Housing and Residence Life Handbook

Guiding Principles
In accordance with Davenport University's commitment to excellence, the Housing and Residence Life Office is committed to providing a safe, inclusive, and supportive learning environment where academic success, personal development, and civic responsibility are fostered.

Residence Life Staff

Executive Director of Housing and Residence Life
This position is responsible for providing vision, leadership and overall direction for Housing and Residence Life through management of residence facilities, programs and processes to intentionally create safe, comfortable and educationally purposeful environments focused on student learning and development.

Assistant Director of Residence Life
The Assistant Director of Housing and Residence Life is responsible for coordinating and administering all aspects of the residence life program at Davenport University. Primary responsibilities include: providing leadership, vision and direction for residence life, providing training and supervision of the Residence Hall Coordinator(s) and student staff, enforcement of the student code of conduct and collaboration with other University staff to assist students, and supervision of South Residence Hall.

Residence Hall Coordinator
This position is responsible for coordinating the administrative responsibilities and programming for Cook and Meijer Residence Halls. Primary responsibilities include supervision of undergraduate resident assistant staff, student interaction and community development, coordination of housing judicial process, hall administrative functions and collaboration with other University staff to assist students with a variety of programs and services.

Assistant Residence Hall Coordinator
The Assistant Residence Hall Coordinator assists in the administrative responsibilities and programming for a residence hall community. Primary responsibilities include co-supervision of undergraduate resident assistant staff, student interaction and community development, co-advising community council and other student organizations, hall administrative functions, and collaboration with other University staff to assist students with a variety of programs and services.

Resident Assistants
Resident Assistants (RA's) are undergraduate students specially trained in all aspects of residence hall living, with the experience and knowledge to assist residents. They are responsible for maintaining a floor environment that is conducive to studying and promote a sense of community among residents. The RA acts as an advisor to floor members and is available to discuss academic, social, and personal concerns.

Front Desk Staff
The Front Desk is open 24 hours a day, 7 days a week. Duties of the Front Desk Staff include mail distribution, security, registering maintenance orders, checking out board games and athletic equipment, and serving as a resource for resident questions. There is a Front Desk in the first floor lobby of Cook Hall (616-554-4858) and in the first floor lobby of South Hall (616-871-6750).

Who’s on Duty?
The residence halls have an RA staff member “On Duty” every night. This individual is available for any problems or emergencies that may arise. Students may contact the RA on duty by calling the appropriate Front Desk (Cook Hall: 616-554-4858 or South Hall: 616-871-6750). RAs are on duty 5 p.m. – 8 a.m. every day.

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<th>Residence Hall Information</th>
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Residents’ Responsibilities and Rights
It is expected that students abide by the policies and procedures set forth in this handbook as well as all other policies of Davenport University. Students are also expected to follow all Federal, State, and local laws. We require students to behave in ways that respect the rights and needs of others. Residents are held responsible for cooperating with staff in the exercise of their responsibilities.

Residence Hall Requirements
A Davenport University student is eligible to live in a residence hall if he or she remains in good academic standing and maintains full-time student status (12 or more credit hours per semester). The culture and programming within University Housing is geared toward supporting and engaging students that are under the age of 25 years old.

Parental Notification
Davenport University Housing and Residence Life Staff or their designee reserves the right to contact a parent or legal guardian per FERPA regulations.

Housing Agreement
Your Housing Agreement covers the entire academic year.

If you presently live in the residence halls and wish to break your agreement, you must contact the Housing Office. If your petition is granted, room and board monies are refunded on a prorated basis.

Room fees are not refundable if you leave the University voluntarily without notifying anyone or if you are suspended or dismissed for disciplinary reasons.

Withdrawing from Campus Housing
If you withdraw from the University, you are required to check out of the residence hall within 24 hours of your withdrawal date. Contact the Assistant Director or Residence Hall Coordinator to verify your departure and complete the necessary paperwork.

Check In
At check-in, each resident will receive a room inventory for both the furniture items and other provisions of his/her room (i.e. ceiling, walls, etc.). Any damage should be specifically reported on the inventory sheet so that the resident will not be held responsible for prior damages. Students are ultimately responsible for any damage done to their rooms, and damage fines will be assessed.
and added on the resident’s account or subtracted from the security deposit at the end of the academic year.

**Check Out**
A proper check-out is when a resident makes an appointment with his or her Resident Assistant or other appropriate Hall Staff. The room must be returned to the condition it was found in at the time the resident moved into the room. If the room is not cleaned to satisfaction, a cleaning fee will be assessed and charged to the resident. Normal wear and tear is not counted against the resident.

In order for the room to be considered for check-out, the following must occur:

- All of the resident’s personal belongings must be completely removed
- All furniture must be assembled
- Room must be completely cleaned, including under furniture
- Drawers must be empty, cleaned, and dusted
- Walls must be clean and free of tape, putty, stickers, and other residue
- Bathroom is to be completely cleaned (sink, shower, floor, mirrors, and cabinets)
- Stoves/ovens are to be cleaned
- Refrigerators are to be emptied and cleaned

Failure to check out properly will result in the security deposit being forfeited, and possibly result in additional charges. In addition, if the mail box key is not returned, a charge will be assessed.

If a roommate is still in the room at the time a resident checks out, it is important to make certain that the responsibility for any damages is resolved in advance with the staff. The person responsible for the damage should fill out a Damage Claim Form. This form can be obtained from any Residence Hall Staff Member, or at the Front Desk. If this is not done, charges will be distributed evenly between the roommates, depending where the damage is located.

The University is not responsible for any personal items left in resident rooms.

**Entry, Search, and Seizure**
Davenport University and the Housing and Residence Life Staff reserve the right to enter any room in order to ensure compliance with occupancy, maintenance and improvement, emergency, health and safety, and policy regulations. Violations of any policy could result in administrative charges and/or disciplinary action.

Rooms may be entered (during the absence of the occupant) by a Residence Life Staff Member to turn off a loud stereo, alarm clock, or similar item, shut a window, or correct any problem that interferes with the rights and/or safety of other students.

Every room will be entered at the beginning of each vacation period when the on-campus housing buildings are closed. This is to ensure that all windows are closed and locked, the blinds are closed, and general safety and security are maintained.
Additionally, room inspections may occur, with notice provided to all residences, for periodic health and safety inspections by Residence Hall Staff.

**Breaks and Holiday Closures**

**Thanksgiving Break:** The residence halls will remain open during the break with limited services. Entrance Doors will be locked 24 hours a day during the break. Students will need to notify the housing office that they will be staying on campus over Thanksgiving Break.

Winter Break: The residence halls will close during the break. Students do have the opportunity to request to stay over the break for an additional charge of $150. Entrance doors will be locked 24 hours a day during the break and keycards will be deactivated for residents who have not submitted a request and been approved to stay during the break.

Spring Break: The residence halls will remain open during the break with limited services provided. Entrance Doors will be locked 24 hours a day during the break. Students will need to notify the housing office that they will be staying on campus over Spring Break.

**Laundry**
The residence halls have laundry facilities with washers and dryers. It costs $1 per wash and $1 per dry.

Each washer and dryer is paid for with PantherDollars. PantherDollars are added to the PantherOne card via DUposit. Laundry machines are available on a first-come, first-serve basis. Residents should monitor the laundry room while doing their laundry. Laundry left in the laundry room for more than 24 hours will be discarded. The University is not liable for any damage or stolen property. Theft or damage to equipment in the laundry room will result in disciplinary action. Contact a Residence Hall Staff Member if the machines are not working.

**Mail**
Mail is delivered daily Monday – Saturday to the front desks. The front desk personnel then distribute the mail accordingly. Each student receives a mailbox key. There is a charge for a lost mailbox key.

The addresses of the Residence Halls are:

- **Cook Hall**
  6195 Kraft Ave., Rm. ____
  Grand Rapids, MI 49512

- **Meijer Hall**
  6199 Kraft Ave., Rm. ____
  Grand Rapids, MI 49512

- **South Hall**
  6197 Kraft Ave., Rm. ____
  Grand Rapids, MI 49512

**Security**
Davenport University employs full-time Security Services Officers who monitor campus 24 hours a day. Students are encouraged to call Security Services at 616-554-5041 (office) or 616-446-7098 (cell) for an escort at any time, especially after dark.
**Cable Television**

Cable Television is provided to residence hall students as part of their semester housing fees. Below is the current line-up of channels.

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<tr>
<th>Channel</th>
<th>Channel Name</th>
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<td>46</td>
<td>Golf Channel</td>
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<td>HBO Signature</td>
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**Study / Computer Lounge**
There are study lounges and computer labs located in the Residence Halls for students to use.

Below are a few things to remember when using these shared spaces:

- Please be respectful of other students by limiting non-academic activities and cell phone use.
- Absolutely no eating or drinking is allowed in Computer Labs.
- iPods, CD players, etc. are allowed only if earphones are used. Please be respectful of fellow students studying in choosing an appropriate volume level.
- Do not move or unplug equipment for any reason at any time.
- Be sure to exit all programs properly before leaving your PC.
- Report problems with equipment to the front desk.
- Experimenting with the school's hardware or software in a fashion not related to classroom assignments is not allowed. This includes sending messages to other computers, modifying software settings, or intentionally infecting a computer with a virus.
- It is recommended that you save your work frequently. This will help eliminate data losses.

**Trash / Recycling**
Trash rooms or chutes are provided for waste disposal on each floor. Recycling bins are also available for students to use.

**Vending Machines**
Vending machines are located in the various places throughout the residence halls.

**Telephones**
Local telephone service is provided in each suite. You must push "8" and then the local number to dial out.

**Lofts**
There are a variety of different ways that residents can set up their rooms. Lofting residence hall beds can provide much more space in rooms! If you would like to loft your bed, may do so with the furniture that we supply. You may not use lofts other than those provided by Housing and Residence Life in your room. There is a $25.00 charge for renting a loft kit.

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**Hall Regulations**

**INTRODUCTION**
Responsibility for abiding by University regulations (and all Federal, State, and local laws) rests primarily with the student. Out of respect for the right of residents to privacy in their rooms, Davenport University personnel will not search for violations unless there is reasonable cause to suspect a violation of policy. Residents are responsible for conveying these rules to their guests. Residents are responsible for their rooms and any activity that occurs therein, including the behavior of their guests.
Davenport University reserves the right to dismiss at any time, for stated cause, any student whose conduct is not in accordance with the ideals and standards of the University and whose presence is considered detrimental to the general welfare. Further, the University has a separate formal judicial process established to ensure that the rights of all students are protected. The Davenport University Student Code of Conduct applies to all residents.

Attendance at posted floor and hall meetings is required. These are periodically held each semester by the appropriate Resident Assistant. Residents are responsible for all information discussed at these meetings.

Housing and Residence Life Staff is responsible for maintaining Housing and Residence Life policies.

The University housing community entitles each student the right to:

1. Read and study without unreasonable noise or other distractions.
2. Sleep without undo disturbance.
3. Have personal privacy within an individual resident's bedroom.
4. Have free access to one's own room and facilities.
5. Have one's own personal belongings respected by others.
6. Live in a clean and sanitary environment.
7. Enjoy visitation privileges in conjunction with roommate approval.
8. Address grievances to staff.
9. Be free from fear, intimidation, and physical and emotional harm.

Sanctioning guidelines for violations of the Residence Hall Handbook can be reviewed by reading the Student Code of Conduct.

The minimum sanctions for alcohol are:

a. 1st offense: Written Warning, Alcohol Focus programming, $200 judicial fee
b. 2nd offense: Probation, Mandated Alcohol counseling (via Pine Rest), Parental Notification, $300 fee
c. 3rd offense: Suspension from the University

REGULATIONS
1. Aggressive/Disruptive Behavior
Aggressive or disruptive behavior is prohibited anywhere within or around the residence halls (i.e., rooms, hallways, lounges, lobbies, stairwells, etc.). This is conduct that threatens, harms, or interferes with regular or normal functions of a residence hall living environment.

Such conduct includes, but is not limited to:
A. Fighting
B. Excessive noise
C. Public disturbance
D. Harm to self or others
E. Lewd or indecent conduct
2. Alcohol
It is against University policy for anyone, no matter of age, to be in possession of alcohol on campus.

A. Possession or Consumption
   Davenport University prohibits the possession and consumption of alcoholic beverages on University premises. The University also expects students who are underage to comply with State of Michigan laws regarding the possession and consumption of alcoholic beverages.

B. Alcohol Containers
   It is prohibited to possess empty alcoholic beverage containers anywhere on college premises including vehicles. This includes, but is not limited to, bottles, cans, kegs and boxes.

C. Intoxication
   Intoxication on University premises is prohibited regardless of age.

D. In the Presence of Alcohol
   Students residing or acting as a guest in a room where alcohol is present and/or being consumed will be held accountable for the University’s alcohol policy regardless of age or level of consumption.

3. Babysitting
   No babysitting of children is allowed at any time in the residence halls. Children shall not be left alone by the hosting resident in the halls.

4. Bicycles, Skateboards, Motor Scooters
   Bicycles, skateboards, and scooters (motorized or non-motorized) are not permitted in the residence halls. Bicycle racks are provided outside the halls and can be used to store bicycles.

5. Building Access / Key Cards
   Residents are not allowed to let anyone else use their cards to gain entry into the building. Loaning a key card to another individual, even if it is another student, or allowing another individual to use your key card is not permitted.

6. Compliance
   Residents and guests are required to follow all written and verbal directives or requests of University staff in an appropriate and civil manner. Failure to accurately identify oneself to staff or to comply with staff in performance of their duties is prohibited.

7. Vacant Rooms
   The University reserves the right to consolidate vacancies.

Residents in rooms where an additional space exists are expected to refrain from utilizing the unoccupied bedroom; leaving one set of furniture available for a new occupant. Disciplinary action may occur for any resident who is not compliant with this policy and does not keep his or her room in a fit condition to receive a roommate, is not welcoming to a new roommate, or is not willing to be consolidated.

8. Controlled Substances/Illegal Drugs
   The manufacture, sale, possession, use, possession with intent to distribute, or perception of use of controlled substance(s), or a drug’s component parts, prescription drugs, or
paraphernalia which has been declared illegal by local, state, or federal law is prohibited in the residence halls and on University property. Violations of this policy will result in confiscation of the substance(s) and any paraphernalia will be confiscated, and may also result in suspension or dismissal from Housing and/or the University.

9. Damages – Community Responsibility
Residents are responsible for damages that occur in their rooms/apartments/suites, as well as damages that occur in common areas. Fines for common areas will be divided among all residents if the responsible party cannot be identified. Fines for damages will be deducted from the security deposit. If charges are more than the security deposit, the balance will be added to the resident’s University account.

10. Doors
The safety and security of all residents is paramount. Propping entry doors, stairwell doors, or internal fire doors is not permitted. Tampering with the lock mechanism on any residence hall door is not permitted.

11. Fire Safety
A. Arson
Setting of any fire or open flame is prohibited in student housing. Any involvement regardless of intention, with arson on the premises may result in suspension or dismissal from the University.
B. Candles, Incense, and Potpourri
The burning of candles, incense, and potpourri is not allowed in student housing. Any activity that could potentially compromise fire safety in the buildings including, but not limited to, lighting candles, incense, and any open flame is considered a serious offense which may result in suspension or dismissal from the University. For this reason, candles and incense are not permitted in the residence halls.
C. Pulled Fire Alarm (in the absence of a fire)
The smoke alarm system is designed to ensure safety and security of all students. Pulling a false alarm jeopardizes the safety of all students and may result in suspension or dismissal from the University.
D. Fireworks
All fireworks are prohibited from the campus. This includes, but is not limited to sparklers, caps, firecrackers, bottle rockets, skyrockets, and roman candles. The storage or use of any fireworks in University Housing may result in suspension or dismissal from the University.
E. Fire Safety Equipment
Tampering with a smoke detector, fire safety equipment, or smoke alarms is a violation of local, state, and federal laws, as well as a violation of University policies, and may result in disciplinary action and/or prosecution.
F. Smoke/Fire Alarms
When activated, smoke alarms within the building will sound and the strobe lights will flash. Students must evacuate immediately via stairwells, exterior doors, and fire doors (if any) any time the smoke alarms are activated. All residents and current occupants must move a minimum of 300 feet away from the building so the area is clear for emergency crews to respond and work, as well as for the safety of all students. All students are expected to adhere to these procedures, regardless of weather, time of day or perception of the alarm being ‘false.’ Failure to do so may result in disciplinary action.
Students may not re-enter the halls until a member of Housing or Campus Safety provides clearance to re-enter the building.

Students are expected to exercise care when preparing foods. Each kitchen has adequate ventilation systems to prevent a fire alarm. In the event that a fire alarm is carelessly triggered, the student may be assessed a fine that will cover the costs of the Caledonia Township response team.

12. Furniture
All University items present at the time of check-in must be present and in original order at checkout. University furniture taken from public areas, such as lounges, and brought to rooms is not permitted and will result in disciplinary action for the student(s) involved. Students may bring their own furniture to their rooms, but the University will not store residents’ room furniture. University furniture may not be removed from the room.

13. Gambling
Gambling is prohibited on University property.

14. Guest and Visitation Policies
Residents are responsible for the action of their guests. Resident’s must make their visitors aware of all Davenport University policies and control their actions. Students face disciplinary action as a result of inappropriate behavior on the part of their guests. Residents may have overnight guests for no more than three consecutive nights. If a resident has suitemates, permission from the suitemates must be secured prior to having guests. All guests must honor the rights of others and may be asked to leave by any member of the suite.

Residents must meet their guests at the door and escort their guests in the building at all times. Guests may not be left alone in a resident’s room.

Furthermore, children under the age of 18 are not allowed as overnight guests without permission from the Housing and Residence Life professional staff.

15. Littering and Trash Disposal
Each resident is responsible for the cleanliness of the building and his or her own personal space. Disposal of trash in appropriate receptacles is expected. Littering or leaving excessive trash in either individual rooms or public space within the building is prohibited. Residents may be fined for littering or leaving excessive trash in the building.

16. Lounge, Lobby, and Public Space Use
Residents are allowed to utilize any public space within the residence halls. Student groups should request permission to utilize the public space through the Housing and Residence Life Staff prior to use.

17. Noise / Courtesy Hours
Residents will be courteous in regards to noise 24 hours a day. Residents are expected to avoid making noise that can be heard:
A. More than two doors down the hall
B. Above and/or below the occupied room
24-hour quiet hours are enforced beginning the first Sunday before final exams each term to ensure an optimal rest and study environment.

18. Operating a Business
Residents are not allowed to operate a business based from their residence hall room.

19. Painting
Painting the walls, ceilings, or any portion of University housing units is not permitted.

20. Pets
Pets are not allowed in the residence halls. Fish are the only exception, with a maximum aquarium size of 10 gallons.

21. Radios, Stereos, TVs
Residents are expected to appropriately monitor the volume of any electronic equipment including the volume and reverberation of any speaker. Residents will be asked to remove electronic equipment and/or be asked to refrain from using electronic equipment if such equipment is deemed excessive for the residence halls.

22. Smoking
Smoking is prohibited in all indoor areas of University property. Each building has a designated area outside the building for smoking which is at least 30 feet from each residence hall. If smoke can be smelled through windows or at the entrances of the halls, residents will be asked to stop smoking or move further away from the buildings. Residents are instructed to smoke at designated receptacles. Residents and their guests are not permitted to pollute the entrance or any other area of the building with cigarette smoke, butts, or chewing tobacco. Hookahs are not permitted on campus.

23. Sporting Activities / Athletic Activities
All athletic games and activities are prohibited in and immediately outside the residence halls. This includes, but is not limited to, bouncing balls, throwing items, or “practicing.” Residents will be held responsible for any damages incurred by participation in any sporting activity. Roller blades, skates, cleats, and any other footwear that has the potential to damage flooring are prohibited in University housing. It is expected that these items will be carried to and from residence hall rooms. Residents may be fined for any damages as a result of use of these items within University housing.

24. Solicitations and Advertising
Door-to-door soliciting, regardless of content and purpose, is prohibited. This prohibition includes student housing and other University buildings. Please contact the Residence Life Staff or Campus Security if such activity is taking place.

25. Unauthorized Possession / Theft
Any unauthorized possession or theft of property of the University or that of another resident is prohibited. Any act of theft may result in suspension or dismissal from the University.

26. Vandalism
Vandalism of any kind is prohibited on University property. Any involvement, regardless of intention, with vandalism may result in suspension or dismissal from the University.

27. Water Fights
Water fights with water balloons, water guns, or other devises are prohibited. Residents will be charged for damages or cleaning fees should water damage occur in University housing.

28. Weapons
Firearms and other weapons are prohibited on campus. This includes, but is not limited to rifles, shotguns, hand guns, paint balls guns, BB and pellet pistols, rifles which are spring, gas, or air propulsion, sling shots, whips, hunting knives, knives with blades longer than 2.5 inches, bows and arrows, and other weapons. The possession of these items will result in suspension or dismissal from the University.

29. Windows
Windows are designed for ventilation purposes and should never be used as a point of entry or egress, except in an emergency. Damaging the windows will result in disciplinary action and/or assessment of damages.