

# Office of Housing and Residential Life

# Student Guidebook

## 2021-2022



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## MISSION

Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

## VISION

A success story for every student.

## VALUES

M State's values are integrity, inclusion and innovation.

## EQUAL OPPORTUNITY STATEMENT

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.



## ABOUT CAMPUS LIFE AND HOUSING

The Office of Campus Life and Housing (OCLH) is proud to offer options for on-campus living. Our purpose is to provide students with the opportunity to live in a safe, comfortable and convenient setting where they share the power to influence, create and live in an environment that fosters integrity, inclusion and innovation for learning and living together successfully.

At OCLH, we:

- Envision an affordable and dynamic on-campus experience for residents and provide opportunities for residents to grow from exceptional and developmentally appropriate experiences that enable them to learn, live, play and work well with others.
- Value accountability, compassion, empathy, inclusion, innovation, integrity and safety.
- Appreciate different perspectives, a systematic and developmental approach to change, and transformational relationships.
- Value and celebrate difference and are committed to creating, nurturing and sustaining an environment of inclusivity. Our programming embraces differences whether they are apparent or not.

## ABOUT THE CAMPUS LIFE AND HOUSING GUIDEBOOK

M State OCLH welcomes you to our on-campus community. While you're here, you will create your own memories from your interactions with others and the ways you affect their lives. The people you meet, friendships you make, causes you work for, services you provide, activities in which you participate, places you visit, things you learn and the ways you choose to make a difference in your community will help shape who you become while you're here.

We hope you make this year a memorable one. To ensure that we do, we need to establish ground rules for living on campus. Living on campus is a privilege, not a right. It is a service that you pay for – but we have invited you to live with us in our home, and we expect you to conduct yourself as an adult, respect your neighbors, and respect our staff, policies, “house rules” and the facilities themselves. We recognize and support your rights as adults. In turn, we expect that as adults you will accept responsibility for your decisions and actions while demonstrating concern and support for the needs and rights of others.

Maintaining your eligibility to reside on campus is earned by the way you choose to live. Like any other community, ours has rules and expectations. Most are based on common sense and common courtesy, along with state and federal laws. Several are designed to create and promote a community that supports all its residents. Others address issues of safety, security and general well-being. They are all meant to provide a structure that can make living on campus as safe, supportive and enjoyable as possible.

M State residence halls are a great place to call home. Get involved in “your new community” and make it the best place possible for everyone!

## ELIGIBILITY

Any student enrolled in at least six (6) credits at Minnesota State Community and Technical College may apply to live in the residence halls. Admitted residents who have not yet enrolled for the term may be allowed a 24-hour grace period to enroll in courses.

- Failure to register within 24 hours is grounds for and will result in removal by campus public safety for ineligibility to reside on campus.
- Upon dropping below the minimal enrollment requirement student, residents must vacate the assigned room within 48 hours.
- OCLH reserves the right to refuse housing to any student who demonstrates an unwillingness to abide by housing standards and policies and who has demonstrated behavior which is incompatible with the maintenance of order and propriety in the Halls.

Exceptions to eligibility requirements must be appealed using the [Level One Academic and Student Services Appeal form](#).

(<https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%2OSS%20and%20Academic%20Appeal%20eForm>).

## GENERAL CONTRACT INFORMATION

The M State Housing Contract (including information in this guidebook and correspondence from Housing & Residential Life) defines the rights, responsibilities and expectations of residents and Office of Campus Life and Housing.

The contract is for the entire academic year (or while enrolled at M State during the academic year) and defines the terms for rooms and board. Upon moving in, the student (and his/her parent or legal guardian) is responsible for full contractual obligations. This contract is binding, and the student must remain in M State housing while registered for courses at M State during the academic year.

M State reserves the right to refuse or cancel any contract. Residents wishing to live in an M State housing facility must meet the following conditions:

- Be in good academic standing as defined by M State
- Be a currently enrolled student at M State taking at least six (6) credits

Residents have the right to appeal policy, deadline, disciplinary or financial consequences. The [Level One Academic and Student Services Appeal form](#) must be completed online in order to request an exception to any policy or deadline.

(<https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%2OSS%20and%20Academic%20Appeal%20eForm>)

## 2020-2021 CAMPUS LIFE AND HOUSING CONTRACT

Your contract is binding for the entire year, and you are responsible for understanding your contract.

## PAYMENTS

The charges for housing accommodations are included with the tuition and fee bills that are initiated by the Business Office. Billing statements will not be mailed to residents. Residents should obtain account information and payment procedures by accessing the college's website at [www.minnesota.edu](http://www.minnesota.edu). Payment must be made by the due date. OCLH reserves the right to adjust your bill in case of an error.

## THE PURPOSE OF HOUSING & RESIDENTIAL LIFE

Campus living is an integral part of a student's educational experience. OCLH promotes community development and personal growth. In choosing to live on campus, a student agrees to participate as a positive citizen in an educational community characterized by accountability, community safety and skill development.

- Accountability for self, to others and for M State is the standard of conduct for every student. This means exhibiting consistent regard for all members of the residence community and respecting M State staff, policies and facilities. Residents have the opportunity to be accountable for harm caused as well as the opportunity to repair the harm.
- Responsibility includes making well-considered decisions and practicing self-management with regard to community safety. Residents are empowered to help resolve conflict and maintain an environment where the work of education can happen. Residents are to accept responsibility both for self and for the positive development of their living community.
- Opportunity for personal and social development is an outgrowth of accountability and community safety. Campus living offers opportunities for relating effectively with others and living independently. Residents who learn from these opportunities will be prepared to respond more effectively to a multitude of circumstances.

OCLH staff recognize the developing abilities of residents and are ready to listen, offer insight, facilitate and suggest options. OCLH staff will work in partnership with residents to develop a successful community and encourage each student to make a conscious decision regarding entering into the residence community before signing the Housing & Residential Life contract.

## RESIDENTIAL EDUCATION COMMUNITY

Community is defined as a group of people living interdependently, sharing common goals and holding community standards above individual wishes. The educational community is at the core of the M State Housing & Residential Life program. Through community, residents are able to fulfill the principles of respect, responsibility and opportunity. Civility is the cornerstone of upholding community standards. Civility is behavior that expresses courtesy toward individuals and the M State community. As a student living on campus, you have chosen to be part of a community. Your participation in your community is important. Opportunities exist for:

- Participation in social and educational activities
- Developing and applying problem solving and decision-making skills
- Leadership development
- Community involvement
- Appreciation of difference
- Developing friendships

## ACTIVITIES

During the course of the academic year, a number of planned activities help residents get to know each other, their community and M State. You're encouraged to take advantage of the opportunities to become involved through participation, planning and implementation.

## CAMPUS PUBLIC SAFETY

Campus public safety works in partnership with residents and staff to foster an environment conducive to the education and development of residents. Call 218.770.9861 for assistance.

### Public safety hours

Sunday-Saturday 5pm to 2 am

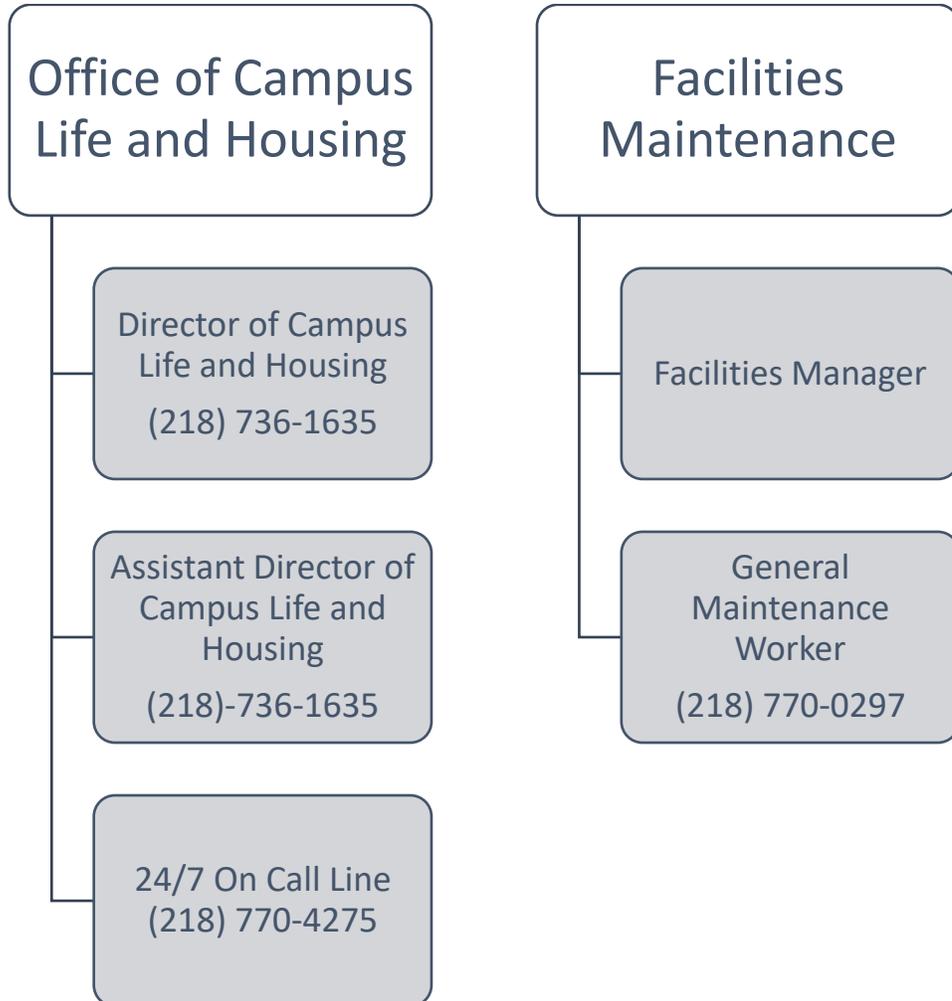
Your cooperation helps make campus housing secure. The key access system works only if everyone follows the guidelines that promote safety. For the safety of everyone in your building and the buildings you visit, remember:

- Campus housing apartment buildings have security doors for the safety of all residents. Any student caught propping open any security door will be cited and required to participate in the conduct system. Everyone is responsible for upholding security standards.
- Don't let someone you don't know into the building (for example: a person is standing behind you as you let yourself in or is standing outside the door as you let yourself out).
- When entering or exiting the building, don't allow a person to catch the door and hold it open to let himself/herself in.
  - Make sure the door closes behind you, so that everyone entering the building must use their key or calls the resident they are visiting.
  - Not holding the door open for others may seem rude, but it is the only way to make sure that everyone who enters the building has a legitimate reason to be there. You are responsible for the behavior of those you allow into the building.
- Be alert and aware. Report any strange, suspicious or unusual behavior or events to campus public safety.
- If the entry doors are not working, report the problem to staff at the front desk immediately.
- Do not expect or ask people entering or leaving a building to hold the door open for you.
- If you are locked out, please contact 218.736.1635 during business hours or call public safety after hours at 218.770.9861

## HOUSING & RESIDENTIAL LIFE STAFF

The Housing & Residential Life program is administered by the assistant director of campus life and housing, under the direction of the director of campus life and housing. Facilities maintenance is administered by a general maintenance worker under the management of the facilities manager.

Together, the campus life and housing assistant director and the general maintenance worker work with residents, staff and other members of the M State community to create a clean and safe environment where you can take advantage of opportunities that foster academic success and personal growth.



## DISCIPLINARY LEVEL AND POINT SYSTEM

M State Office of Campus Life and Housing wants you to enjoy your residential living experience and has chosen a Restorative Framework to foster and manage relationships while promoting accountability, community safety and skill development. We realize the opportunity to learn and grow extends into residence life and, with the Disciplinary Level and Point System, M State will help you meet community standards and ensure that you enjoy a safe and secure on-campus residential experience by promoting 1) compliance with policies, 2) consideration for others and 3) safety in the housing community.

The final decision of conduct violations will be retained by the assistant director of campus life and housing (decision may be appealed using the Level One Academic and Student Services appeal process). *If there is a community standard that a resident feels is unclear, they may suggest a review for the next academic year – the standard will remain in effect and enforced during the current academic year.*

### FRAMEWORK

Restorative justice principles guide the practices, sanctions and programming to address violations of



community standards. This framework looks at needs and roles and tries to rethink how we do what we do together in our community. When violations happen and OCLH must intervene, this framework answers why we do it the way that we do.

### LEVEL SYSTEM

Each time a resident violates an OCLH standard or an M State policy in campus housing, sanctions and interventions change. There are three levels: One, Two and Three. Level determines the type of intervention OCLH staff will use to address behaviors and skill development during the process.

### POINT VALUES

Each time a violation occurs, points are assessed to document a resident's need to reflect on and adjust their behavior so they can comply with policies, show consideration for others and ensure safety. It is up to the individual resident to adapt to and meet community standards if they wish to enjoy the convenience and privilege of living on campus and being part of the on-campus community.

Points increase with additional violations. If a resident accumulates ten (10) points, they are removed (evicted) from housing for no less than one (1) calendar year. Earned points are valid as long as the

resident remains an M State student.

- First violation earns residents one (1) point.
- Second violation earns residents two (2) points.
- Third violation earns residents three (3) points.
- Fourth violation earns residents four (4) points.

#### RESTORATIVE PRACTICES

In keeping with restorative justice principles, once a student earns points, they must **engage** in and successfully complete activities (educational interventions) that are designed to promote compliance with community standards and policies, consideration for others and safety in the community to restore harmony. These activities are called the Housing Diversion and Development Program.

Residents may reduce the points they earn for a violation after 1) successful completion of the Housing Diversion & Development Program and 2) demonstration of their accountability, personal transformation and willingness to restrain from behaviors that are harmful to the community.

#### FEES

Residents who violate community standards may be charged a \$50 Housing Diversion and Development Program Fee. In addition to the Housing Diversion and Development Program Fee, residents will also be responsible for reasonable costs to repair or replace damaged property, cleaning fees and any other service fees associated with the violation. Costs associated with destruction and property damage are due within 30 days. If not received within 30 days, M State may pursue payment to the fullest extent of the law.

**Costs listed below are for example only.**

Apartment entry door	\$350
Bedroom door	\$250
Blinds	\$50
Fire door	\$2000
Glass entry door	\$425
Hole in wall	\$170+
Light fixture	\$125
Professional cleaning	\$300
Window glass	\$400
Window screen	\$70

**DIVERSION & DEVELOPMENT PROGRAM**

Residents who violate community standards will complete the appropriate Diversion and Development strategy based on level and the type of violation described below.

	<b>Diversion &amp; Development</b>		
	For Violations Involving Prohibited Substances	For Violations Involving Safety/Non-Compliance	<b>Demonstration</b>
First Violation Level 1	Individual or Group Diversion Program		Individual Reflection Paper submitted to Assistant Director
Second Violation Level 2	Educational Opportunity		Individual Reflection Paper submitted to Assistant Director
Third Violation Level 3	Chemical Dependency Assessment	Motivational Interview with counselor	Individual meeting with Assistant Director
<b>Fourth Violation</b>	<b>Eviction Notice w/ 48 hours to vacate</b>		

The list below is not comprehensive, but it contains the most common violations of community policies. **There are some violations that have no point value and will result in immediate termination of contract and eviction.**

<b>VIOLATION</b>	<b>SANCTION</b>
Assault (physical or sexual)	Eviction notice w/ 48 hours to vacate
Harassment	Eviction notice w/ 48 hours to vacate
Hazing and/or Hate Crime	Eviction notice w/ 48 hours to vacate
Possession of fireworks or explosives	Eviction notice w/ 48 hours to vacate
Possession of weapons (guns, knives)	Eviction Notice w/ 48 hours to vacate
Sale of drugs	Eviction notice w/ 48 hours to vacate
Tampering with fire safety equipment (fire alarms, smoke detectors etc.)	Eviction notice w/ 48 hours to vacate ** Restitution/damage fees will be assessed
Theft/burglary	Eviction notice w/ 48 hours to vacate

Alcohol: possession, odor, empty containers or public intoxication	Level 1: Meeting with school counselor for motivational interview. Level 2: Educational opportunity Level 3: Chemical dependency assessment
Candles, candle warmers or incense	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Destruction of property (screens/windows/doors/beds/walls/carpet etc.)	Level 1: Disciplinary letter** Level 2: Educational opportunity** Level 3: Meeting with assistant director of housing ** ** Restitution/damage fees will be assessed
Disruptive to the community (intimidation, threats)	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Failure to comply with requests (verbal and written)	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Failure to evacuate – emergency or drill	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Excessive garbage	Level 1: Disciplinary letter and trash removal fee of \$50 Level 2: Educational opportunity and trash removal fee of \$50 Level 3: Meeting with assistant director of housing and trash removal fee of \$50
Gambling	Level 1: Meeting with school counselor for motivational interview Level 2: Educational opportunity Level 3: Chemical dependency assessment
Guest registration	Level 1: Disciplinary Letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing

Guests (behaviors): Hosting student is responsible for their guest's behavior and earn the points.	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Illegal entry	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Marijuana possession, odor, smoke or public intoxication	Level 1: Meeting with school counselor for motivational interview**  Level 2: educational opportunity**  Level 3: Chemical dependency assessment**  ** Cleaning fee of \$300 will be assessed
Pets	Level 1: Disciplinary letter** Level 2: Educational opportunity** Level 3: Meeting with assistant director of housing ** ** Cleaning fee of \$300 will be assessed
Quiet hours 10 p.m. – 8 a.m. Sunday-Thursday Midnight – 10 a.m. Friday-Saturday	Level 1: Disciplinary letter Level 2: Educational opportunity Level 3: Meeting with assistant director of housing
Tampering with or unauthorized use of college property (i.e. computers, televisions etc.)	Level 1: Disciplinary Letter Level 2: Educational Opportunity Level 3: Meeting with Assistant Director of Housing
Tobacco smoke inside building	Level 1: Meeting with school counselor for motivational interview** Level 2: Educational opportunity** Level 3: Chemical dependency assessment**  ** Cleaning fee of \$300 will be assessed

## POLICIES & PROCEDURES

M State and Housing & Residential Life has established policies and procedures to enhance the academic and social environment of our facilities and to ensure the safety of residents. Violations of the policies will lead to disciplinary action through one or more of these entities:

- Office of Housing & Residential Life
- M State (see [Student Conduct Code](#) on the college website: <https://www.minnesota.edu/student-conduct>)
- City, state and/or federal courts

### ALCOHOLIC BEVERAGES & CONTROLLED SUBSTANCES

The possession of, association with, use, and/or sale of alcoholic beverages and/or possession of alcohol containers (e.g. boxes, cases, bottles, cans), regardless of the student's age, is prohibited in M State housing facilities and on M State grounds. Alcohol signs may not be displayed in windows or on the outside of room doors. In addition to the [Alcohol and Drug Free Environment Policy](#) found on the college's website ([www.minnesota.edu/policies](http://www.minnesota.edu/policies)) and in the Student Handbook, the following are prohibited behaviors in the residence halls:

- Knowingly being in the presence of any form of alcoholic beverage, non-alcoholic beer, drug, or controlled substance is prohibited. A student is expected to remove him/herself from such situations.
- Distributing, serving, selling, hosting an event/gathering, or providing access to any alcohol, other drug, or controlled substance is prohibited.
- Possession of drug paraphernalia or materials intended for drug use is prohibited.
- Odors that are evident of drug use are prohibited in the residence halls. This includes odors emanating from a student's apartment and/or bedroom, clothing, or property.
- Alcoholic beverages and other drug signs and posters are not allowed as decorations. To minimize confusion over the alcohol policy and help decrease unnecessary confrontations.
- No empty alcohol containers of any kind may be used a decoration in the residence halls.

Residents may expect that, in addition to any disciplinary sanctions, staff will address use/abuse behaviors and may suggest and/or mandate counseling, chemical dependency assessment or other alternative processes.

If the policy is violated in common apartment spaces (e.g. living room, kitchen, bathroom etc.), all people present in the living unit will be considered to be in violation of the policy regardless of whether or not they have personally consumed and/or possessed alcohol and/or controlled substances.

### MEDICAL AMNESTY

Medical amnesty, also known as Good Samaritan or 911 protection law, is essentially a policy to protect people from facing harsh legal consequences in a drug- or alcohol-related emergency. At a college level, medical amnesty is intended to reduce barriers that may inhibit students from seeking professional assistance when faced with a potentially life-threatening emergency caused by alcohol and/or drug use, by reducing the threat of college discipline for drug or alcohol use.

**Students will be eligible for medical amnesty when a student not acting in a staff capacity seeks professional assistance for themselves or for other student(s) believed to be in danger or risk of significant harm if not evaluated by emergency personnel.**

Eligibility for medical amnesty will be limited to the student in need of medical assistance and the student who first contacted emergency services (dialed 911) or contacted public safety services.

Assessing emergency medical assistance will be a mitigating factor in the student disciplinary process as noted below:

The student who placed the call for assistance may be required to participate in educational programs and/or counselling related to drug and/or alcohol use/abuse. Disciplinary probation or suspension will be deferred on the condition the student completes any assigned educational sanctions as defined by the authorizing authority.

The student requiring emergency medical intervention may be required to participate in educational programs and/or counselling related to drug and/or alcohol use/abuse. Disciplinary probation or suspension will be deferred on the condition the student completes any assigned educational sanctions as defined by the authorizing authority.

Medical amnesty is specific to campus disciplinary action related to the Student Conduct Code with regard to alcohol and/or drug violations. Should either of the aforementioned students be found responsible for an additional violation of College policy related to alcohol and/or other drugs within one calendar year of the date of the first violation, disciplinary sanctions for both violations may be assigned to that student.

Students granted medical amnesty will not be immune from discipline for other concurrently occurring violations of the Student Conduct Code or Student Guidebook such as, but not limited to, sexual violence, physical violence, hazing, vandalism and weapons.

#### APARTMENT/ROOM MAINTENANCE & REPAIRS

Please report problems rather than repairing them on your own. We will make every effort to respond to all requests within 48 hours. Authorized M State personnel must complete repairs in order to comply with building codes and construction standards. Residents are not authorized to attempt repairs themselves. If they do so, the work will be redone, and the residents will be charged for the cost of the repair plus the cost of the correction.

You may report maintenance issues in several ways. Complete the online maintenance request form with as much relevant detail as possible so that maintenance workers will be prepared to respond. Visit [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_3kCJqyespmV7Hv0](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJqyespmV7Hv0) to complete the form, call the front desk 218.736.1500 to report your issue, or stop by the front desk in Legacy Hall to fill out a maintenance ticket.

Typically, repairs will be scheduled and performed during the day. Hired service people may not be personally supervised while making repairs in your apartment. Tenants should keep records of requests reported to the Office of Campus Life and Housing. Each apartment has been supplied with the contact information to report concerns.

For emergency repairs outside of office hours, contact public safety 218.770.9861 or the assistant

director of campus life and housing 218.770.4275. Report vandalism to public safety or the assistant director of campus life and housing.

#### OVENS & BURNERS

Residents are encouraged to place foil on the floor of ovens and under burners to minimize the amount of clean-up required. Foil drip pans for ovens and burners are available at many stores. You must clean ovens and burners periodically to prevent grease fires.

#### PAINTING ROOMS

Residents are not allowed to paint the walls, ceilings, floors and/or furnishings of their living unit. If the pre-existing condition of a living unit warrants painting, a repair request may be submitted to building maintenance. Please contact the assistant director of campus life and housing to submit the request. Painting must be completed by M State personnel.

#### REFRIGERATORS

Refrigerators are frost-free. To clean the refrigerator:

1. Remove all items from the refrigerator/freezer.
2. Turn the temperature control to "off."
3. Wipe the inside of the refrigerator/freezer with a damp cloth.
4. Empty the drain pan located beneath the refrigerator.
5. Turn the temperature control "on" and close the refrigerator and freezer doors.

#### SINKS & BATHTUBS

Use non-abrasive cleaning agents on sinks, bathtubs and other fixtures. Permanent damage may result from use of abrasive cleaners.

#### TOILETS

Please do not dispose of "flushable" wipes or feminine hygiene products in the toilets. They cause backed up and overflowing toilets, which may result in contracted labor to repair. The cost of such labor will be applied to the resident's student account.

#### APPEALS

Residents have the right to appeal disciplinary or financial consequences. The [Level One Academic and Student Services Appeal form](https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%20SS%20and%20Academic%20Appeal%20eForm) (<https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%20SS%20and%20Academic%20Appeal%20eForm>) must be completed online. The appeals process is also designed to formally and confidentially review appeals from students who, for reasons beyond their control, must cancel their residence-hall contracts. Only cases of extreme hardship will be considered. The Appeals Committee is the final decision-maker on all such requests.

#### APPLIANCES

Tanning beds, ceiling fans, space heaters, air conditioners, washers and dryers are not allowed. Apartments are designed for full meal preparation. Full-size microwave ovens, additional UL approved refrigerators and small freezers are allowed in the apartments.

#### APPROPRIATE USE OF INFORMATION TECHNOLOGY

Minnesota State Community and Technical College adopts and supports Minnesota State Board Policy Chapter 5 Section 22 [Acceptable Use of Computers and Information Technology Resources](https://www.minnstate.edu/Board/policy/5-22.pdf) (<https://www.minnstate.edu/Board/policy/5-22.pdf>). Computer and information technology resources are essential tools in accomplishing the mission of Minnesota State Community and Technical College. These resources must be used and managed responsibly in order to ensure their availability for the competing demands of teaching, scholarship, administration, and other mission-related uses. Procedure #5200-2-02 establishes responsibilities for acceptable use of M State information technology resources.

#### ASSIGNMENT CHANGES

It is important that roommates work together to create a living environment that allows freedom with respect and responsibility. However, should you have problems, you may request an assignment change to another living unit after week three of the term. The [Room Change Request Form](https://minnesota.az1.qualtrics.com/jfe/form/SV_b3O89vdnlp5a8XY) ([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_b3O89vdnlp5a8XY](https://minnesota.az1.qualtrics.com/jfe/form/SV_b3O89vdnlp5a8XY)) must be completed to begin the process. A student may not move until written approval from Housing & Residential Life. There may be a \$50 fee applied for room change requests.

Any student moving to another living unit without written approval will be subject to Housing & Residential Life disciplinary action including moving back to their original assignment, cleaning charges and fees for non-compliance with safety policies.

#### BEDS

Waterbeds are not permitted in M State housing facilities. Residents are not permitted to build lofts. M State furnishings may not be used to raise beds off the floor.

#### BEHAVIORS DISRUPTIVE TO THE COMMUNITY

All behaviors disruptive to the community are considered serious events that may require intervention. Medical and/or psychological evaluation and treatment that includes involvement of M State counselors may be required to ensure that residents will receive necessary help. OCLH staff is supportive of those who seek help and firm with those who refuse help. The response to those who exhibit behaviors disruptive to the community may include:

- Outside medical evaluation or hospitalization;
- Clearance before a student can return to M State housing facilities following hospitalization;
- Termination of the M State housing contract if the student is unwilling to take a measure of responsibility for addressing underlying problems, and/or;
- Reassignment to a temporary space pending decision regarding the housing contract.

#### CARPET

In the apartments, residents are responsible for any damage (e.g., burns, stains, rips, etc.) to the carpet. If the carpet is damaged, the surface area to be re-carpeted is generally larger than the damaged area; replacement of the carpet for the entire room might be necessary. In areas with "drop in" carpet, the entire piece will be replaced. If a substance is spilled on the carpet, clean the area immediately to prevent stains from setting.

#### CHECKING IN

Upon arriving to campus, each student should report to the designated location. Staff will verify student ID and issue room keys. Each resident must also fill out a [Room Condition Report](#)

([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_8qOdJ8otNiptlpw](https://minnesota.az1.qualtrics.com/jfe/form/SV_8qOdJ8otNiptlpw)) that will be used to assess damages at the end of the year.

#### CHECK-OUT PROCEDURE

During the year, when a student receives approval to move out of a living unit (even if just moving down the hall), she/he must:

- Clean the living unit per instructions provided.
- Schedule a check-out time to return keys between 8 am and 4:30 pm weekdays.
- Lock the door and window(s) to the living unit.

Residents who do not return their keys at the time of checkout will be billed \$150 for a lock core change and replacement keys.

Residents who do not complete checkout procedures will be assessed \$50 for improper checkout along with charges for cleaning, damages and/or lock core replacement.

#### COHABITATION

Individual Housing & Residential Life living units are intended for occupancy by residents of the same gender. In the event that a vacancy occurs in a living unit, a member of another gender may not occupy it.

#### COMPLIANCE

Residents are expected to comply with reasonable requests made by authorized M State officials who include resident advisors, campus public safety members and all Housing & Residential Life staff. Failure to comply is termed non-compliance and will result in referral for disciplinary action.

## CONTROLLED SUBSTANCES (DRUGS) & PARAPHERNALIA

The possession of, association with, use, and/or sale of controlled substances (illegal drugs, including the physical presence or odor of marijuana) is not permitted in M State housing facilities or on M State grounds. Drug-related paraphernalia (bongs, pipes, hookahs, etc.) are not permitted in M State housing facilities or on M State grounds.

If the policy is violated, all people present in the living unit will be considered in violation of the policy regardless of whether or not they have personally consumed and/or possessed alcohol and/or controlled substances.

## CONSOLIDATION POLICY

M State reserves the right to consolidate units. If the occupancy of a living unit falls below its established occupancy level, the remaining residents may be reassigned.

## COURTESY HOURS, QUIET HOURS & SOUND EQUIPMENT

### *Courtesy Hours*

The realities of community living dictate that individuals respect community needs for the moderation of sound. Residents are expected to exercise good judgment and consideration in maintaining a living environment conducive to the achievement of the educational mission of M State. This includes accepting responsibility for one's behavior and respecting other residents. Courtesy hours are in effect at all times. Residents have the right to study and sleep in their living unit at any time without unreasonable interruption. Residents are to conduct themselves with consideration for other residents in their community. Courtesy hours extend beyond the buildings to M State grounds; people are to be considerate of others whether inside or outside of M State housing facilities.

Residents are expected to address noise problems that affect them. If assistance is needed, a student may contact Campus public safety 218.770.9861. Residents must comply with all policies and regulations regarding sound equipment and recreational activities within M State housing facilities.

### *Quiet Hours*

Quiet hours are in effect throughout the academic year as follows:

- Weekdays (Sunday-Thursday) 10 pm - 8 am
- Weekends (Friday-Saturday) Midnight - 10 am

Residents must keep the sound level very low, refrain from any loud activity and refrain from playing sound equipment (e.g., stereos, radios, TVs, etc.) at a level that can be heard outside their living unit.

**During finals week and the preceding weekend, all M State housing facilities observe quiet hours around the clock.**

## CONTRACT CANCELLATION

A student may be released from his/her contract under the following conditions:

- Official withdrawal from M State
- Official graduation from M State
- Legal marriage of the student
- Military commitment
- Affiliation with M State programs that are away from campus and outside of the Fergus Falls area (internships, student teaching, study abroad, etc.).

All cancellations must be submitted using the [online Housing Contract Cancellation form \(https://minnesota.az1.qualtrics.com/jfe/form/SV\\_4TsOfiHpnk1CJf\)](https://minnesota.az1.qualtrics.com/jfe/form/SV_4TsOfiHpnk1CJf) which is submitted directly to the Office of Campus Life and Housing. Notice of cancellation to the admissions, financial aid, business office, records office, or to other college offices does not constitute notice of cancellation of this contract with the Office of Campus Life and Housing. Housing & Residential Life requires 30 days written notice and proof of pending withdrawal, graduation, military activation or marriage for cancellation of this contract.

A student who has been released from the housing contract for any of the above conditions or whose contract has been terminated by Housing & Residential Life will be assessed a charge through the last night of occupancy. These charges are prorated on a daily basis. The minimum charge assessed for a semester is \$350. Residents who have been officially released from their contract effective at the end of a semester must complete all checkout procedures by noon on the last day of exams.

## MOVING OFF CAMPUS

Residents remaining in school wishing to move off campus during the school year for any reason other than those listed above, thereby cancelling their contract mid-year, are subject to an early cancellation fee of \$350 in addition to the daily basis prorate above. Residents must complete the cancellation agreement no later than 30 days prior to the end of the semester. If the cancellation agreement is completed with less than 30 days remaining in the semester, they are also subject to a \$20 late charge.

All cancellations must be submitted using the online [Housing Contract Cancellation form \(https://minnesota.az1.qualtrics.com/jfe/form/SV\\_4TsOfiHpnk1CJf\)](https://minnesota.az1.qualtrics.com/jfe/form/SV_4TsOfiHpnk1CJf) which is submitted directly to the Department of Campus Life and Housing.

A student should not make a verbal or written agreement for off-campus accommodations unless he or she has written approval of his/her housing contract cancellation. A student is responsible for all charges pertaining to the balance of the housing contract until the cancellation is approved.

## DAMAGES & VANDALISM

All residents of an apartment or floor under the college's discretion will be jointly liable for loss or damage to common areas where individual responsibility cannot be determined. The [Room Condition Report \(https://minnesota.az1.qualtrics.com/jfe/form/SV\\_8qOdJ8otNiptlpw\)](https://minnesota.az1.qualtrics.com/jfe/form/SV_8qOdJ8otNiptlpw) will be used to assess any damages; reasonable wear and tear is expected.

Residents are responsible for damages caused by themselves or their guests in their living units and public areas. Costs are billed to your student account and are due within 30 days. If payment is not received within 30 days, M State may pursue payment to the fullest extent of the law.

If vandalism occurs in M State housing facilities, residents must report it to Campus public safety 218.770.9861 immediately and cooperate in the investigation. Housing & Residential Life will determine responsibility; persons identified as responsible for vandalism are subject to consequences through Housing & Residential Life, M State and/or law enforcement.

#### DECORATING AND STUDENT CONSTRUCTION

While residents are encouraged to add their own personal touches to their rooms, practices that might create fire or health hazards and/or damage to facilities are not permitted. Specifically:

- Do not use duct tape on any surface.
- Light fixtures may not be tampered with or covered.
- Artificial trees, wreaths, and garland are allowed. Cut trees and pine boughs are not allowed.
- Miniature "cool" lights are allowed while traditional "hot" lights are not. Damage caused by lights (e.g., "smudging") will be billed to the student. Maintain a safe distance between lights and flammable materials.
- Decorations and ornamentation must be of a non-flammable material.
- Flock, spray, and paint-on decorations are not permitted, as they damage windows, walls and door finishes.
- Door decorations (including wrapping paper) may cover no more than one third of the door surface.
- Residents will be held financially responsible for damages.

Residents may not use any adhesive material to hang posters or any other items to walls. A small number of tiny finishing nails, hanging pins or staples may be used to attach items to walls. Residents may not attach items to doors or wood furnishings using screws, nails and/or duct tape. Residents will be billed for damage caused by the use of adhesive materials or overuse of nails, staples, etc. Do not try to repair holes caused by nails, staples, etc. Self-adhering corkboards may not be used on any surface because of the damage that they cause.

#### DOORS

Message boards are permitted on doors if they do not cause damage. Do not use nails or screws on the doors; holes are not allowed in the door surface. Residents are responsible for any damage (e.g., holes, scratches, discoloration of finish) to their door(s). Some causes of door damage are dartboards (prohibited in living units), mirrors, utility hooks, etc. Generally, when damages occur, the entire door is replaced at the expense of the student(s). Door prices range from \$150 to \$600 depending upon the type.

#### EMAIL PRACTICES

All official communication from the Office of Campus Life and Housing is sent to your @go.minnstate.edu email address (such as housing contract offers, policy updates, program news etc.). It is your responsibility as the contracted resident to read, understand and, if necessary, comply with instructions sent via email. Check email regularly.

#### ESCORT POLICY

Guests must call the resident they are visiting to be let in, and residents must escort their guests to their assigned living area. Any visitor exhibiting inappropriate behavior will be asked to leave M State's housing facilities.

#### EXPLOSIVES & WEAPONS

Firearms, bows and arrows, swords, BB guns, pellet guns, darts and dartboards, sling shots, water balloon launchers, ammunition, paintball guns, airsoft guns, other weapons, fireworks, firecrackers and any other materials that may create a health hazard or inflict bodily injury are strictly prohibited on M State housing premises. Motorized vehicles (e.g., mopeds, motorcycles, etc.) may not be brought into housing facilities.

#### KNIVES

Knives with blades longer than 2 inches are allowed in the residence halls only if they are designed and used for cooking purposes. Students who carry a blade, such as a kirpan, for religious purposes should contact the Office of Campus Life and Housing for exemption information.

#### FURNISHINGS

Residents are responsible for the condition of their living unit and for all M State furniture within the unit. M State furniture placed in residence hall rooms and apartments may not be removed from its assigned area. M State furnishings may not be removed from lounges and public areas.

Permanently affixed/fastened room fixtures such as bookshelves, closets, desks, etc. may not be tampered with or removed. If residents modify their furnishings (e.g., partitions, bookshelves, other structures), they do so at their own risk. Residents will be financially responsible if a person is injured by any structure or article constructed or brought into the living unit.

#### GAMBLING

Gambling is not permitted in M State housing facilities.

#### GUESTS

Students must register any overnight guests 24 hours prior to the guests' arrival with Campus Life and Housing. **To register your guest, send an email with your full name, student ID, housing assignment, guest's name and dates they will be on campus to [housing@minnesota.edu](mailto:housing@minnesota.edu).**

Overnight guests are limited to three (3) consecutive nights and no more than four (4) times per semester (12 nights per semester). A guest who stays longer than 72 hours (or is present with unreasonable frequency) will be considered an illegal occupant, and the responsible host may face disciplinary action.

Students' guests must abide by the policies of M State and Housing & Residential Life. The hosting student is responsible for providing guests with policy information and is responsible for their guests' actions. If residents of a room/apartment are hosting guests and policy violations occur, additional sanctions may be incurred for creating an environment out of compliance with M State Housing & Residential Life standards.

Students and their guests must be sensitive to the needs and wishes of other members of their living unit and the community; overnight guests have been a point of irritation among students sharing a living unit; students are expected to discuss preferences and arrangements for inviting guests, including the possible disruption and discomfort that might arise. In cases where common ground is not established, the desire of a student not to have overnight guests in the living area will take precedence over the privilege of a student to host guests overnight.

Hosts are responsible for their guests' actions and behaviors. Hosts are also responsible for any damages and/or special costs that result from the behaviors of their guests. Costs associated with guest destruction and property damage are due within 30 days. If not received within 30 days, M State may pursue payment to the fullest extent of the law. The host must be present with the guest at all times while the guest is in the apartment/building.

Community members and staff members should address problems or concerns created by the presence and/or behavior of guests in the area; resolution may include immediate removal of a guest from the area by Housing & Residential Life staff or public safety along with limiting or revoking future guest privileges and/or disciplinary sanctions.

Guests may park in any unposted parking spot but must observe the parking rules and regulations.

#### HARASSMENT

The college values and respects individual differences among people. Harassment of any student or employee is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence. The administration will continue to treat incidents of harassment and discrimination as outlined in Minnesota State Board Policy 1B.1.

#### HEATING

Keep furniture and all other materials at least one foot away from room heaters. If your heater is not working properly, please complete a [Housing Maintenance Request](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJqyespmV7Hv0) ([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_3kCJqyespmV7Hv0](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJqyespmV7Hv0)).

#### IDENTIFICATION

Residents are required to provide identification to authorized M State officials (including public safety, staff and faculty) upon request. Failure to comply and/or providing false identification will result in referral for disciplinary action. If you lose your identification, you may purchase another at the on-campus library.

#### KEYS

All residents are issued a specific apartment key, bedroom key, mailbox key and exterior door key/fob upon check-in. Residents should keep their room locked and carry their keys whenever they leave their room. Residents are encouraged to carry their keys.

#### MISSING PERSON POLICY

The purpose of this policy is to establish procedures for M State's response to reports of missing student residents who reside in M State-owned housing facilities, as required by the Higher Education Opportunity Act of 2008.

For the purposes of this policy, a resident may be considered a "missing person" if the resident's absence is suspiciously different to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence.

Complete the [Missing Person Emergency Contact form](https://minnesota.az1.qualtrics.com/jfe/form/SV_0dIxWIEF20M3iGF) ([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_0dIxWIEF20M3iGF](https://minnesota.az1.qualtrics.com/jfe/form/SV_0dIxWIEF20M3iGF)) to register a confidential emergency contact to be used in the event you are reported missing. The Office of Campus Life and Housing is responsible for investigating reports of missing persons on campus and will use the information provided only in an attempt to locate you in the event you are reported missing under the policy. This information will be accessible to local law enforcement. You are not required to supply this information; however, if you do not supply the information, M State Fergus Falls campus may be delayed or unable to make appropriate contacts if you are reported missing.

The information you provide will remain active for six years unless changed by you. To change your confidential emergency contact, simply complete this form to register a different contact. For other questions on the use of this form, or the M State Fergus Falls Missing Person policy, please contact the assistant director of campus life and housing at 218.736.1635 or by email at [housing@minnesota.edu](mailto:housing@minnesota.edu).

#### STUDENT DESIGNATION OF MISSING PERSON CONTACT INFORMATION

- Residents age 18 and above and emancipated minors: Student residents will be given the opportunity to designate an individual or individuals to be contacted by M State no more than 24 hours after the time that the student resident is determined to be missing.
  - A designation will remain in effect until changed or revoked by the student resident via email to [housing@minnesota.edu](mailto:housing@minnesota.edu) or that student is no longer a resident of M State housing.
- Residents under the age of 18 and not emancipated: In the event a student resident who is not emancipated is determined to be missing, M State is required to notify a custodial parent or guardian no more than 24 hours after the student resident is determined to be missing.

#### OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSONS

- Any individual on campus who has information that an M State student resident may be a missing person must notify the director of campus Life and housing as soon as possible.
- If a report of a potential missing person is made to Housing & Residential Life, staff will immediately contact and work with the Fergus Falls Police Department. Cooperative efforts may include:
  - Conduct a health and wellness check on the resident,
  - Attempt to make contact via cellular phone, e-mail, or other means,
  - Identify other residents who may be aware of the missing person's whereabouts (e.g. roommate, friends, classmates, etc.).
- Housing & Residential Life Staff will gather all essential information about the M State student resident from the reporting person and other individuals who may provide information that will assist with the investigation.
- No later than 24 hours after determining that a M State student resident is missing, the director of campus Life and housing or designee will notify the "missing person" contact (for residents 18 and above and emancipated minors) or the parent/guardian (for residents under the age of 18 and not emancipated) that the student resident is believed to be missing.

#### CAMPUS COMMUNICATIONS IN THE EVENT OF A MISSING STUDENT RESIDENT

In cases involving missing residents, all inquiries by media or the public regarding missing residents

shall be referred to an official designated to speak on behalf of the college. All public statements will be coordinated through college officials.

#### OCLH STAFF ENTRY GUIDELINES

M State respects the student's right to freedom from illegal or unreasonable searches and invasions of privacy. Housing & Residential Life reserves the right to enter living units under the following conditions:

- By authorized M State personnel with 24 hours advance notice to ensure that health, fire and safety regulations are maintained;
- By authorized M State personnel with 24 hours advance notice to make improvements and repairs and to provide routine maintenance services;
- By authorized M State personnel without notice if residents request repair or maintenance work to be done in their living unit, whether or not they are home;
- By authorized personnel without notice in emergency situations to protect the health and welfare of the student or to make emergency repairs to prevent damages to the property of the student and M State;
- By authorized M State personnel without notice when there is clear and present indication that a violation of M State or civil regulations is being committed;
- By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure;
- By authorized M State personnel without notice for check-in/check-out, for safety checks at semester/holiday breaks and work orders submitted prior to occupancy. Policy violations (alcohol, alcohol containers, candles, etc.) in plain view will be documented, and the residents will be referred through the disciplinary process.
- By authorized M State personnel when a major remodeling project is taking place (e.g., window replacement). The residents involved are notified of such projects.

#### PAYMENT OF HOUSING FEES

The room and board fees are paid as follows: \$50 pre-payment during application process and the balance due at the start of the semester. Fees are billed to the resident's student billing account.

#### PERSONAL PROPERTY INSURANCE

M State Office of Housing & Residential Life assumes no responsibility for theft of, damage to or loss of money, valuables or other personal belongings of any student or guest. Residents are strongly encouraged to carry their own personal property insurance if not covered by their legal guardian's homeowner insurance policy. Residents are responsible for damage caused by their and their guest's actions/inactions.

#### PETS

Pets, other than fish tanks not exceeding 10 gallons, are not allowed. If you require a service animal, please request accommodations through [Accessibility Services](https://www.minnesota.edu/accessibility-resources) (<https://www.minnesota.edu/accessibility-resources>).

#### POSTINGS

Posters, flyers and banners must be approved by Office of Housing & Residential Life Staff before being posted in M State housing facilities. The distribution of materials by other means is prohibited. Approval is based on the following guidelines:

- Any group asking to display posters, flyers and/or banners must be an M State organization/department and must have their name printed clearly on each poster.
- The maximum length of time a poster/flyer/banner may be posted is 30 days. These may be approved for an additional 30 days if they are removed and re-approved.
- Posters and flyers are permitted only on approved boards in public areas of housing facilities. Posters not on approved boards will be removed.
- Posters/flyers/banners may not contain pictures of alcohol and/or make reference to alcohol use contrary to M State standards.
- Sliding pamphlets, leaflets and/or flyers under doors and/or in mailboxes is not permitted.
- Posters and fliers may be posted in designated areas only.
- Official notices from OCLH may be displayed in locations not restricted by the above guidelines including, but not limited to, apartment unit doors and apartment building doors.

For more information, contact OCLH at 218.736.1635.

#### REASSIGNING VACANCIES

Housing & Residential Life may reassign residents at any time. Housing & Residential Life encourages residents who are becoming roommates to meet prior to moving. Residents are asked to get to know one another and discuss issues important to living together. Due to their absence, current residents may not have an opportunity to be informed of or meet with an incoming student during semester break. Should conflicts develop that cannot be resolved and a student opts to move, she/he must follow the Assignment Change procedure. Residents who refuse a new roommate or hinder the process (do not respond promptly, respond rudely/coarsely and/or are not welcoming to residents who inquire, etc.) will be referred to the conduct system.

#### SOUND EQUIPMENT

Stereos, radios and televisions must be operated at volumes that cannot be heard outside the student's living unit. Stereo speakers are not allowed in windows. Electronically amplified instruments are allowed in the living units if used in a manner that does not disturb community members; the use of headphones is encouraged in the apartments. If reasonable volume levels are exceeded, the student may be required to remove the equipment from the living unit.

#### RECREATIONAL ACTIVITIES

To protect residents and Housing & Residential Life facilities, floor hockey, football, baseball, softball, tennis, soccer, golf, skateboarding, bike riding, inline skating, basketball, water fights, throwing Frisbees, dartboards and other acts that may be disruptive or destructive are prohibited inside M State housing facilities. Snowball fights, snowboarding and skateboarding are not permitted on M State grounds. For paintball guns, BB guns and pellet guns, see Explosives & Weapons

#### RESIDENT PARKING

Parking areas should not be used for storage or parking of boats, snowmobiles, trailers and/or similar equipment. Arrangements should be made to store these units elsewhere. No commercial vehicles or equipment may park on the premises. Vehicles not licensed or in operating condition are not allowed on the premises. No vehicle repair or oil changing is allowed on the premises. Fire lanes, approaches, driveways, sidewalks and garbage dumpsters should not be blocked.

- Violators of parking guidelines will have their vehicles towed at the owner's expense.
- Under no circumstances can guests park in a designated parking spot.

- Do not run extension cords from your apartment window to your car.
- Parking in handicapped parking without a permit is illegal and may result in fines or towing.
- Parking and/or driving on the grass is not allowed.

#### DAMAGE TO AND THEFT FROM VEHICLES

Report incidents to public safety and the assistant director of campus life and housing. M State is not responsible for loss by fire, theft, vandalism, or any damage while parked in a residence parking lot.

For your protection:

- Lock the doors of your vehicle.
- Park in well-lit areas.
- Remove valuable items from plain view. Lock valuables in the trunk where they are out of sight.
- Check the rear seat of your vehicle before entering it. Lock the doors once you are inside the vehicle.

#### RESOLVING CONFLICTS

Conflict with others is a natural part of life, and eventually we all experience it. Managing conflicts in a healthy, mature manner is part of the M State experience. We encourage you to manage conflict by addressing your differing viewpoints with the goal in mind to improve your relationship.

Completing the [Roommate Agreement](#) as a unit by the end of the first week of classes can help you proactively plan for the tough times to come

([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_6x3uFM97pZ4gjR4](https://minnesota.az1.qualtrics.com/jfe/form/SV_6x3uFM97pZ4gjR4)) If you are experiencing a conflict with your roommate(s), your options include:

- Discussing the situation with the person directly, and/or;
- Contacting the assistant director of campus life and housing for advice on how to approach your roommate(s), and/or;
- Contacting the assistant director of campus life and housing to facilitate dialogue with you and your roommate(s), and/or;
- Complete a [Room Change Request](#) ([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_b3O89vdnlp5a8XY](https://minnesota.az1.qualtrics.com/jfe/form/SV_b3O89vdnlp5a8XY)) form to request relocation to another unit, if there is availability. Requests are accepted after week Three of the term (see Assignment Changes).

Staff is willing to assist residents with facilitation but are unable to make living decisions for them. Only the residents who are living together are capable of resolving their differences. If you do not want to continue living with your roommates (even if you believe they are at fault), you must follow the Assignment Change procedure.

If you have concerns about personal safety or security, contact public safety at 218.770.9861 or call 911. It is inappropriate for staff to intervene other than to facilitate dialogue between residents.

## RIGHT TO TERMINATE OR DENY HOUSING

M State reserves the right to deny an application for housing or terminate an existing housing agreement if it determines a resident's conduct and/or criminal record indicate an actual or perceived threat or danger to the campus community, including residents, staff and guests. Residents will be notified in writing of such decisions and will be afforded the opportunity to appeal to the director of campus life and housing, or their designee.

## ROOM/APARTMENT CONDITION & INVENTORY FORM

Residents are expected to complete the online AY 2021-2022 [Room Condition Report](https://minnesota.az1.qualtrics.com/jfe/form/SV_8qOdJ8otNiptlpw) form ([https://minnesota.az1.qualtrics.com/jfe/form/SV\\_8qOdJ8otNiptlpw](https://minnesota.az1.qualtrics.com/jfe/form/SV_8qOdJ8otNiptlpw)) within three (3) days of receiving their keys. Residents are responsible for completing the form and assuring that it accurately reflects the condition of the living unit by noting items that are in poor condition, damaged or missing. When they move out, residents will be billed for damages and irregularities that are not noted on the form.

## ROOM CAPACITY

The maximum number of people allowed in an apartment is nine (residents plus guests).

## SAFETY

Violations of the fire safety policy put people's lives in jeopardy.

### Fire hazards

- Due to their propensity to start and/or accelerate fire, the use/possession of the items that follow is either not permitted or restricted in M State housing facilities.
- Barbeque grills: Barbeque grills may not be used within 20 feet of an M State housing facility. Charcoal, starter fluid and compressed gas tanks may not be stored in M State housing facilities.
- Beds, mattresses and linens: Beds, mattresses and linens must be kept at least one foot away from all heat sources to avoid damage or fire.
- Candles/incense: Candles, incense other items that may produce open flames (lit or unlit), and candle warmers are prohibited in M State housing facilities.
- Clothing irons: Unplug your clothing iron when it is not in use.
- Cooking: Attend to food while it is cooking. Turn off the burners and stove when not in use.
- Electric heating furnished by M State: All apartments have electric heating units mounted at baseboard level. Keep all items at least one foot from the heaters.
- Extension cords: Standard extension cords are not allowed. Power strips (UL-approved extension cords with built-in circuit breakers) are allowed.
- Fabric: Fabric (flags, sheets, blankets, plastic banners, etc.) may not be hung in front of doors or on walls or draped from the ceiling. Other decorations should cover no more than one third of a wall's surface.
- Halogen lamps: Lamps with halogen bulbs are not allowed.
- Hookahs: Hookahs are not allowed.
- Egress: A path of egress must be maintained between the room door and the window. Residents may not block egress with furniture and other items.

### In the Event of an Emergency

- Call 911
- All criminal activity should be immediately reported to the assistant director of campus life and

housing or campus public safety and/or local law enforcement. Public safety personnel are available from 5 pm to 2 am.

- Assistant director of campus life and housing: 218.736.1530  
City police non-emergency: 218.736.5438  
County sheriff: 218.998.8555  
Public Safety: 218.770.9861

#### Warnings and Notifications

- M State uses the following tools to notify students in housing of an emergency situation
  - Fire alarms.
  - Individual messaging: The college utilizes an emergency notification system referred to as the Star Alert system. This is an “opt-out” only system and students may opt out via SpartanNet.

#### Severe Weather/Tornado Warnings

- In the case of severe weather, you may be instructed to proceed to the college’s severe weather shelters. The tornado shelter areas are posted in each of the buildings.

#### Lockdown/Shelter in Place

- Certain emergency situations may require the college to go into lockdown or shelter in place. If a lockdown or shelter in place is issued, you must remain in your room and lock or barricade all doors and windows. You must remain in place until an all clear is given by emergency personnel or authorized college personnel.

#### Fire

- If you see a fire:
  - Leave the area immediately.
  - Contact the fire department by dialing 911.
- When the fire alarm sounds:
  - Always assume there is a fire. Don’t ignore it.
  - If time permits, take a jacket and shoes, take a towel to cover your face.
  - If there is smoke, stay low and crawl to your door. Smoke fills a room from the ceiling down.
  - Test the door with the back of your hand.
  - If the door is hot, keep the door closed and stay in the room.
  - If the door is cool, open it slowly. Walk quickly and calmly to the ground level, closing all doors behind you.
  - If there is smoke in the hallway, crawl to the stairs. Count the doors as you go so you do not get lost. If the smoke and heat are too great, try an alternate escape route. If both escape routes are blocked, return to your room.
- If you are trapped inside your room

- Close the door between you and the fire.
- Stop up cracks and vents to keep smoke and toxic gasses out.
- Put a wet cloth over your nose and wait at the window.
- Open the window a few inches for fresh air. DO NOT break the glass.
- Hang a sheet or some other article out of your window to signal the fire department.
- DO NOT panic. DO NOT jump. Wait for help.
- If your clothes catch fire:
  - Stop. DO NOT RUN. Drop to the ground or floor immediately and cover your face with your hands. Roll over back and forth to smother the flames.

#### Active Shooter

- If an active shooter is in your vicinity, quickly determine the most reasonable way to protect your life
  1. Evacuate the area if possible. (**RUN**)
    - Have an escape route and plan in mind before attempting to evacuate.
    - Leave your belongings behind.
    - Keep your hands visible.
  2. If it is too dangerous to leave the area. (**HIDE**)
    - Do not remain in an open hallway or area.
    - Hide in an area out of the shooter's view.
    - Block entry to your hiding place by barricading and/or locking the doors.
    - Silence your cell phone
  3. Take action as a last resort and only if your life is in imminent danger. (**FIGHT**)
    - Attempt to incapacitate the shooter.
    - Act with physical aggression and throw items at the active shooter.
- Call 911 when it is safe to do so

#### SEMESTER BREAK HOUSING

A resident wishing to occupy their room during winter break must be **enrolled** for the spring term, [appeal the checkout policy](#) and pay a daily rate prior to the semester closing. Appeal the policy here: <https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%20SS%20and%20Academic%20Appeal%20eForm>.

- Residents appealing the break checkout policy to stay in the residence halls agree to abide by all Residence Life policies and regulations as outlined in this guidebook and in the housing contract.
- Residents shall not host guests/visitors overnight during the semester/winter break period.
- No meals are served during break periods. Specific information about vacation closings is listed under Important Dates to Remember.

#### STAFF HARASSMENT

The harassment of M State staff is not tolerated. Such behavior is disruptive to the residence community and will be treated as disorderly conduct. Residents can expect serious consequences, up to and including immediate termination of their housing contract.

### SNOW REMOVAL FROM LOTS

After receiving two inches of snow or experiencing a large amount of drifting snow, all vehicles must be removed from the parking lots to facilitate snow removal. Residents will be advised in writing of the times that vehicles must be removed from the parking lots. Notices will be posted in all buildings. Any resident who neglects to move his or her car during the posted times of snow removal will be fined \$25 per offense, and cars may be towed at the owner's expense. One car left in the parking lot hampers snow removal from at least four other parking spaces. It is important that all cars in all the parking lots be moved as requested. You can help with complete and efficient snow removal by cooperating.

### TRASH REMOVAL

Place trash in plastic bags, securely tie the bags and place trash bags in the dumpster located in the parking lots near the buildings. Trash may not be left in hallways, restrooms, stairwells, other public areas in the building and/or on M State grounds; residents who do so will face disciplinary action. Residents are responsible for providing their own trash bags. Trash may not be stored within the apartment. Residents found in violation of this rule are subject to fines up to and including possible eviction. Standing trash is a known health hazard and can cause pest infestations.

### WINDOWS, ROOFS & SCREENS

Screens may not be removed or displaced. Windows are not to be used as an entry or exit. Items may not be hung out of windows or fastened to the outside of any M State housing facility. Throwing or discarding items from windows is not permitted. Residents are not allowed on the window ledges and roofs of M State housing facilities. Any student seen on a roof will be referred to the conduct process and charged for any damages.

When outdoor temperatures go below 45 degrees Fahrenheit or in the event of precipitation, students must keep all windows of a living unit closed. Open windows in freezing temperatures may cause pipes to burst, flooding the apartment building. Open windows in precipitating weather may cause water damage. Students are responsible for any damages caused by leaving a window open. If there is an issue with a student's apartment overheating, please submit a [maintenance request form](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJqyespmV7Hv0) at [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_3kCJqyespmV7Hv0](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJqyespmV7Hv0)

Residents will be financially responsible and charged for repair, damage and/or loss resulting from misuse of the living unit.

## THE FORMAL CONDUCT PROCESS

M State expects residents to be responsible and mature. Policies and procedures are established to promote a healthy environment. The conduct process is designed to address inappropriate and/or illegal behavior for the benefit of the living communities. Sanctions are assigned based on the type and severity of the violation, recidivism, the student's openness to change and the impact of behavior on the community; sanctions are not necessarily sequential. Residents are responsible to (and may be held accountable in) their living community, the M State community and the larger community; violations involving more than one community may result in sanctions in each affected community.

Residents who violate policy are expected to accept full individual responsibility for their actions and cannot expect M State to provide them with immunity from civil or criminal prosecution. Illegal and/or inappropriate behavior is documented by Housing & Residential Life staff. Residents who violate policies and/or are associated with the violation of policies will face disciplinary action; residents are expected to cooperate in investigations of incidents that occurred in their living unit. Residents and staff involved in incidents will have an opportunity to discuss the incident with the assistant director of campus life and housing. The Housing & Residential Life official will then review reports and information from the incident, meet with the offender(s) and:

- Define the disciplinary sanction which may include (but not be limited to) Housing & Residential Life probation, fines, class/seminar attendance, work service, termination of the Housing & Residential Life contract and/or eviction within 24 hours, and loss of future on-campus housing privileges, and/or
- Violations of the Student Conduct Code may be referred to the director of campus life and housing for adjudication
- For violations of city, state and/or federal laws, refer the case to Fergus Falls Police (or other law enforcement agencies).

## COMMUNITY ACTION PLAN

A student has the right to live in an environment that supports their success at M State. A floor or apartment may be placed on a Community Action Plan should the level of respect and responsibility by members of the community interfere with this right. Housing & Residential Life staff work in partnership with residents to develop successful communities.

A Community Action Plan is a formal process that begins with a floor apartment meeting in which disciplinary consequences for the community are reviewed and expectations for future behavior are given. Successive stages are implemented if early stages do not affect change.

### Stage One

- Mandatory meeting.
- Official verbal warning to adhere to all M State policies/rules and/or state laws.

### Stage Two

- Mandatory meeting.
- Area is placed on 24-hour quiet hours until further notice. Violations will result in automatic referral for disciplinary consequences.
- Official written warning from Housing & Residential Life to each student.

### Stage Three

- Area continues on 24-hour quiet hours.
- Automatic referral for disciplinary action on all violations (e.g., recreational sports, etc.).

- Residents may be reassigned as part of the disciplinary sanction and/or denied future housing privileges.
- All residents of the living area are billed for damages to M State property unless the responsible individual(s) accept responsibility by coming forward or are turned in by other floor/section residents.

#### M STATE CONDUCT CODE

The college strives to provide an environment that facilitates learning and views the student conduct process as a learning experience that promotes growth and personal understanding of one's responsibilities and privileges with the college community. Therefore, it is the responsibility of the student who has been accused of misconduct to participate conscientiously in the discipline process. The college has an expectation that members of the college community maintain a level of civility that is appropriate for the academic environment.

An action by a student that interferes with the education of any other student or interferes with the responsibilities and operations of the College may be considered a violation of the [Student Conduct Code](#). Violations of the Student Conduct Code will be subject to disciplinary action pursuant to the process stated herein.

M State Conduct Code is available here (<https://www.minnesota.edu/student-conduct>). In all conduct proceedings it is recognized that M State is an educational institution and not a court of law. The code does not replace or reduce the requirements of civil or criminal laws. All criminal activity may be referred to local law enforcement as well as investigated internally. Members of the college community also have responsibilities as citizens. Violations that constitute crimes and the Annual Security and Fire Safety report can be found at [http://minnesota.edu/?id=389#Crime Bulletins and Statistics](http://minnesota.edu/?id=389#Crime_Bulletins_and_Statistics)).

#### APPEALS

An appeal is the review of the disciplinary action and not a rehearing of the evidence from the incident unless appropriate as described in the appeal form. Any student who faces disciplinary action or has been assigned a sanction may appeal. [Forms to request an appeal](#) are available online at the M State Website forms page (<https://www.minnesota.edu/forms>) A request for an appeal must be submitted in writing within five class days of the decision and be based on one or more of the following concepts:

1. Severity of the sanction: Sanctions for particular violations fall within a range. For example, a violation of disruptive noise can result in 15-25 M State work service hours. If a student's sanction falls within the range, the appeal will be denied.
2. Introduction of new evidence: A student must include the new evidence in the written appeal. If the evidence warrants another conduct meeting, the case will be referred to the original M State official.
3. Lack of procedural due process: Due process is defined by a notice of violation and an opportunity to meet with a Housing & Residential Life official. A student's failure to schedule and/or attend a meeting does not constitute lack of due process; in such a case, a student's responsibility is determined from the content of the incident report(s).

## SERVICES

A number of services are available to residents who live on campus through Housing & Residential Life and other operations. They are designed to support residents in fulfilling their personal and academic goals.

### ACCOMMODATIONS

M State is committed to providing equal access to education for all students, and Accessibility Resources strives to cultivate a college-wide culture and climate that supports that commitment. We work in partnership with faculty, staff and students to remove disability-related barriers to education through reasonable accommodation to qualified students. This includes providing outstanding facilities designed to meet the educational needs of students who may have physical, visual, hearing, learning or other disabilities. There are also automatic doors, ramps, restrooms and designated parking for persons with disabilities to ensure complete accessibility to college programs.

Students who have a disability or believe they may have a disability are invited to contact the Accessibility Resources office promptly to determine eligibility and/or submit accommodation requests. To receive service, register with Accessibility Services, visit <https://www.minnesota.edu/accessibility-resources>. Once registered, accommodation requests need to be made each semester for which accommodation is requested.

Students planning to bring an animal into housing because of disability must request accommodations through Accessibility Resources <https://www.minnesota.edu/accessibility-resources> prior bringing the animal. The Accessibility Resources office will assist students in completing this request. Until they are approved, animals will be subject to the pets policy.

### BICYCLE STORAGE

Bicycles may not be left in public areas inside of M State housing facilities; bicycles found in stairwells, lounges and/or other public areas will be removed, and locks and chains will not be replaced. Outside of M State housing facilities, bicycles may be stored/parked only in the bicycle racks.

### CABLE SERVICE

Basic cable service is provided to each living unit at no additional cost. You must provide your own cable from the wall jack to your television.

### CLEANING EQUIPMENT

Residents may check out vacuums from maintenance staff or public safety. Residents are responsible for any borrowed equipment. Repair/replacement due to damage and/or loss of equipment will be billed to the student.

### CAFETERIA

Residents are required to purchase a declining meal plan. Cards may be refilled in the cafeteria at the student's discretion should they use the entire balance of the card prior to the end of the semester. There is no limit on items purchased per day. If there is an unused balance on the card at the end of the semester, that balance will carry forward only from fall to spring semester but will not carry forward from spring to fall. Residents purchasing food with the meal plan are not charged sales tax.

M State reserves the right to adjust meal hours with two weeks' notice and does not provide meals on weekends, most holidays, holiday weekends, breaks or summer. Housing residents will also be able to come in and select to-go items, as well. Full meals may not be available at all times, but residents and staff will be able to purchase some food items during all open hours.

**INTERNET ACCESS**

Access to the M State's wireless network is available in all housing. M State policy prohibits adding personal wireless hubs to the M State network. If you have questions, contact the IT Helpdesk at 218.736.1655.

**LAUNDRY**

Washers and dryers are available on the second and third floor of College Manor and on the ground floor of each building of Williams Hillside Village. Both the washers and the dryers are free to use. If a washer or dryer is not working properly, please submit a [maintenance request](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJgyespmV7Hv0) at [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_3kCJgyespmV7Hv0](https://minnesota.az1.qualtrics.com/jfe/form/SV_3kCJgyespmV7Hv0). Be prepared to state the following: location of machine (i.e. building and floor) and the problem (e.g., the machine will not start, drain or dry, or the door will not close, etc.). Housing & Residential Life is not responsible for damage to and/or loss of personal items. Residents must provide their own liquid laundry soap/detergent, irons, and ironing boards.

**LIGHT BULBS**

Light bulbs are available from building maintenance (College Manor, behind the computer lab). You can change it yourself or you can request maintenance come change it for you. If you need assistance email the Assistant Director of Campus Life and Housing, and a request will be submitted for you.

**LOST & FOUND**

To check for lost & found articles, go to the Front Desk in Legacy Hall.

**US MAIL**

Mailboxes are located in each M State housing facility; you are provided a key to your specific mailbox upon move in. When a package arrives for a student via US Mail, a package slip is placed in the student's mailbox. Packages can be picked up either from the package box or you will need to bring the package slip and identification (M State Student ID) to the Fergus Falls post office to retrieve it. Federal law stipulates only the person to whom a letter or package is addressed may pick up that parcel. If you receive someone else's mail, write on the envelope "No Longer at This Address" and place it in the outgoing mailbox.

If you subscribe to magazines/journals, notify the appropriate publishers of a change of address at least six weeks in advance. M State does not forward mail once a student moves out of housing. To receive mail promptly, your mail should be addressed as follows:

College Manor residents	Williams Hillside Village residents
STUDENT NAME APARTMENT # _____ 710 NORTH TOWER ROAD FERGUS FALLS, MN 56537	STUDENT NAME APARTMENT # _____ (801, 803, 805, OR 807) SPARTAN DRIVE FERGUS FALLS, MN 56537

## PACKAGES

When packages arrive via FedEx or UPS that are too large for the mailboxes, they are left at the front desk. You will receive an email (via your M State email address) notifying you that you have a package to pick up. Residents must show ID.

IMPORTANT DATES FOR 2021-2022

FALL SEMESTER (August 21 – December 17, 2021)

<b>M State housing facilities open</b>	<b>Saturday, August 21 @ Noon</b>
<b>First contract meal</b>	<b>Monday, August 23 @ breakfast</b>
<b>Finals Week Quiet Hours begin</b>	<b>Friday, December 10 @ Noon</b>
<b>Finals</b>	<b>December 13-17</b>
<b>Dining Center closes</b>	<b>Thursday, December 16 after lunch</b>
<b>M State housing facilities close</b>	<b>Friday, December 17 @ Noon*</b>
<b>*Residents with approved end-of-semester contract cancellations must complete checkout procedures by noon on Friday, December 17.</b>	

SPRING SEMESTER (January 8 – May 6, 2022)

<b>M State housing facilities open</b>	<b>Saturday, January 8 @ Noon</b>
<b>First contract meal</b>	<b>Monday, January 10 @ breakfast</b>
<b>Classes begin</b>	<b>Monday, January 10,</b>
<b>Spring Break</b>	<b>March 14-18</b>
<b>Finals Week Quiet Hours begin</b>	<b>Friday, April 29, @ Noon</b>
<b>Finals</b>	<b>May 2-6</b>
<b>M State housing facilities close</b>	<b>Friday, May 22 @ Noon</b>
<b>All residents must complete checkout procedures by Noon on Friday, May 6.</b>	

Approved: 06/30/2021 by MNSCU General Counsel  
 Last Revision: 06/30/2021



**Minnesota State**  
Community and Technical College

OFFICE OF HOUSING AND RESIDENTIAL LIFE  
1414 College Way, Fergus Falls, MN 56537  
218.736.1500 • Fax: 218.736.1510

Learn more. **EARN** more. [minnesota.edu](http://minnesota.edu)



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