Abide by university, state, and federal policies related to drugs and alcohol.
- d. Do not remove any MSOE furniture from rooms or common spaces.

- e. Do not drill or make any holes in the residence hall walls, including the use of screws or bolts. Painter's tape or similar products that easily peel off the wall without damaging it are allowed, including Command strips. Damage due to the improper removal of Command strips and other adhesives may result in a charge.
- f. Nothing may be hung from or attached to fire sprinkler pipes or sprinkler heads.
- g. Fish are the only pets permitted in the residence halls for health, sanitary, and study reasons. Each student is limited to one 10-gallon tank.
- h. [Student Accessibility Services](#) and Residence Life or Apartment Life must approve any service or emotional support animal on an annual basis. Students with an emotional support or service animal must abide by Student Accessibility Services' animal policy.

IV. MEAL PLAN

- a. First- and second-year students who are completing their residency requirement must participate in the meal plan, a service designed to provide them with nutritious meals and a sense of community. Exceptions to this rule can be granted on a case-by-case basis, and a letter from Residence Life documents these exceptions.
- b. Students who have completed the residency requirement can opt out of the meal plan. For those eligible to do so, students must cancel their meal plan before the start of the first semester of their contract.
- c. Fall meal plans are active from the Thursday before classes start (i.e., Welcome Week) until the Friday of finals week.
- d. Spring meal plans are active from the Sunday before classes start until the Friday of finals week.
- e. Meal plans are inactive during Thanksgiving, winter, and spring breaks.
- f. Meal plan refunds and account adjustments are subject to approval and the [Tuition and Fees Refund Policy](#).

V. ASSIGNMENTS AND ROOM CHANGES

- a. Residence Life and Apartment Life will accommodate roommate and room assignment requests and preferences when possible. However, students are not guaranteed a specific building, room, or floor. Students who are part of a Living-Learning Community are guaranteed placement on the associated LLC floor.
- b. A two-week room freeze will be in effect at the beginning of the fall and spring semesters, during which no room changes can be requested until we confirm student occupancy. Residence Life and Apartment Life may still make administrative placements during these times.
- c. Residence Life and Apartment Life reserves the right to assign applicants to available space and, if necessary, consolidate space to provide the maximum available space. Staff will give 24 hours' notice or more when possible. Some events require an immediate move.
- d. Residence Life and Apartment Life reserves the right to alter any assignment at any time in the case of administrative or corrective action.

- e. Residence Life and Apartment Life reserves the right to deny housing privileges to any student who has demonstrated disruptive behavior in the residential environment.

VI. PAYMENTS, CANCELLATION, TERMINATION, AND RELEASE

- a. [Housing rates](#) are posted online. Single rooms are subject to availability and approval.
- b. Student housing fees will be charged to the [Student Account](#). MSOE offers a semester payment plan. Questions regarding billing and payment should be directed to payments@msoe.edu.
- c. If a returning student cancels their Room and Meal contract after May 1, a \$500.00 cancellation fee will be charged to the student's account. Incoming students and late arrivals will be handled on a case-by-case basis.
- d. Students whose room contract is terminated due to corrective action are responsible for the housing and meal plan fees associated with the remainder of the contract.
- e. Students with an unpaid balance at the end of the term cannot remain in on-campus housing. Semester balances must be paid in full before the end of the term.

VII. GUESTS

- a. Residents must comply with the visitation policy and the visitor section of the applicable roommate agreement. Roommates must be consulted when having overnight guests.
- b. Overnight guests cannot stay more than three (3) days in a seven (7) day period.
- c. Residents are responsible for ensuring guests check in and check out appropriately and for their guests' behavior.
- d. Residents must provide a valid MSOE Raider ID when guests check in. Guests are required to present a valid photo ID at check-in. The guest ID is held at the front desk until the guest checks out. Guests cannot check themselves in or out; the resident who checked them in must be present to facilitate the process. Guests must stop by the front desk to be checked out when departing. Guests can retrieve their ID when departing.
- e. Residence Life and Apartment Life professional staff reserve the right to suspend overnight visitation in exceptional circumstances.

VIII. DAMAGES

- a. Students are financially responsible for any damage caused by their actions or the actions of their guests.
- b. Damages to public spaces will be split equally among the residents if the responsible party cannot be identified.

IX. BREAK PERIODS

- a. Students can remain in their residence hall during the Thanksgiving and Spring breaks at no charge.

- b. Students are expected to leave campus for winter break. However, those approved to remain on campus during winter break will be charged a winter break fee, ensuring you have a safe and secure place to stay. Students must be pre-approved by Residence Life or Apartment Life to remain over winter break. Requests must be submitted at least two weeks before the break begins.
- c. Students must check their guests in with Public Safety when the residence hall desks are closed (e.g., spring break, winter break, summer break).

X. CHECK-IN AND CHECK-OUT

- a. Students moving into the residence halls must follow the check-in procedures established within each hall. This includes registration at the front desk and signing the key issue report. Contact residential staff for information.
- b. Students moving out of the residence halls must follow the checkout procedures established within each hall. This includes working with your RA to have a room inspection before you depart. Failure to do so may result in additional charges. Contact residential staff for information.
- c. Students are expected to depart campus housing within 24 hours of their last final. Students who are returning for the spring term can leave their belongings in their rooms during winter break. Students who are graduating or not returning to the institution must complete the move-out process. If move-out accommodations are needed, contact residential staff in advance.
- d. If a student needs to stay on campus after the documented move-out date, they must work with residential staff in advance. Residence Life and Apartment Life may be able to accommodate the extended stay, but it may not be in the room assigned for the fall, spring, or summer.
- e. Students must abide by staff directions for cleaning, room preparation, and move-out procedures.
- f. Any property left in a room after a student checks out will be considered abandoned, and the student will be charged for its removal.
- g. Students will be charged for any additional cleaning required to restore the room to an acceptable condition for the next occupant.

XI. CORRECTIVE ACTION

- a. Students who violate a Campus Housing or university policy are subject to corrective action by the university.
- b. The Residence Life and Apartment Life staff handle residential policy violations.
- c. The Residence Life and Apartment Life staff works closely with the [Dean of Students](#) and Public Safety on university policy violations outlined in the [Student Handbook](#) and [Code of Conduct](#).

XII. PRIVATE BUSINESS OR ENTERPRISE

- a. No commercial business or activity may be conducted in or from any residential facility.

Food Service

It's important to note that students with either a meal plan or a block plan are prohibited from sharing their MSOE Raider Card, as this would violate the Campus ID policy. Additionally, students are not permitted to take to-go containers into the dining commons or remove dishes from the dining commons. The dining commons is a self-busing area; students are expected to clear their own tables and dispose of their trash. Food services have limited operation during breaks; meal and block plans are not in effect.

Housing Accommodations

MSOE is committed to ensuring equal access to housing. We provide federally mandated accommodations for students with qualified, diagnosed disabilities, as outlined in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students seeking disability-related housing accommodations must submit documentation to [Student Accessibility Services](#).

For more information and questions about accommodations, please contact Angela Moureau in Student Accessibility Services at moureau@msoe.edu or 414-277-7281.

For non-disability-related housing requests, please contact Bonny Sucherman in Residence Life at living@msoe.edu

Gender-Inclusive Housing

MSOE offers gender-inclusive housing opportunities in all residential buildings for any students who opt into gender-inclusive rooms, suites, or apartments.

Gender-inclusive housing is a welcoming living arrangement that allows two or more students to elect to share a multiple-occupancy residence (e.g., double, triple, suite, apartment), regardless of their sex, gender identity, gender expression, or sexuality. It aims to honor and respect all identities, fostering a safe and supportive environment for everyone, including living arrangements involving non-binary and transgender students. Gender-inclusive housing is intended for those wishing to live together in a non-romantic capacity, not as a housing option for partners.

Gender-inclusive housing extends our commitment to student success by finding the best match between students' needs and available housing options. While a gender-inclusive room does not guarantee access to a corresponding bathroom, we commit to honoring requests for housing near a gender-inclusive private bathroom when possible.

Room Changes and Assignments

Room changes are typically not allowed during the first two and last two weeks of the Fall and Spring semesters unless a consolidation is occurring or the change is addressing a significant concern (as determined by Residence Life or Apartment Life staff). Requests for changes to halls, rooms, or roommates may be approved when there are valid reasons and available spaces. Students interested in changing their housing placement should contact their RA and collaborate with a community director to initiate the process. If there are no open spaces, students can request placement on a waitlist.

Residence Life or Apartment Life reserves the right to alter any assignment at any time based on administrative need or corrective action.

Residence Life and Apartment Life reserves the right to fill open spaces. We try to provide at least 24 hours' notice to current residents before the arrival of a new roommate. Due to the high number of residents on campus, it may not always be possible to consult with a resident before a change is made. Requests for a specific roommate will not be honored after Residence Life or Apartment Life has already filled the vacancy.

Roommate Agreements

Living with a roommate can sometimes lead to misunderstandings and conflicts. To help navigate these challenges, it's essential to have open conversations and reach agreements on various aspects of shared living before issues arise. At MSOE, we've designed roommate agreements to support you and your roommate in discussing potential disagreements calmly and constructively.

These discussions cover essential topics such as behavioral expectations, shared cleaning responsibilities, sleep and study habits, conflict resolution strategies, and visitation. At the start of the school year, RAs will guide you through the roommate agreement process.

These agreements can be revisited throughout the year whenever a conflict arises, or your living situation changes. Your well-being and comfort in your shared space are our top priorities, and we want to ensure you have the tools to create a positive living environment.

Move-Out Expectations

The move-out expectations apply to the end of the spring term or the end of the fall term for students who will not be returning for the spring semester

Expectations

- Residents are expected to move out within 24 hours of their last final.
- If their last final is on Friday, they are expected to depart when the residence hall desks close.
- Residents must abide by Residence Life staff directions for cleaning, room preparation, and move-out procedures.
- Residents are expected to return their keys and complete their room condition report before their final departure from the University (e.g., at the end of their room contract).
- Students will be charged if their key is not returned at move-out.
- Students will be charged if their room is not sufficiently clean (move-in condition) or there are items left behind at move-out
- Students will be charged for any damages present that were incurred over the course of the student's time occupying the room.

Study Abroad

Residents who will be studying abroad must have their rooms cleaned and vacated before the end of their last registered term on campus. Between the end of a term and the beginning of the study abroad experience, residents are responsible for their own storage and accommodations.

Break Periods

Meal plan service is available, and hall desks are closed during Thanksgiving, winter, and spring breaks. No mail or packages are received when the residence hall desk is closed.

When departing campus for a break period, students must ensure that their HVAC unit remains turned ON and is set to their usual room temperature. This helps maintain proper airflow, prevents condensation or freezing issues, and supports building-wide climate control systems.

Thanksgiving Break and Spring Break

Students can remain in their residence halls during Thanksgiving and spring breaks at no charge and leave their belongings in their rooms.

Winter Break

Students are expected to leave campus for winter break. However, those approved to remain on campus during winter break will be charged a winter break fee, ensuring you have a safe and secure place to stay.

Students must be pre-approved by Residence Life or Apartment Life to remain over winter break. Requests must be submitted at least two weeks before the break begins.

Students returning to the same room can leave their belongings in their room during break.

Summer

It's essential to understand that summer housing operates independently from academic-year housing. Placement for summer is not determined by academic-year placement. During the summer, Residence Life provides various housing options for students, interns, guests, conferences, and camps. Students are not automatically assured their academic-year rooms during the summer months, as academic-year room contracts only apply to the fall and spring terms. The policies outlined in this handbook are applicable year-round.

Refund Policy for Housing and Meals

The room and meal contract is effective for the full academic year (Fall and Spring) unless a student is graduating or ending their student status. Fees are charged on a semester basis. Students found in violation of the residency requirement are still subject to the full cost of housing and the meal plan.

In the event of an academic termination or a student's decision to terminate their student status, refunds of housing fees will be authorized according to the [refund schedule](#). These refunds or adjustments are determined by the date of room checkout. Block plans do not qualify for a refund. Meals and Raider funds carried over from the previous term will be forfeited.

Returning students who cancel their room contract after May 1 may be charged a \$500 cancellation fee.

Campus Housing Policies

Policies are listed in alphabetical order. Any student who violates these policies shall be subject to appropriate corrective action under the [Student Code of Conduct](#) or Campus Housing policies.

Alcohol in the Residence Halls

As an academic community, MSOE prioritizes the wellness and safety of all its members. Additionally, MSOE believes that learning to make responsible decisions about the use of alcohol is a key developmental task for young adults in our society and, therefore, is related to the educational mission of the university. See [MSOE's policy regarding using and consuming alcoholic beverages](#).

For Residents Under the Legal Drinking Age

- The possession or consumption of alcohol (beer, wine, liquor) is strictly prohibited for students under 21. This is the legal drinking age in the United States.

For Residents of Legal Drinking Age

- Residents of legal drinking age are permitted to possess and responsibly consume alcohol in their own rooms or in the rooms of other legal-age residents. No occupants under the legal drinking age can be present inside the room (unless they are occupants of that room).
- Legal-age residents may be held accountable for any acts of irresponsible drinking.
- Guests of legal drinking age may also responsibly consume alcoholic beverages in the rooms of legal-age residents in compliance with all other alcohol policies.

For Mixed-Age Roommates

- In situations where one or more roommates are of legal drinking age while others are not, the resident of legal age may drink in their room. However, the presence and storage of alcohol must be in a space where it clearly belongs to the resident of legal drinking age and would not be perceived as being in a shared space.

General Policies for All Residents

Regardless of age, the following policies apply to all residents:

- Residents may not offer or provide alcohol to anyone who is underage, and no guest may bring alcohol into any residence hall.
- Kegs of beer and open/shared containers of alcoholic punch or mixed drinks are not allowed in residence halls.
- No drinking games or blatantly irresponsible use of alcohol will be permitted in residence halls, regardless of legal drinking age.
- If there are suspicions of policy violations, Residential staff have the authority to request proof of identification to confirm age. They may request to view contents of bags, refrigerators, furniture, personal items, and coolers as necessary.
 - Please be aware that students can face arrest or civil prosecution for underage drinking within residence halls or apartments.

Animals

Fish are the only pets permitted in the residence halls. Each student is limited to one 10-gallon tank. The only animals allowed in these tanks are fish. Students are responsible for taking fish home over the break period or finding safe, alternative accommodations.

No live animals may be shipped to the residence hall.

Students with emotional support or service animals must abide by Student Accessibility Services' animal policy. Emotional support and service animals must be approved annually.

For more information and questions about emotional support and service animals, please contact Angela Moureau in Student Accessibility Services at moureau@msoe.edu or 414-277-7281.

Behavior

Violent behavior or any physical aggression toward another person is expressly prohibited and will not be tolerated. Related policies in the Student Code of Conduct apply as well (behavioral misconduct, physical misconduct, sexual misconduct)

Bicycles

MSOE offers on-campus bike racks and storage options. We recommend that students register their bike with Public Safety. Bikes can be stored in rooms but may not be ridden or parked in the hallways (does not apply to E-bikes as they are prohibited in buildings) Bicycles should be secured to one of the MSOE bicycle racks located around the campus.

- 501 E. State Street
- 1121 N. Milwaukee Street
- 912 N. Milwaukee Street
- 1025 N. Broadway

Bicycle parking is also available at the Pamela and Hermann Viets Field parking complex at 1305 N. Broadway. A bike corral is located within the Pamela and Hermann Viets Field parking complex on the Market Level. This enclosed bike corral, equipped with a card access system, is monitored by Public Safety's video surveillance system.

- Bicycles must be registered with Public Safety before accessing the bike corral. Once inside, they must be secured using a high-security lock.
- Bicycle parking in this area will be available on a first-come, first-serve basis.
- Do not secure bicycles to trees, sign poles, benches, or other items not intended for that purpose.
- Do not park bicycles on walkways or patio areas around campus.

Campus bicycle racks are for bicycles that are being used frequently, not for long-term winter storage or storage over the summer months between academic years. Public safety will remove bicycles not being used for extended periods and discard them as abandoned.

Building Access and ID Cards

Students should review the [Campus ID Card Policy](#) and [Physical Access Policy](#).

Cohabitation

Cohabitation is excessive or prolonged overnight stays in a student's room by anyone who is not an assigned resident of that room. This may include frequent overnight stays, regularly accessing a room while the resident of the space is not there, or storing personal belongings in a room to which you are not a resident of. Cohabitation within or between residence halls is prohibited.

Community Kitchens

We are excited to have a community kitchen to support the VT, Mellowes Hall, and MLH residents. If you notice a problem or mess in the kitchen, please report it to the front desk.

If residents and guests do not keep the shared kitchen area clean, access will be restricted.

Community Kitchen Etiquette

We, as a community, are responsible for the kitchen's upkeep. This is not an area maintained by Custodial Services. Please do your part to keep the kitchen clean and freely available.

Dishes and Utensils

- Wash, dry, and put away all the dishes and utensils you use; do not leave them in the sink or drying rack. For the safety of all residents and to comply with fire code regulations, nothing may be hung from or attached to fire sprinkler pipes or sprinkler heads.
- Rinse out sponges thoroughly before putting them away.

Surfaces

- Clean up any spills on tables or countertops.
- Wipe down the stove after use, especially if your food has splattered while cooking.
- Wipe out the microwave after use, especially if your food has splattered inside.

Garbage

- Dispose of any wrappers, containers, and peels you no longer want.
- If you dispose of any food waste in the garbage, please take out the trash after using the kitchen.
- If you take out the garbage, please replace the bag.
- Friday is the designated day when unlabeled or spoiled items from the fridge will be discarded by staff.

Refrigerator and Common Storage

- Do not leave leftovers on countertops or in the refrigerator.
- Respect other people's labeled foods.
- Unlabeled items will be thrown away.
- If you want to share something with others, please label it "Share" and date it.

Monitoring Supplies

- If you notice anything running out (e.g., paper towels, soap), please notify the front desk.

Damage to Property

Residents are responsible for any damage occurring in their student rooms or by their visitors or overnight guests. If damage is reported, charges will be shared equally among all roommates unless a specific resident has provided written notice to the building's community director accepting full responsibility for the damage.

Additionally, all residents are responsible for damage to common areas, including hallways, elevators, and building cameras. Jumping in the elevators is prohibited, as it can cause the elevator to halt and trap people inside. Associated charges can be costly and will be passed on to the student. Residential staff will try to identify the responsible party when damage is identified in these shared spaces. If the responsible individual(s) cannot be determined, the relevant cost will be distributed among the residents of the floor or building, depending on the nature and location of the damage.

Damage charges are passed along to the responsible parties to cover the costs associated with repairing or replacing damaged items. Each charge for damage will be communicated and subsequently billed to the student's account. These charges are calculated based on the time, materials, and administrative costs needed for repairs. These charges cannot be appealed.

Decorating Rooms and Common Spaces

Students are responsible for the condition of their rooms upon move-out. Students are prohibited from drilling or making any holes in the residence hall walls, including the use of screws or bolts. Painter's tape or similar products that easily peel off the wall without damaging it are allowed, including Command strips. Damage resulting from the improper removal of Command strips and other adhesives may incur a charge. Offensive items on doors or windows, such as racial or prejudiced views, suggestive or explicit images, or any other contentious décor is prohibited. No items may be adhered to or displayed on either side of the residence hall windows. This includes, but is not limited to, signs, posters, flags, banners, or paint. Holiday lights and small seasonal decorations are allowed around the edge of the interior window seal.

- Grohmann Tower Only: Grohmann Tower residents may not use Command Strips, adhesive hooks, or other adhesive products on apartment walls. Small brad nails and removable painter's tape are permitted in Grohmann Tower.

Garbage Removal

Residence Life collaborates with Custodial Services, the Facilities team, and Environmental Health and Safety to effectively manage various services, including garbage disposal, cleaning, facility maintenance, and pest control. This teamwork is essential for maintaining a safe and clean environment for all residents. If you notice any issues, please report them to the front desk or your RA.

Dumpster Locations

Please note that **MLH** does not have a trash room or trash chutes for garbage disposal. Residents can dispose of their garbage in the dumpster located outside to the west of the main entrance. This dumpster is also accessible for **Viets Tower** and **Mellowes Hall** residents needing to dispose of larger items.

Residents of **Grohmann Tower** will find several small roll-away dumpsters located behind the building for larger trash items. It's important to avoid using the larger dumpsters in that area, as they are designated for local businesses.

Cardboard Disposal Guidelines

- **Do not throw cardboard down the trash chutes.**
- Make sure all cardboard is clean, dry, and flat before placing it on the recycling or trash room floor.

Trash Chute Instructions

- Always tie or securely bag your trash before placing it in the trash chute or dumpster.
- Do not throw loose items down the chute.
- Do not put large or oversized items in the chute; they can block it.
- Do not use the chute late during quiet hours to keep noise down for other residents.
- If trash spills in the room, clean it up right away to prevent pests and odors.
- Report problems with the chute (malfunctions, clogs, smells) to the front desk or your RA.

During move-out week, trash chutes are typically closed to prevent clogs from increased use. Please take all trash directly to the designated dumpsters to help keep the building clean and running smoothly.

Information Technology Policy

Residents should review the [Information Technology Policy](#) and be aware of the compliance requirements outlined in it.

Keys, Lock Changes, and Replacements

Students are entrusted with the keys upon check-in and are responsible for their safekeeping. MSOE keys cannot be duplicated; if duplication occurs, the involved resident(s) are responsible for the lock change or key replacement cost.

If a resident is locked out of their room, lock-out keys can be obtained from the hall front desk. They must be returned within 15 minutes.

If a resident loses their mail or room key, they must immediately report the loss to the front desk. The front desk will provide a loaner key and initiate a lock change. Students will incur a fee for each lock change requested, which is nonrefundable once the work order has been processed. There will be a charge for failing to return keys to the front desk upon departure from the residence hall.

Laundry Rooms

Laundry rooms are in each residential facility. These facilities are only available to residents.

- MLH residents can access the laundry room in the MLH basement.
- Viets Tower and Mellowes Hall residents can access a laundry room in the VT basement.
- Grohmann Tower residents can access a laundry room on the GT 4th floor.

The cost of laundry facilities is included in your housing fees. You can utilize the laundry services 24 hours a day. Laundry machines operate on a first-come, first-served basis.

We encourage open communication among neighbors to resolve any issues that may arise. If you have concerns about the laundry room, please contact your RA or Community Director.

Laundry Etiquette

- **Come Prepared:** Students are responsible for their own laundry detergent.
- **Check Pockets:** Before washing, check pockets for items like pens or electronics. These can damage clothes or clog the machines.
- **Use Detergent Wisely:** Use the right amount of detergent. Using too much can damage machines and leave residue in the washers.
- **Avoid Overloading:** Don't overload the machines.
- **Avoid Certain Items in Dryers:** Don't dry shoes or large bedding in the machines. These can cause problems.
- **Remove Lint:** After drying, remove lint from the screen. This keeps the dryer working well.
- **Maintain Cleanliness:** Keep the laundry room clean. Clean up any trash or spills. Don't throw food in the laundry room trash.
- **Respect Shared Space:** Be mindful of others. Don't block areas meant for others.
- **Unattended Items:** Don't leave your laundry unattended. Set a timer on your phone to help you remember to switch laundry promptly. After washing and drying, take your clothes out quickly so others can use the machines. Unattended items may be removed and discarded or donated. If you are missing items, please contact your Community Director to see if they have been recovered and are still available.

Lost and Found

Public Safety is the official lost and found location for the University. Items are not kept behind the Residence Hall desks.

Lost or Forgotten ID Cards

Allowing students without an MSOE Raider Card (e.g., Campus ID card) into the building compromises security. Therefore, students who fail to swipe their MSOE Raider Card when entering the building are subject to corrective action. Replacement cards or photos can be requested via the [Help Desk](#) ticket system. A fee for replacement cards will be charged to the student's account.

Maintenance, Repairs, and Inspections

Reporting faulty equipment, damage, or physical problems to Residence Life or Apartment Life is important. The residential staff will submit a work order or contact the appropriate person for you.

Residents should not attempt to repair university-owned property, as this can increase repair costs. Repairs are managed exclusively by the university facilities staff. If you have any questions regarding maintenance or repair requests, please contact the [community director](#) for assistance.

When residents request repairs, it is understood that they are granting permission for maintenance personnel to access their rooms at the next available time.

For routine/scheduled maintenance, Residence Life and Apartment Life will always try to provide residents with at least 12 hours' notice before staff need to enter their rooms. However, there may be situations, particularly in emergencies, where staff need to enter without advance notice to prevent damage to the university or residents' property. In such cases, university staff will knock before entering the room and ensure the door is securely locked upon departure.

Bed Bug Protocol

Students who believe they have bed bugs should contact their residential staff. Once staff members know this, they ask the residents questions to gain additional information and work with Environmental Health and Safety to schedule an inspection of the room.

If bed bugs are present, impacted students will receive instructions on expected cleaning and care to eliminate the current bug infestation and prevent further issues. To avoid potential spread, any student with a confirmed or suspected case of bed bugs will not be allowed to move rooms. If bed bugs are found in furniture, students may be required to have it cleaned or disposed of.

Obstruction

Interfering with Residence Life information-gathering violates community expectations and can hinder uncovering the truth. It is expected that all parties involved are truthful and provide clear information to support a thorough and effective inquiry. Obstruction is prohibited and can encompass a variety of actions, including making false or misleading statements during information-gathering processes.

Parking

MSOE offers on-campus parking. Due to limited parking spaces, permits are purchased from Public Safety on a first-come, first-served basis each year. If you need parking, please complete the [Student Parking Permit](#).

Prohibited Items, Fire Safety, and Electrical Equipment

Fire Safety

Fire or open flames of any kind are prohibited: This includes both accidental and intentional acts of setting a fire.

Safety Equipment: It is prohibited to intentionally activate a false fire alarm or tamper with safety equipment (e.g., pull stations, smoke detectors, sprinkler heads, fire extinguishers). Nothing may be hung from or attached to fire sprinkler pipes or sprinkler heads. The bell button on an elevator serves as an emergency alarm designed to alert others if someone becomes trapped inside and requires assistance. This button is usually identifiable by a bell or phone icon, making it easy to locate in an emergency.

Students are prohibited from having any of the following items in their rooms:

- Real trees, wreathes, or pumpkins. Artificial trees, wreathes, and pumpkins are acceptable if they are non-combustible.
- Use or possession of fireworks, explosives, or any other item or substance that may injure, discomfort or disturb other individuals is strictly prohibited.
- Loft kits (only loft kits provided by the university are allowed).
- George Foreman Grill, crock pot, toaster, hot plate, immersion coil, deep fryer, camping stove, electric frying pan, toaster oven, and any other appliance with an open heating element.
- Microwaves (except as part of a combined MicroFridge unit that is rented from an MSOE-approved vendor)
- Refrigerators that draw more than 1amp of power
- Candle warmers, guitar amplifiers, subwoofers, drum sets, portable air conditioners, portable dishwashers, portable washer/dryer, and torchier-style halogen lamps.

Air fryers, electric kettles, Keurig machines, and coffee makers with internal heating elements and automatic shut-off are permitted in your residence hall room. We expect you to consider ventilation while cooking to ensure a comfortable and safe environment.

Microfridges

Microfridges are combination appliances with a small fridge, freezer, and microwave. This industry-leading Energy Star product uses OnePlug technology, which connects both appliances so that the refrigerator shuts down when the microwave is in use and the unit automatically turns back on when the microwave is done. When rented from an MSOE-approved vendor, one microfridge per bedroom is allowed.

Residents are not allowed to have stand-alone microwaves in their rooms. Each bedroom is permitted to have one small refrigerator that draws a maximum of 1amp power.

We encourage residents to communicate with their roommates when planning for renting a Microfridge or bringing their own small (1amp or less) refrigerator so that each room remains in compliance with these appliance limits.

Electrical

If at any point electrical breakers in your room are tripped due to overloading the circuits, you will be required to comply with the directives of Residence Life staff to remove one or more electric appliance(s) from the room.

Quiet Hours

Quiet hours have been established for all residential buildings on campus. .

- Sunday – Thursday Quiet hours: 10 p.m. to 8 a.m. Friday & Saturday Quiet hours: 11 p.m. to 9 a.m.

Courtesy hours are in place 24/7. A peaceful environment for studying and resting at all hours is important to our community standards. If noise is disruptive, at any hour, this may be a violation of

courtesy hours. If you are experiencing noise disruption, we encourage you to communicate your concerns with your neighbors, as they may not be aware of the impact on others. If the issue persists, please contact your RA. During finals week, all floors observe 23-hour quiet hours, which pause between 5 p.m. and 6 p.m. Quiet hours begin at 11 p.m. on the Saturday before finals and end at 5 p.m. on Friday of finals.

Room Entry and Search

MSOE respects and protects student privacy. However, in the interest of safeguarding university persons and property, including residence hall rooms, there may be times when university personnel must enter and/or search residence hall rooms.

Room Entry:

Residence Life or Apartment Life will attempt to provide 12 hours' advance notice before entering student rooms when rooms are occupied, however in the following circumstances notice may not always be possible. In those instances, staff will knock and announce themselves before entering.

Reasons for room entry (which includes plain view search) include:

- Maintenance and general repair within the student's living area.
- In cases of emergency and for periodic health or fire alarm inspections.
- Residence hall or break closing periods (all rooms are entered during this time) to ensure closing procedures are followed for health and safety
- Reason to believe that the community safety is at risk.
- Reasonable cause to believe there is a violation of the [Student Code of Conduct](#) or Residence Life policies.

Room Search:

The above entry protocols apply to room searches as well, however, in the instance that a full room search (opening closed drawers, searching through personal belongings, etc.) is deemed necessary due to a significant, credible, reason to believe there is a safety risk such a search must be authorized by the Dean of Students or Director of Residence Life. A reasonable attempt to have the room resident(s) present will be made but is not required to complete such a search. Searches require two MSOE staff members to be present, including at least one of those staff being a Public Safety Officer who will conduct the search.

In emergency situations when imminent danger to life, safety, health or property is suspected, rooms may be entered and/or searched by Public Safety during an active situation without advance notice or approval.

Smoking and Drug Policy

Campus Housing upholds the university's [Smoking Policy](#) and [Drug Policy](#).

Stolen Property

It is a violation to remove furniture, objects, signs, or any property without permission of the owner(s) or to bring stolen property into the residence halls. This includes university property.

Trespassing

Students are not allowed on any hall roof, window ledge, or otherwise restricted area where their safety may be in danger. Additionally, students may not attempt to enter another person's assigned space without their presence and permission.

Unauthorized Entry

Unauthorized entry into any residential room or private office (faculty, staff, admin, etc.) is prohibited, regardless of if the space was locked or not. Lock picking is also prohibited.

Visitation

The visitation policy provides guidelines for residents regarding hosting visitors in their rooms and common areas of the residence halls. These procedures ensure that visitors are welcomed in a manner that prioritizes residents' safety and privacy concerns.

This policy encourages all residents to actively participate in fostering a respectful and inclusive environment. It emphasizes that visitors' presence should not disrupt the harmony of the floor or hall communities or infringe upon a roommate's right to privacy.

It is important to note that visitors are prohibited from bringing alcoholic beverages into the residence halls, irrespective of their age. If underage visitors are found consuming alcohol, appropriate corrective measures will be enforced.

It is required that residents always accompany their visitors throughout the residence hall.

Residents are responsible for ensuring their visitors comply with all university policies and procedures. They will be held accountable for their visitors' actions and could face corrective action if a guest violates any policy. Additionally, if a visitor or their host violates the visitation policy or any University regulations, the residential staff can ask visitors to leave the hall immediately.

Visitors are defined as anyone who does not live on campus that a student would like to accompany them into a residential space; this includes students who live off campus and anyone not affiliated with the university.

Overnight Guests are visitors that will be staying overnight in a student's room. Overnight guests cannot stay more than three (3) days in any seven (7) day period. Overnight guests must be eighteen years of age or older.

Residents can have up to two (2) visitors at a time, with no more than one (1) overnight guest. Roommates must be consulted when having overnight guests.

Visitation Hours

Residents may host up to two visitors at a time during the following hours:

- 8 a.m. to 10 p.m. Sunday to Thursday
- 9 a.m. to 11 p.m. Friday and Saturday, and on occasions when classes are excused before or after a weekend.

24-hour ground-floor lobby spaces are available for students and visitors in each residence hall. These common areas are not to be used for sleeping or housing overnight guests.

Visitation Guidelines

During finals week (e.g., Sunday through Friday), visitors and overnight guests are prohibited. Residents must use a non-residential common area if they would like to gather with non-residents (i.e., VT ground floor).

MSOE is committed to providing safe, respectful, and accessible restroom facilities for all students and guests.

Guests and residents should use restrooms that best align with their needs. We ask all community members to be respectful of others' privacy, comfort, and identities when using shared facilities.

If you have concerns about restroom access or safety, please contact your Community Director.

Sign-In Procedures

During the academic year, the front desk staff will check in/out visitors. Residents must provide a valid student ID, and visitors must provide a valid photo ID at check-in. The visitor ID will be kept at the front desk until the visitor checks out.

Guests During Breaks

When the residence hall desks are closed for breaks, students must check their visitors and overnight guests in with Public Safety.

Exceptions

Exceptions are handled on a case-by-case basis by the Residence Life or Apartment Life professional staff.

Residence Life and Apartment Life professional staff reserve the right to suspend overnight visitation in exceptional circumstances.

Weapons

Students are not permitted to possess, use, or store firearms, explosives, ammunition, or weapons of any type, including clubs, bows and arrows, paintball guns, pellet guns, knives three inches or larger, decorative weapons, hunting equipment, or any other object used to threaten or cause harm that could be perceived as a weapon in the residence halls.

If such items are found, they will be confiscated. Residence Life and Apartment Life has the right to confiscate or dispose of prohibited items permanently.

The Director of Residence Life may grant exceptions to fencing or archery club members affiliated with a recognized student organization. These exemptions must be requested in writing.

living@msoe.edu. Residents are further subject to related policies contained in the Student Code of Conduct.

Windows, Ledges, and Screens

Residence hall windows may be opened, but the screens may not be removed. Residents will be assessed a replacement fee where evidence exists that such removal has occurred. Nothing may be thrown out of or brought in through the windows, ledges, or railings. Stereo speakers may not be placed in windows.

Corrective Action Process

When staff receives notice of an alleged violation of the [Student Code of Conduct](#) or Campus Housing policies, all students involved will either be referred to the Corrective Action Process or the Dean of Students Office.

The Corrective Action Process follows the Administrative Hearing process as outlined in the [Student Code of Conduct](#). Conduct meetings that are one on one with an Administrative Officer are considered Administrative Hearings. Most incidents occurring in on campus residential buildings will be referred to the Community Director or designee, who will follow up with the student in an Administrative Hearing.

Step	What It Means	What You Can Expect
Concern Raised	A potential policy violation is observed or reported.	Residence Life staff will gather basic information.
Notification Letter	You are informed that an alleged violation occurred.	You'll receive a written notice and be invited to a meeting.
Administrative Hearing	A conversation with a staff member to discuss what happened.	You can share your perspective and ask questions.
Findings Letter	A decision is made based on available information.	You'll be informed if you are found responsible and what the next steps are.
Sanctions/Conditions	Educational follow-up (e.g., meeting, project, probation).	Designed to help you reflect, grow, and move forward.
Termination (if applicable)	Reserved for serious or repeated violations.	May result in loss of housing and/or referral to the Dean of Students.
Appeal (optional)	You can request a review within 3 working days of your findings letter being issued.	Appeals go to the Director of Residence Life or relevant supervisor.

Warning Letter

Students receive a written warning when a minor Campus Housing policy is likely to have been violated. **The Warning Letter is used when residential staff has sufficient evidence to indicate that a minor violation may have occurred. If a warning letter is used, it is an alternative to an Administrative Hearing.**

The Warning Letter is an educational reminder about our policy and next steps of Corrective Action if original behaviors persist.

Notification Letter

Students charged with allegedly violating a Campus Housing policy will receive a letter notifying them of the charges. The letter will request or include a date and time for the student's Administrative Hearing.

Administrative Hearing

Students meet with a staff member designated as the Administrative Hearing Officer at the requested date and time to discuss the allegations and support information-gathering. During this meeting, the student will have an opportunity to provide their statement and either accept responsibility or not for the alleged violation(s). Using a preponderance of evidence standard, the Administrative Hearing Officer will consider all information available to them at the time of the hearing and make a determination of whether or not the student is responsible or not responsible for the alleged charge(s). If a student does not appear at the scheduled time of the hearing, an outcome may be determined in their absence. Students have the right to have one Support Person present during an administrative hearing, as long as including the Support Person does not cause an undue delay in the process. The Support Person is a non-participating party who is there in a passive capacity to offer support or guidance to the student. A Support Person is typically an active member of the MSOE community (student, faculty, staff, etc.) and can consult with and guide the student directly but may not converse with the Hearing Officer or communicate on the student's behalf at any point in the process. A Support Person is expected to follow these guidelines or face removal from the Administrative Hearing.

Findings Letter

Upon completion of an Administrative Hearing, students will receive a letter notifying them of the outcome, including any sanctions if applicable. If the student disagrees with the Findings Letter and feels that one or more of the criteria for appeal is met, then they can appeal.

Residence Life Sanctions and Conditions

When students are found responsible for violating a Campus Housing policy or choose to accept responsibility for such a violation, the staff are here to guide them through the process. This can be challenging, and the team aims to approach it with care and support.

When found responsible for a policy violation, typically at least one sanction will be applied.

Cases will be reported to Public Safety and the Dean of Students as required by university policy or federal and state regulations.

Below is an overview of potential sanctions and conditions. This list is not exhaustive (a more complete list can be found in the Student Code of Conduct). These measures are designed to promote accountability and encourage a better understanding of appropriate behavior within the residential community. While sanctions are typically progressive based on number of offenses and/or incident severity, if a student's behavior raises significant concerns, it may be necessary to prioritize the well-being of the community by implementing appropriate measures regardless of the number of offenses.

Common Sanctions and Conditions	Typical Offense				
	1st	2nd	3rd	4th	5th
Warning or Reprimand: This <i>sanction</i> informs the student that their inappropriate behavior violated Campus Housing rules. Additional violations may lead to either Campus Housing probation or termination of their room contract.	●	●			
Restitution: This <i>sanction</i> requires the student to pay for all or part of the damages incurred during the incident associated with the violation.	●	●	●	●	●
Probation: This <i>sanction</i> indicates that the student's behavior is considered a serious policy violation. During the probationary period, further infractions may result in the loss of privileges or contract termination.			●	●	●
Loss of Privilege: This <i>sanction</i> means that the student will lose access to certain privileges within the residential community.			●	●	●
Relocation: This <i>sanction</i> means that a student will be required to move to a different room or area of campus as assigned by staff.			●	●	●
Contract Termination: This <i>serious sanction</i> indicates that the student has engaged in significant policy violations, resulting in the termination of their room contract. The case may also be referred to the Dean of Students Office for additional corrective action.				●	●
Educational Project: This <i>condition</i> requires the student to complete a project to help them understand the inappropriateness of their behavior.	●	●	●	●	
Community Education or Restitution: This <i>condition</i> requires the student to undertake a project that educates and informs their community or complete a specified number of service hours.	●	●	●	●	●

Appeal Process

Students can appeal in writing within 3 working days of the findings letter being issued. The supervisor of the Administrative Hearing Officer will serve as the Appeal Officer who will consider the appeal and issue a final decision.

Requests for an appeal must be based on one or more of the following contentions with respect to the initial hearing:

1. A substantial procedural error that seriously impaired due judicial process.
2. Insufficient evidence for the original decision with respect to guilt.
3. Inappropriate or excessive sanction in proportion to the violation committed.
4. Substantial bias on the part of the administrative hearing officer.
5. New evidence of a substantive nature, in support of the accused, not available at the original hearing.

The appeal officer may, after review of all available information, elect to do the following:

1. Sustain the decision(s) and sanction(s) of the original Administrative Hearing Officer.
2. Dismiss all charges.
3. Impose a less severe, more severe and/or different sanction from that imposed by the Administrative Hearing Officer.