

Residence Hall Code of Conduct

This Residence Hall Code of Conduct applies to all students living in Drake University residence halls. In certain cases, the Director of Residence Life, in consultation with the Dean of Students, may address matters under the Student Code of Conduct instead.

Introduction

The Director of Residence Life, in conjunction with the Dean of Students, reserves the right to take whatever disciplinary action is appropriate (including immediate removal from the residence halls) to protect the safety and well-being of students, faculty, staff and University property.

This Code does not limit the authority and discretion vested in the various University departments, colleges and Greek organizations to independently investigate and sanction students and student organizations within their jurisdictions in accordance with their rules, regulations and policies.

The parents/legal guardians of a student may be notified regarding an alleged or confirmed infraction, at the discretion of the Dean of Students or Director of Residence Life.

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Non-Academic Misconduct

The definition of "non-academic misconduct" and the descriptions of the punishable offenses as set forth in Section II of the Code of Student Conduct and its appendices are hereby adopted. The term "non-academic misconduct" is defined as any conduct that adversely affects or threatens to adversely affect the safety of students, faculty, staff members or University property or that is disruptive or substantially impedes the lawful activities of other students, faculty or staff members. Punishable "non-academic misconduct" includes, but is not limited to, unlawful alcohol and controlled substance use, assault, disorderly conduct, pulling fire alarms falsely, tampering with firefighting equipment, sexual abuse and harassment, stalking and theft.

Procedures for Addressing Non-Academic Misconduct

Incidents of non-academic misconduct may be resolved informally between the student and the appropriate residence hall staff person. For those matters that are not resolved informally, the student shall be informed in writing of the charge and the date, time and place for a hearing with the appropriate Residence Hall staff person. At the hearing, the student shall be allowed to present witnesses, documents and other evidence and the University may do likewise. At the conclusion of the hearing, the University staff person shall decide (1) whether a preponderance of the evidence supports the charge of non-academic misconduct; and if so (2) the appropriate sanction(s). The students will be notified, in writing, of the decision, and if applicable, of the sanction(s) imposed.

The Residence Hall staff person presiding at the hearing may not suspend or expel a student but may impose other appropriate sanctions such as fines, probation, removal from the residence hall or residence hall system, revocation of privileges, restitution to injured parties, written reprimand, etc.

In the normal course, first violations are handled by the Residence Hall Coordinator/Assistant Director. Second violations are handled by the Assistant Director/Associate Director. Third and additional violations are handled by the Director of Residence Life. However, the University reserves the right to have any of the above officials handle any violation in addition to referring the matter to the Dean of Students, in which case the matter will be processed under the provisions set forth in the Student Code of Conduct.

Sanctions For Alcohol and Drug Violations

In determining the sanction(s) to be imposed on students who violate the Alcohol Policy and/or the Drug Policy (see Appendix A to Code of Student Conduct) consideration will be given to prior violations and any other factors deemed relevant to the circumstances. Fines are assessed to the student's University bill and may not be removed unless it is paid or an appeal is granted and the sanction is removed.

Note: The University may place a "hold" on the record of any student who is delinquent in payment of their University bill. As a consequence of the hold, the student will be unable to register for class, receive transcripts or receive diplomas until the bill is paid. As specified by Federal, State and Local laws, individuals must be of legal age to purchase, be in possession of and/or consume alcohol beverages. Those individuals under the legal age may not purchase, be in the possession of and/or consume alcohol beverages.

Any underage individual present in a room where alcohol/alcohol paraphernalia is present for any reason, for any time duration (though they may not be consuming) is in violation of the Residence Hall Code of Conduct as it pertains to the use of alcohol. Consumption of alcohol by an individual(s) of any age in a common space/public area within the residence hall(s) is considered a violation of the Residence Hall Code of Conduct as it pertains to the use of alcohol.

By Definition

- Alcoholic Beverage: "Alcoholic beverage" means any beverage containing more than one-half of one percent of alcohol by volume, including but not limited to alcoholic liquor, wine and beer.

- Alcohol Paraphernalia: "Alcohol Paraphernalia" includes but is not limited to, beer bong, beer cans, empty alcohol containers, alcohol containers used for decoration, funnels, kegs, and tables designated specifically for beer pong.
- Legal Age: In the state of Iowa, the legal age for consumption/possession of alcohol is 21.

Residents Residing in Residence Hall Rooms

Where all the residents assigned to live in a residence hall room, (as dictated by The Office of Residence Life Housing Assignments) are of the legal age of 21, those residents may have alcohol or alcohol paraphernalia within the room. However, even in such rooms, excessive possession of alcohol such as cases of beer, kegs, & beer bong constitute a violation of this Code. If any resident assigned to live in a residence hall room is under the age of 21, alcohol and alcohol paraphernalia is not permitted in the room, and this room is considered an "alcohol free" room.

Guests of any resident residing in an "alcohol free" room are the responsibility of that room's host. Alcohol brought into a room where an underage resident resides constitutes a violation of the Student Code of Conduct/Residence Hall Code of Conduct and the host(s) will be held accountable for their actions and their guests' actions under this Code.

A. Examples of Non-Academic Misconduct Involving Alcohol

- Underage consumption or possession of alcohol.
- Presence in a Residence Hall room where a controlled substance or alcohol is present (if underage).
- Display of drunkenness and incivility due to excessive drinking.
- Vomiting due to excessive drinking.
- Malicious acts of violence or vandalism due to excessive drinking.
- Intoxication requiring medical attention due to excessive drinking. (Medical Amnesty Policy may apply)
- Inappropriate urination.
- Intentional, unintentional, or negligent damage due to excessive drinking.
- Providing alcohol to minors.
- Failure to comply with the direction of a University official due to excessive drinking.
- Excessive possession of alcohol such as cases of beer, kegs, and beer bong.
- Abuse or disrespect of any University official due to excessive drinking.

B. Alcohol Sanctions

1st Violation

- Formal reprimand
- \$100.00 fine
- Additional sanctions are within the discretion of the Residence Hall Coordinator, Assistant Director, Associate Director, Director of Residence Life and/or the Dean of Students.
- Parent/legal guardian notification may be sent.

2nd Violation

- Warning/Probation
- \$150.00 fine
- Parent/legal guardian notification may be sent
- Additional sanctions are within the discretion of the Residence Hall Coordinator, Assistant Director, Associate Director, Director of Residence Life and/or the Dean of Students, and may include but are not limited to; Probation, community service and alcohol assessment/counseling.

3rd Violation

- Probation
- \$200.00 fine
- Parent/legal guardian notification may be sent
- Additional sanctions are within the discretion of the Associate Director, Director of Residence Life and/or the Dean of Students, and may include but are not limited to; removal from residence halls, alcohol assessment/counseling and referral to the Dean of Students for disciplinary action under the Code of Student Conduct which could result in suspension or expulsion from the University.

The University reserves the right to impose more severe or additional sanctions depending on the circumstances of each individual case and to refer any matter to the Dean of Students in which case the matter will be processed under the provisions of the Student Code of Conduct.

C. Sanctions for Illegal Substances

1st Violation

- \$200.00 fine
- Conduct probation
- Parent/legal guardian notification may be sent.
- Additional sanctions are within the discretion of the Residence Hall Coordinator or Assistant Director.

2nd Violation

- Extended probation
- Removal from the residence hall – housing contract cancellation
- Drug and alcohol assessment
- \$200.00 fine
- Parent/legal guardian notification may be sent
- Additional sanctions are within the discretion of the Assistant Director, Associate Director or Director of Residence Life.

3rd and subsequent violation(s)

- Referral to Dean of Students for disciplinary action under the Code of Student Conduct, which could result in suspension or expulsion from the University.
- Parent/legal guardian notification may be sent.

Possession of illegal substance with intent to distribute

- \$400.00 fine
- Removal from residence halls.
- Parent/legal guardian notification may be sent.
- Referral to Dean of Students for disciplinary action under the Code of Student Conduct, which could result in suspension or expulsion from the University.

Appeals

Students may appeal by providing written notice to the Dean of Students within ten calendar days from the mailing date of the written decision on sanctions sent to the student. The provisions of the Code of Student Conduct, commencing at Section III.B, (Interim Administrative Leave), shall apply to the appeal.

This Document is not a Contract

The information in this document does not constitute a contract between Drake University and the student. The University reserves the right to make changes in this policy, and all other policies and procedures, without giving prior notice.

Residence Hall Policies

Appliances

Compact refrigerators are permitted but must meet the following guidelines:

- The capacity shall not exceed 4.0 cubic feet
- The unit must operate on 115/120 volts, AC
- The unit and power cord must be Underwriters Laboratory approved
- One unit per double room

Microwaves are permitted but must meet the following guidelines:

- Cannot exceed 700 watts
- The unit and power cord must be Underwriters Laboratory approved
- One unit per double room

Failure to adhere to the guidelines may result in blowing of fuses which will affect the occupants of the room and/or floor in which they live. Because of such incidents removal of the appliance may result.

Items to leave at home:

- Amplifiers
- Candles/Incense
- Ceiling Fans
- Coffee Maker*
- Drum Sets
- Electric Blankets*
- Electric Guitars
- Extension Cords without Surge Protectors*
- George Foreman Type Grills*
- Halogen Lamps*
- Holiday Lights*
- Hookah Pipes
- Hot Plates*
- Humidifiers without Medical Documentation
- Lava Lamps
- Masking/Duct Tape
- Multi-Plug Adapters without Surge Protectors
- Neon Signs*
- Pets (except fish)
- Rope Lights*
- Space Heaters*
- Street Signs
- String Lights*
- Toaster*
- Toaster Oven*
- Weapons of any kind
- Wireless Routers

*This is in accordance with the Uniform Fire Code and City of Des Moines Housing Code and/or Drake policies. Drake University carries no insurance covering personal property that may be destroyed by fire. The University suggests that students obtain insurance coverage for all personal property if they do not have such coverage already.

Balconies/Roofs/Bridges

Throwing, dropping, or suspending objects from windows, balconies, roofs, bridges or fire escapes is prohibited. Being on roofs or roof areas is a safety hazard and is prohibited. Additionally, residents may not climb from balcony to balcony, jump or hand-drop from non-ground level balconies, or jump or hand-drop from bridges. Unauthorized access to the roof tops or balconies may result in disciplinary action.

In order to maintain proper entrance and egress for the residence halls, the fifty-foot radius of the residence halls and residence hall bridges and stairwells may not be reserved or used as a programming space unless approved by the Director of Residence Life.

Bicycles

Students are expected to operate bicycles in a safe and courteous manner and comply with University regulations and state laws pertaining to bicycle operation, including safety equipment standards. Bicycles are subject to the same driving laws as motor vehicles, and citations for improper and unsafe riding may be issued. Bicycles may not be operated in the residence halls at any time, and may be stored in rooms but not in any public areas of the halls. Each hall is equipped with a bike rack. Bicycles may not be chained to railings, left in lounges or public areas or stored anywhere that would hamper the exit of residents during an emergency.

Business Ventures

Residence hall rooms may not be used for business purposes of any nature. Unauthorized selling, collecting of money, and promotion on campus or within any University building is not permitted. Students may not act as agents for business firms that entail solicitations or the receiving of business offers or goods on University property.

Care of Individual Students' Rooms

Residents are responsible for the rooms to which they are assigned. Simple health habits and respect for roommates and neighbors will promote good living conditions for all. Equipment (brooms, dustpans and vacuums) is available at the hall desk to help keep rooms clean. Trash, dirt and lint are not to be swept into the hallways. All large objects must be taken to the trash room or designated areas. Residents should not collect large amounts of trash or beverage containers in their rooms as this may be considered a health hazard. Residents are not permitted to hang objects out the windows or store items on the window ledges or the air conditioners. For safety reasons, the use or construction of pool or pool like structures in the residence halls is prohibited, this includes but is not limited to wading pools and hot tubs. Residents are responsible for damages.

Common & Public Areas

Residents are responsible for the condition of the hallways and common areas and are held accountable for any damage done to them. Hallways, stairways, recreation areas, lobbies, study rooms and bathrooms are to be kept clean and orderly at all times. Personal property should not be stored in common or public spaces. Although Facility Services staff is responsible for the upkeep of these areas, student cooperation is necessary.

Sporting activities and the throwing of balls or other projectiles in halls are not allowed. The use of or storage of hover boards is not allowed in the residence halls.

All residence hall public spaces, kitchen, laundry room, living room, etc. are for the use of the residents of that hall. No student groups or organizations may utilize these locations as a meeting or gathering space.

These public spaces are to be used by the residents of the hall as a social gathering space, a place to watch television or for individualized studying. The only exception to this policy includes use of the spaces for events sponsored by the Office of Residence Life or the Residence Hall Association who are the entities with direct responsibility for living environments within the residence hall system.

Non Residence Life affiliated groups, student organizations, or student academic study groups may not use the public lobby spaces BUT may reserve the meeting room/class room in the residence hall of choice. During the academic year, only Drake affiliated entities may reserve these locations.

Public area furniture or property is provided for the convenience of all residents. Removal of this furniture or property for personal use will result in a usage fee of \$40 day and/or disciplinary action. In cases of loss or damage to common areas of the building, defined as being those areas not assigned to an individual or group, the cost, repair and/or replacement may be assessed each resident on a pro-rated basis.

Neither residents nor guests may sleep in public spaces: living rooms, hallways, bathrooms, laundry rooms, kitchens, lounges, or on lounge furnishings. Hosts who permit overnight guests to violate these policies will be subject to disciplinary action. Exceptions to this policy may only be granted by the Residence Life staff responsible for the building in which the resident resides.

Residence Hall showers/bathrooms should only be utilized for their intended purpose of showering or using the toilet. Residents found utilizing these facilities for reasons other than their intended purpose may be subject to disciplinary action.

In order to maintain proper entrance and egress for the residence halls, the fifty-foot radius of the residence halls and residence hall bridges and stairwells may not be reserved or used as a programming space unless

approved by the Director of Residence Life.

Controlled Substances/Drugs

Students are prohibited from the use, possession, distribution or sale of marijuana, cocaine, amphetamines or any other controlled substance covered by the Federal and State Controlled Substance Act. If a residence hall staff member has a reasonable belief that a resident may be in possession of or is using or distributing illegal drugs, the resident may be confronted with that suspicion and an investigation may be initiated. Campus Security and/or Local Police may be notified. Any illegal drugs or paraphernalia will be confiscated.

In any case involving violation of this policy, University disciplinary action is deemed appropriate. Disciplinary action may range from a warning to dismissal from the University. Action may be taken whether a particular drug violation occurs on or off campus and whether civil criminal authorities take independent action.

See the Student Handbook/Student Code of Conduct for the complete University policy.

Copyrighted Materials

Residents may not illegally download files or share movies or music with others on or off campus while using the Drake University computer system. Illegal downloading and sharing movies takes up space on the university computer system and uses a considerable amount of bandwidth.

Many college students who have lawsuits brought against them are shocked, to say the least. They question why they were not warned about the perils of downloading movies and songs online and passing them along to friends. However, with the rise of claims, no one can claim ignorance. If you engage in illegal downloading and/or sharing, you can be brought to court. College students are learning that it is against the law and in violation of copyright laws to share or download copyrighted material.

For public viewing in lounges, please see the Television section.

Doors

No doors of any kind may be added or installed in any residence hall room by anyone other than Drake Facility Services. Additional doors are not permitted in residence hall rooms for fire, safety, and maintenance reasons.

Earthquakes

Although the likelihood of a major earthquake on campus is low, Drake University can be affected by the New Madrid fault located in Missouri. The Des Moines area does periodically experience brief, minor tremors. In the event of a major earthquake the University would sustain major damage to building and utilities. Response to an earthquake varies, depending on whether one is inside a building or outside.

If inside:

- Take cover under a desk or table and hold on. If your cover moves, move with it. Brace yourself in a doorway if cover is not available. Avoid outside or high use doorways.
- Stay away from windows and objects that can fall.
- If in a lecture hall, stay in your seat or get under it, if possible. Cover your head with your arms.
- When the shaking stops, move cautiously outside. Be careful of falling building materials, downed utility lines, and uneven ground.

- Once outside, get away from the building and report to the assembly area. Remain in the assembly area until instructed to leave by Drake Public Safety, Des Moines Fire or Police personnel or a member of the Drake University Incident Command Team. Additional information will be provided at assembly areas.
- Notify Drake Public Safety of any missing or injured persons.
- Do not go back into the building until notified by Drake Public Safety.

If outside:

- Stay away from buildings, trees, utility poles, and other items that can fall unexpectedly. Also stay away from equipment and vehicles that could move suddenly.
- Get low to the ground and protect your head with your hands.
- Do not take shelter in doorways or under walkways.
- Go to the assembly area and wait until told to leave by Drake Public Safety, Des Moines Fire or Police or a member of the Drake University Incident Command Team. Additional information relating to the emergency will be provided at assembly areas.
- Notify Drake Public Safety of any missing or injured persons.

Fire Alarms

Evacuation is mandatory when alarms sound. Please be sure to locate the fire alarms and exits on your floor. Your prompt and complete cooperation in case of fire is important for everyone's safety. Each room is equipped with a smoke detector, but it is not attached to the main hall system. In case of a fire in your room, you must pull a fire alarm in the hallway to activate the hall system, and then call 911 to report the fire's location and notify a hall staff member.

If an alarm has been sounded, raise your blinds, turn on the room light, and check the door for heat. If the door is hot, block the floor crack with a towel and attempt to signal for help from your window. If the door is not hot, exit your room, close the door behind you, stay near the floor, and leave the building by the nearest and safest exit. Under no circumstances should you re-enter a burning building.

Remaining in a residence hall during a fire alarm is a violation of the Student Code of Conduct and will be dealt with in a disciplinary matter.

Pulling the fire alarms falsely, damaging, or tampering with firefighting equipment (i.e. fire alarms, extinguishers, exit signs, exit doors, fire hoses, smoke detectors, emergency lights or the elevator emergency call button) is considered a serious offense which could result in suspension or dismissal from the University and action by the civil authorities - punishable by a fine and/or jail under the State Code of Iowa.

Fireplaces

The fireplaces in Carpenter, Crawford, Herriott and Stalnaker Hall are functional and maybe used with caution and responsibility, unless otherwise specified by the University. Residents should notify a hall staff member should the use of the fireplace be desired. However, the fireplace in Jewett Hall is non-functional and there is no fireplace in Goodwin-Kirk Hall.

Fire Hazards

Anything which may create a safety or fire hazard is not allowed in the residence halls. This includes but is not limited to candles, incense, halogen lamps, space heaters, large wall hangings or wall paneling, hover boards and/or hover board charging units. Residents may not install any doors other than those provided by the university. The use of extension cords and/or multi-plug adapters shall not be used in residence hall rooms unless the device is equipped with a maximum 15-amp circuit breaker and complies with the National Electric Code. If found in possession of such items, the student may be subject to disciplinary action, and the item(s) may be confiscated and disposed of by Drake Public Safety or The Office of Residence Life staff. Lighter fluid may be used to refill lighters but is considered a dangerous combustible. Cooking equipment with exposed heating elements (i.e., toaster, toaster oven, burger cookers, hot plates, coffee makers,) is not allowed in the rooms. Circuits can be easily overloaded by simultaneous operation of electrical equipment such as hair dryers, stereos, televisions and refrigerators.

This policy is in accordance to the Uniform Fire Code and City of Des Moines Housing Code and or Drake University policies. Drake University carries no insurance covering personal property that may be destroyed by fire. The University suggests that students obtain insurance coverage for all personal property if they do not have such coverage already.

Fireworks

The possession or use of firecrackers, bottle rockets or other materials which may endanger a person's health or safety, is prohibited and could result in dismissal from the residence halls and/or the University.

Flammable Materials/Candles/Incense

Burning of candles, incense, and similar materials is a fire hazard and is prohibited in residence hall rooms and on exterior window sills. The aroma of incense and scented candles may affect another student's health. The storage and use of flammable fluid is prohibited.

Guests and ID Residence Hall Policy

Only students who have signed residence hall contracts and have a residential room assignment are permitted to live in residence halls. A guest is defined as a person who does not hold a contract for the individual room or building where the policy violation takes place. Guests must obey University and residence hall policies.

Residents are responsible for the behavior of their guests and should always escort their guests in residence hall spaces. Guests who violate residence hall policies will be asked to leave the residence hall and future admittance may be restricted and their host will be held responsible for the policy violation. If the guest is a student at Drake University, they will also go through the Code of Conduct disciplinary process.

Residents may have overnight guests in the residence halls for a maximum of four nights at a time or for no more than six nights per calendar month in the residence hall system, whether with the same or different resident hosts. Guests found in violation of this policy will be requested to leave and may be trespassing from visiting the residence halls. All roommates must consent to any overnight guests. Guests may not sleep in any lounge areas, unassigned rooms or public areas.

Guests of any resident residing in an "alcohol free" room are the responsibility of that room's host. Having alcohol in a room where an underage resident resides constitutes a violation of the Student Code of Conduct/Residence Hall Code of Conduct and the host(s) may be held accountable for the actions of the guests under this Student Code of Conduct/ Residence Hall Code of Conduct.

Drake University student ID cards/mobile ID must be carried at all times by Drake Students and presented on request of a University official. If a student does not have their ID on them, their name/information will be confirmed by the residence life staff against a hall roster to confirm they are an actual student of the building by asking for information specific to that resident. Afterwards, the appropriate information (name, room number, etc.) about the resident will be recorded at the front desk in the 'Resident Without' ID form. Failure to present your ID/mobile ID to a university official/hall staff upon request is considered a violation of the Residence Hall Code of Conduct.

From the hours of 7:00am - 7:00pm all on-campus residents will have access to all residence halls through designated doors.

From the hours of 7:00pm - 7:00am on-campus residents will have access to ONLY their own residence hall of assignment via the designated doors.

(Sliders), people who come in behind another person (without swiping their ID/mobile ID) and enter a residence hall are violating the access procedures and sanctioned accordingly through the Code of Conduct process.

Safety and Security Tips:

- Students should not allow strangers to enter the residence hall with them.
- Students should notify the staff member on duty if someone has insisted upon entering the hall with them. The student should try to get a good description of the offender and observe the direction in which they head.
- Students should keep their rooms locked at all times, even when they are sleeping, and especially when they are gone.
- A malfunctioning card access reader or door should be reported immediately to Drake Public Safety.
- Students should meet any guests/visitors at the lobby door.
- Students should not lend their Drake ID/Mobile ID or room key/s to others.
- Lost or stolen Drake ID cards/Mobile ID or room key/s should be reported to Drake Public Safety Immediately.

Report Suspicious Activity Immediately:

Suspicious Activity includes persons going from room to room trying doorknobs; persons loitering at unusual hours and locations; persons running (especially if items of value or university property are being carried), persons exhibiting unusual behavior; it may also include broken windows, broken doors and/or unusual noises or screams, etc.

Students play a critical role in maintaining a safe and secure environment. No matter how many Resident Assistants or Drake Public Safety Officers we employ or how sophisticated a mechanical system we install, the safety and security of the residence can be compromised by careless resident behavior. Students should think about this the next time they are tempted to prop a door open or not lock their room doors.

Illness and Accident

Please report immediately all illnesses and accidents to Drake Public Safety, the hall coordinator or resident assistant.

Lofts

Lofts (other than those obtained through Drake University), paneling and wooden constructions are not permitted in residence hall rooms for fire safety reasons. Lofts violate City of Des Moines building code and/or Drake University policy.

Moving Out of the Hall

At the end of the semester either at Winter break or at the end of the school year, residents should vacate their residence hall room twenty-four (24) hours after their last scheduled exam. Appropriate preparations should be made to adhere to this policy.

In accordance with the Drake Student Handbook, section 2, part H:

"Students living in the residence halls become part of the community within each hall. Part of the responsibility of living within that community includes the expectation that each student takes responsibility for their own behavior and respects the standards and policies outlined by Drake University." Violations of this community standard may include but is not limited to, immediate removal from the residence halls for the remainder of the semester and the resident may not be able to return to their residence hall until the final day of closing to retrieve their belongs and depart for the semester.

Musical Instruments and Equipment

No musical instruments may be played in residents' rooms during quiet hours. Non-amplified instruments are allowed in the lobbies during designated hours. Students are encouraged to use practice facilities at the Fine Arts Center.

Pets

All pets except fish are prohibited, as they can create safety and sanitation hazards in the residence halls. "Animals "just visiting" are also not permitted in the residence halls. If reasonable attempts to determine ownership of the animal or to find off-campus shelter for the pet fail, the animal shelter will be called. Fish are the only acceptable pets permitted in any residence hall and may be kept in tanks no larger than 10 gallons. Fish should be removed from residence halls during winter and spring breaks.

Posting in the Residence Halls

1. Lobby bulletin boards are for general notices. Residence halls may and should designate one of the bulletin boards in the lobby as a hall bulletin board to be reserved for official University notices and notices that are necessary for the general welfare of the residents. The hall bulletin board will be under the jurisdiction of the hall coordinator.
2. One lobby bulletin board shall be used solely for the purpose of the posting of notices and announcements.
3. Floor bulletin boards are to be reserved for Official University notices and notices that are necessary for the general welfare of the residents. They shall be under the jurisdiction of the resident assistant and floor president.
4. Signs and posters shall be kept to a reasonable size.

5. All signs and posters shall have the name of the sponsor and email contact clearly displayed on the front.
6. All residence halls may designate a place in their lobby for driver/rider cards to be displayed. This will be the only place these cards shall be displayed in the residence halls.
7. Any group outside the residence halls may post material in areas within the halls approved by each hall coordinator, hall president, or RHA president.

Quiet Hours

Quiet hours are as follows: Sunday through Thursday, 11 p.m. to 7 a.m., Friday and Saturday, 1 a.m. to 9 a.m. Courtesy Hours are defined as any other time other than quiet hours. Residents should be considerate of their neighbors above and below their room as well as on their floor. Consistent noise and complaints during Courtesy Hours can result in disciplinary action. While quiet hours are in effect, residents are not to disturb others in their use of musical sound equipment and televisions or by speaking loudly. No noise should be heard in the hallways during quiet hours. Residents may lose the right to use musical sound equipment and television if this policy is violated. Noise caused by guests is the responsibility of the host. Consideration for others should always be observed.

Removal from the Residence Halls

A student may be removed from the residence halls at any time if their own action jeopardizes the rights or safety of themselves or others. A student has the right to a hearing under the procedures set forth in section III above following the removal.

Residence Hall Staff

The residence hall staff is responsible for helping to create a secure atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond appropriately to requests from staff and fellow residents concerning behavior that disrupts this secure atmosphere. The refusal to obey the reasonable request of a University staff member acting within the scope of his or her authority under circumstances where such refusal interferes with the regular and proper performance of that staff person's duties is considered a serious violation and may result in disciplinary action.

Additionally, threats toward and/or physical contact with a residence hall staff member in the performance of their duties are considered serious violations which may result in immediate removal from the residence hall. A student has the right to a hearing under the procedures set forth in section III above following the removal.

Room Condition Report

When students check into their residence hall room, they receive their room key and a Room Condition Report describing the condition of their room. If the resident finds any other damages, they must be reported to the Resident Assistant within the first week of living in the room. Additional damages will be billed to the student's Drake account. Residents are responsible for their entire room. Any damage to the room will be split equally between the residents of that room unless an agreement is made with the hall staff at checkout.

Residents are encouraged to thoroughly check their rooms and report any damage they might find.

Room Damages

Residents are responsible for the furnishings in their room including the furniture, Ethernet, and cable television equipment. Residents should note carefully the inventory of furniture and the condition of the room and furniture at the time the room is assigned, because they will be charged for any damage found to the room and its contents during the period of time they are assigned to the room. If the damage charges are not paid, action will be taken which may result in withholding the transcript of grades and in not allowing registration for the next semester. Students are also liable for charges for any unusual housekeeping service, such as cleaning rooms left dirty when moving out.

Students are not permitted to paint or plaster their rooms. Storage cabinets and closet doors may not be removed or altered from their original design. Construction or room alteration involving heavy building materials, wooden or cloth material platforms, or lofts (see lofts) are prohibited due to fire and safety regulations. Screens must be left latched on windows to reduce the likelihood of damage from wind or falling screens. Window ledges are not to be used for storage.

Damage charges are assessed equally against all occupants of a room unless personal liability can be determined. Only University personnel may repair damages to the room. Students are responsible for any damages caused by adhesive substances, such as mounting tape, duct tape, scotch tape or self-adhesive fixtures. Residents are responsible for any damage to University property and agree to pay for the replacement or restoration of the property, excluding reasonable wear and tear. It is the University's discretion to determine reasonable wear and tear. Students also are responsible for the condition of their room door; however, this is considered public space in the hall. All public spaces in the hall are under the jurisdiction and care of Facility Services and Residence Life staff. Although the University respects the right of expression, some signs or drawings in public areas, including room doors, can be found offensive. In such instances, the Residence Life staff will determine if the signs or drawings should be removed. If so, the residents will be asked to remove the material.

It is strongly recommended that students obtain Renters Insurance if their families insurance policy does not already cover this.

Room Furniture

Residents are strongly encouraged to keep the University recommended room set-up to maximize the space usage, as well as minimize safety risks. Beds may not be placed on desks, bookshelves or dressers. Beds may not be placed on concrete blocks or plastic risers. Bed frames must be securely supported on both sides with university bed ends. Safety guardrails must remain installed for beds supplied with safety guardrails. Should residents move their bed so that the non-guardrail side of the bed is exposed or tamper with or remove the safety guardrail(s), they do so at their own risk. Individuals assigned to single rooms in Carpenter, Crawford, Herriott or Stalnaker halls will not be able to loft their bed. Lofted beds cannot be placed under air ducts in Carpenter, Crawford, Herriott or Stalnaker halls for safety reasons. Furniture and equipment may not be moved from one room to another or from the lounges or recreation rooms. A fee of \$45 will be charged for all furniture moved without authorization. University furniture in resident rooms must remain in the room for which it is designated. Removal of University owned furniture from the Residence Hall may be considered theft. An exception may be made for a University bed mattress and bed frame if a furniture removal contract is completed by the student and approved by the Office of Residence Life. This circumstance would usually apply to a medical condition of the student, supported by a Doctor's documentation.

Room Inspections

The University reserves the right to make appropriate inspections as necessary to help guarantee that laws and University policies are being followed and that the health, safety and welfare of its students is fostered. Illegal materials, drugs or items that pose an immediate danger to the health or safety of the residents, will be removed

if they are noticed in the course of a room inspection. The resident will be notified of this action immediately.

A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the resident ample opportunity to open the door. If no response is received, the room may be entered to make appropriate inspections.

Room Locks and Keys

Individual room keys are issued to students for their convenience and security. In order to maximize security, students must exercise care in the protection of their keys. Individuals can submit a lock change request at their front desk, with their Hall Coordinator, Assistant Director or their Resident Assistant. The student will receive an email to their drake.edu account when the key has arrived. A Drake ID/Mobile ID must be presented before replacement keys will be issued to the student(s) requesting the change. Students requesting a lock change or who do not return their residence hall room key at hall closing, will be assessed a \$50 lock change fee to their Drake Student account.

The charge covers costs of replacement keys and provides an incentive for students to protect their keys. Any student assigned to the room may make a request to have the room lock changed. The student will be billed for this service.

Students who lose their keys should notify a hall staff member immediately. Reproduction of keys by anyone other than Facility Services is not allowed. In cases where students move out of their rooms without returning keys, the lock will be changed and the students will be charged.

Students are responsible for having their keys with them at all times. Should a student lock themselves out of their room, they may contact a resident assistant or hall coordinator to be let back in. A \$5 fee may be assessed for this service.

Room Changes

The hall coordinator or assistant director must approve all room changes, and the room change forms must be completed before a student may move into a new room. Should an unauthorized room change occur, the resident will be assessed an improper room change fee. Students may be required to change rooms for the benefit of the University or the hall community. The University reserves the right to reassign residents to make the most effective use of available accommodations. Residents whose roommates move out during the academic year will consolidate with residents without roommates. Should an unauthorized room change occur, the student will be assessed an improper room change fee of \$100.

Room Decorating

Students are encouraged to personalize their rooms with posters, furniture, drapes, curtains or other decorations. We want you to make this your home away from home. Rooms, however, cannot be painted and decorations must not create a fire hazard. The top of the bed mattress cannot be higher than the bed post as this may create a safety hazard. Only doors provided and installed by Drake Facility Services may be used. Holiday decorations are also encouraged, but must follow the following guidelines:

1. Exit signs and emergency lights may not be decorated.
2. Live trees are not allowed. Artificial trees with no lights are allowed.
3. No continuous hallway decorations may be used.

4. No rope or string lights are allowed.
5. No candles or other open flames are allowed in the halls.
6. All decorations must be taken down before leaving for the semester break.
7. Any signs in residence hall windows with any form of obscenity on them are not allowed.

Room Search

Residence hall room searches may be performed, with or without consent, when a reasonable suspicion exists that a policy or law is being violated.

Sales and Solicitation

Dean of Students Office shall regulate fund-raising and sales campaigns on campus that are directed to students in the following cases:

1. Salespersons shall not solicit or conduct business with students on campus unless invited by the individual student with whom the salesperson is doing business.
2. Commercial advertising material may be excluded at the option of the University.
3. Sales and fund-raising activities shall be conducted in such manner as not to interfere with academic activities.
4. Student rooms cannot be used for commercial purposes.
5. Door-to-door solicitation in residence halls for commercial purposes is prohibited.
6. Sales and fundraising campaigns are prohibited in Cowles Library.

If you see or are confronted by a solicitor in the residence halls, call the front desk and tell the desk receptionist. A staff member will confront the individual and escort them out of the building and all other hall desks will be notified of the presence of a solicitor on campus.

Smoke Detectors

Residents are responsible for the smoke detectors in their rooms. Smoke detectors are required in all residence hall rooms by Des Moines city ordinance. Report the faulty detectors to your resident assistant immediately. Keep the smoke detector in the room unobstructed for a maintenance person to repair it. Staff members are the only people who may remove a detector. Facility Services will endeavor to restore the detector no later than 4 p.m. of the first working day after it is reported. Residents are billed for damaged or missing detectors at checkout. If a student has been found to have damaged, tampered with, or removed a smoke detector from their room they will be subject to disciplinary action.

Smoking

The Drake University campus is a smoke-free environment as per an Iowa State Law enacted July of 2008. E-Cigarettes and Hookah pipes are not allowed on campus. Hookah pipes may not even be stored in the residence halls. Should a resident be found responsible for smoking in their residence hall room, that resident will be assessed a cleaning fee of \$250 at the time of the incident. Students found responsible for smoking on

campus may be assessed a \$25 university fine and may additionally be subject to being assessed a state fine.

A person under twenty-one shall not smoke, use, possess, purchase, or attempt to purchase any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. If found in possession of such items, the student may be subject to disciplinary action and the item(s) may be confiscated and disposed of by Drake Public Safety.

Sporting Activities/Balls in the Hallway

In addition to the care of their own rooms, residents are responsible for the condition of the hallways and common areas and are held accountable for any damages done to them. Hallways, stairways, recreation areas, lobbies, study rooms and bathrooms are to be kept clean and orderly at all times. Although the maintenance staff is responsible for the upkeep of these areas, student cooperation is necessary. Sporting activities and the throwing of balls or other projectiles are not allowed.

Storage

There is no storage available on campus. Any residents needing storage will need to seek a location off campus. Information for facilities can be obtained at the hall front desk.

Telephones

Drake University does not offer landline phone lines in the residence hall rooms. It is encouraged that students obtain their own mobile/cell phone option as a mode of communication.

Televisions

There are public televisions available in all the residence halls. These televisions are for the use of all residents. Common courtesy should apply when using the television and the space surrounding. However, these televisions may not be used for the public viewing/watching/exhibition of copyrighted and or trademarked materials (for example: Residents may not hook-up a DVD player, or other electronic equipment to view/watch movies, videos or other forms of media). Video games are the only exception to the policy.

Theft

Even if just going next door or leaving for a short period of time, each student should lock their room door when leaving their assigned residence hall room. Each student is responsible for all University furnishings placed in the room. The University is not responsible for money, jewelry or any other article taken from student rooms. Please report any thefts to the hall coordinator or resident assistant and Campus Security at once. The University suggests that students obtain insurance coverage for all personal property if they do not have such coverage already.

Tornadoes

Students are encouraged to cooperate with the residence hall staff during a tornado watch or warning. A watch is the first alerting message from the U.S. Weather Service which specifies an area and a period of time during which tornado probabilities are expected to be dangerously high. A warning is issued when a tornado actually has been sighted in the area or detected by radar. City siren signal is a five-minute steady blast, which means to take shelter immediately.

Where to take shelter:

- Away from windows

- The lower two floors
- Basement

Unauthorized Access

Unauthorized access to residence hall rooms, maintenance or custodial spaces is considered a violation of the Residence Hall Code of Conduct.

Weapons and Dangerous Substances

Use or possession of firearms, ammunition, bows and arrows, explosives, incendiary devices, bb guns, paint guns, imitation guns/weapons or any dangerous weapon, substance or material on campus, is prohibited except as expressly authorized by the University. Persons found to be in possession of such items or weapons may be charged with a violation of the Student Code of Conduct.

Windows and Screens

Windows and screens are to remain in place at all times. Broken windows and bent or damaged screens will be charged to the occupants of the room. A fee also will be assessed for reinstalling screens. Dropping, throwing, suspending or projecting any item from a window is strictly prohibited.

Residents need to keep their Residence Hall room windows closed when temperatures fall below 32 degrees Fahrenheit. Failure to do so may result in the freezing and bursting of the steam heat pipe causing significant flooding and damage to your room as well as other rooms. Damage charges for university property may be assessed equally against all occupants of a room unless personal liability can be determined. Only University personnel may repair damages to the room. The University insurance does not cover student personal property damage. We encourage residents to secure their own renter or home owner's insurance for personal property damage.

Vending Machines

Each hall has vending machines distributing soft drinks, candy, and other snacks. Refund request forms for money lost in machines can be obtained from your hall coordinator/Assistant Director.

Drake University Student Life Complaint Procedures

Purpose

The purpose of the Student Complaint procedure is to provide Drake students a clear and rational process to follow if there are complaints about a particular individual or department in the division of Student Life. The departments in Student Life include the following:

- Dean of Students Office
- Greek Life
- Student Life Center (SLC)
- Counseling Center
- Health Center
- Residence Life
- Student Leadership and Service
- Student Life Campus Programs
- Summer Orientation
- Student Conduct

Students have the right at any time to file a complaint against another student, staff, faculty, or department when she or he believes they were mistreated or when they feel their rights were violated. These procedures are designed to support students as they encounter certain challenges and obstacles while pursuing their studies at Drake University.

Informal Complaint

Students are encouraged to address their concerns as soon as possible through an informal process by contacting the department or the individuals directly involved. In residence life, the complaint should first be made with the Assistant Director of Residence Life or Assistant Residence Hall Coordinator of that hall. Once an answer or response is issued at that level, the student may appeal to the Associate Director of Residence Life for that area. The final appeal will be with the Director of Residence Life. In student conduct cases and situations involving fines, appeals must occur in 10 days of student notification of decisions. In some cases what is perceived to be a wrong doing is often an issue of miscommunication and misunderstanding. Therefore, students are encouraged to informally speak with the individuals involved if possible. We recognize that there may be situations in which an official complaint should be filed.

Formal Complaint

If students are unable to resolve their concerns through an Informal Complaint Procedure, students are then encouraged to file a Formal Complaint by completing the university complaint tracking form at drake.edu/complaint in writing with the department supervisor and with the Dean Students Office.

The Dean of Students will hear all formal complaints that involve departments in Student Life.