



DAVENPORT UNIVERSITY

HOUSING & RESIDENCE LIFE HANDBOOK

2023-2024

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WELCOME TO DAVENPORT UNIVERSITY HOUSING AND RESIDENCE LIFE!

Welcome to Housing and Residence Life at Davenport University! Our staff are dedicated to providing each student with a living environment that will support their overall student success.

As students arrive, they will have the opportunity to meet our Housing and Residence Life Staff and fellow residents. Housing is more than just providing you a room to sleep in; it is an opportunity for you to become part of a thriving and engaging community.

Read the following pages for important information before your arrival!

Your Davenport University Housing and Residence Life Staff

Andrea Prins, Director of Residence Life and Title IX

Shelbi Rushing, Assistant Director of Residence Life

Residence Life Coordinators

Alan Harris, South Hall

Sarah Kullen, Cook and Meijer Halls

Area Coordinator

Aniesha Loupe, Panther Ridge & Woods Apartments

DAVENPORT UNIVERSITY MISSION STATEMENT

Davenport University prepares people and organizations to excel in the knowledge-driven environment of the 21st century.

HOUSING AND RESIDENCE LIFE'S MISSION STATEMENT

Housing and Residence Life is a multi-faceted community committed to providing a safe, inclusive, and supportive learning environment where academic success, personal development, and civic responsibility are fostered.

CONTACT INFORMATION

Davenport University Housing and Residence Life is located in the Center for Learning and Engagement on the first floor of the Academic Building. Feel free to stop by, or contact us anytime

Email: housing@davenport.edu



residential
COMMUNITY

FRESHMAN STUDENT HOUSING

A simple guide comparing amenities in our freshman housing facilities

RESTROOMS AND SHOWERS



South Hall Quad Suite

2 full restrooms per suite. Showers have doors, so no curtain needed

Cook Hall Quad Suite

1 full restroom per suite. You will have to provide a shower curtain

LAUNDRY

Both Cook and South Halls have similar laundry facilities. There are **2 laundry rooms** located in each building, each on the second and 3rd floors. Laundry can be paid for in **Panther Dollars** (which can be loaded onto the Housing Access Card) or in **quarters!**



KITCHEN



South Hall Quad Suite

Kitchenette with mini-fridge, microwave, and sink.

Cook Hall Quad Suite

Full kitchen with sink, full-size fridge, microwave, stove, and dishwasher

OTHER AMENITIES

South and Cook Halls come with **computer labs** in each building, along with heat and **air conditioning** that each suite can control. There is **digital cable** in each suite (including the bedrooms) and **wireless internet** throughout the building.



APPLY AT HOUSING.DAVENPORT.EDU

UPPERCLASS STUDENT HOUSING

A simple guide comparing amenities in our upperclass housing facilities

RESTROOMS AND SHOWERS



Cook and Meijer Halls

1 full restroom per suite. You must **provide a shower curtain**

Panther Ridge Apartments

Full restrooms in each bedroom. You must **provide a shower curtain**

Panther Woods Apartments

Full restrooms in each bedroom. You must **provide a shower curtain and rod**. Building 2 is slightly different. Please see the Panther Woods page for more information.

LAUNDRY

Cook and Meijer Halls each have **2 laundry rooms**. Laundry can be paid for in **Panther Dollars** (which can be loaded onto the Housing Access Card) or in **quarters!**



Panther Woods and Panther Ridge Apartments have **washer and dryer in-unit** that does not require payment.

KITCHEN



All of our upperclass housing units come with **full kitchens!** Each kitchen has a full-size fridge, microwave, dishwasher, stove, oven, and ample storage space. If cooking isn't your thing, you also have access to meal plans

OTHER AMENITIES

Cook and Meijer Halls come with **computer labs** in each building, along with easy access to classes and the academic building. All campus suites and apartments come with heat and **air conditioning** that each suite can control. **Digital cable** is available each bedroom and living area, and **wireless internet** is enabled throughout each building



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RESIDENTIAL COMMUNITY

IN-BUILDING STAFF

Residence Life Coordinator and Area Coordinator

The Residence Life Coordinators (RLCs) and the Area Coordinator are full-time professionals who live in each of our residential communities. RLCs and Area Coordinator manage the day-to-day operations of the residential community.

RLCs and the Area Coordinator coordinate supervise Resident Assistants, manage all programming in housing, oversee housing operations for their area, and serve as a guide through the student conduct process for any violations of housing policy. RLCs also participate in an on-call duty rotation for after-hours crisis response on campus.

Resident Assistants

A Resident Assistant (RA) is a student leader and staff member living throughout DU's residential community. Their job is to assist residents in adjusting to community living at DU. RAs are here as a resource to students, leading activities and events, and help implement policies. They help residents with roommate conflicts, homesickness, academic concerns, and generally help foster community.

Front Desk Staff

The Front Desk is located in South Hall, and will be open early on in Fall semester. The student staff act as a resource for students who may have questions. They assist daily operations of Housing and Residence Life. The front desk will be open 24 hours a day. The Front Desk number is 616-732-1111.



residential
LIVING

RESIDENTIAL LIVING

When moving into a residential community at Davenport University, a student becomes part of a unique group. The community is made up of a group of diverse individuals who are here to pursue common educational goals and to share a wide variety of experiences. Below, an outline is provided of student rights and responsibilities as it pertains to living in this community.

OUR SHARED COMMUNITY

In choosing to live in a residential community at Davenport University, you have entered into a community of peers, in which:

- Students live together in a suite or apartment
- Students need to study and rest
- Students are challenged to balance their needs for privacy with the presence of roommates, suitemates, and their guests and visitors
- Students are challenged to explore the right to rest, relax, and socialize while not infringing upon the rights of others

RESIDENT RIGHTS

Rights: In Davenport University Housing and Residence Life, Students have the right to:

- A clean, safe, and secure living environment
- A reasonably peaceful place to sleep and study
- Host a guest as long as all policies are followed
- Choose personal means of recreation and relaxation
- Address behaviors that infringe upon one's rights
- The assistance of a University staff member, should a problem arise
- Know what is acceptable and not acceptable in the residence halls and apartments
- Have access to a variety of programs, support systems, and involvement opportunities
- Be free from intimidation, physical and emotional harm, and all forms of harassment
- Live according to one's own unique values, beliefs, orientations, and preferences, as long as they do not unduly interfere with the rights of others

RESIDENTIAL LIVING

RESIDENT RESPONSIBILITIES

In Davenport University Housing and Residence Life, Students have the responsibility to:

- Respect the rights of others.
- Keep their rooms, suites, and apartments clean (including common areas and bathrooms)
- Let roommates and suitemates know of preferences for sleep, study, and work.
- Discuss visitation in common areas, the hours it is acceptable to have guests, and appropriate behavior.
- Know and abide by the policies, regulations, and laws of the State of Michigan, the local municipality, and Davenport University.
- Examine and regulate one's own behavior, as well as be respectful and mature if others disagree with that behavior.
- Notify community members or staff of any problem in a timely manner and cooperate to find a solution.
- Read the information in the Student Code of Conduct, the Housing Agreement, and this Housing and Residence Life Handbook.

LIVING WITH ROOMMATES AND SUITEMATES

Every student in housing has suitemates, while some may have roommates. Open communication, respect, flexibility, and trust, along with showing recognition for another's feelings and needs are crucial to successful roommate relationships. The shared experience of roommates and suitemates adds to the growth and development of a student and assists in the transition to the Davenport University community. Here are some things to remember when sharing living space with others:

- **Limit Personal Belongings** - Roommates and suitemates should discuss and agree upon items to bring and maintain in the common areas. Check the list of prohibited items on page 23 to make sure that these are not brought into the residential communities. Roommates and suitemates should talk about sharing items and set up ground rules before arriving to campus.
- **Seek Help** - If an issue arises, first attempt to address the it individually. If this is unsuccessful, see out the assistance of an RA. The RLC, respective to each student's building, can also be used as a resource for difficult issues.
- **Communicate in Person** - Do not communicate concerns via text message, e-mail, social media, or notes left in the room. Do NOT post frustrations or concerns on social media sites.
- **Recognize that Space is Shared** and individuals have an impact on the space.
- **A Resident's Right to Sleep or Study** supersedes the right to socialize and entertain.

RESIDENTIAL LIVING

ROOM CONFLICTS

Residence Life staff will work with students that experience roommate issues through a variety of formats. These include the following:

Roommate Agreement - Residents will complete a roommate agreement provided by and discussed with the Resident Assistant at the beginning of the year. This document helps formulate discussions on typical roommate concerns and provides assistance in establishing boundaries, space utilization needs, and requirements. Topics discussed include:

- Noise levels in the room during study and sleep
- Bed Time
- Room Décor
- Personal Routines
- Guest Preferences
- Window, Heat, and Air Conditioning Use
- Cleanliness
- Relationship Expectations
- Personal Items
- Privacy

Mediation - Resident Assistants are trained in mediation, offering advice, support, and assistance. As needed, RLCs are also available upon student request.

Community Standards - Students may report violations of community standards by seeking the assistance of Housing and Residence Life. Housing and Residence Life has an educational process that communicates standards of conduct which emphasizes wise decision making and appropriate behavior to hold students accountable.





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SERVICES

RESIDENTIAL SERVICES

CABLE

Each room is equipped for cable television. Residents are responsible for providing their own televisions and cable cords. TVs should be equipped with a QAM tuner.

COMPUTER NETWORKING

Davenport University provides internet access to all residential communities. It is called the ResNet service. All on site housing has access to this service through either wired Ethernet or wireless access points. Personal networking equipment (i.e., wireless access points, routers and switches) are not permitted and may cause network disruption. All residents must register their computers and other devices. Submit a work request through the Customer Support Center if you experience issues. Our network is designed to share the bandwidth so users that abuse the network will be slowed down to allow others to get on. Users must adhere to the University acceptable use policy found in the Student Code.

COMPUTER LABS

Computer labs within the residence halls are open and available. A computer lab (room 220) is also available in the Academic Building during business hours.

E-MAIL

All Davenport Students will be issued a Panther Mail e-mail address. E-mail is the official method of communication by all DU departments. Please check this email account on a daily basis.

HEATING AND AIR CONDITIONING

Each suite and apartment has the capability to adjust temperature as desired by the residents.

HOUSING CARD AND KEYS

All students are provided with a Davenport University Housing card and/or key upon move in. Residents are not allowed to let anyone else use their key or Housing card to gain entry into a building. If key or Housing card is lost or stolen, it can be replaced for a fee in the Center for Campus Life. Housing cards will be issued upon first year move-in and are expected to be used by students for the duration of their stay. Hard keys must be returned upon move-out each year.

RESIDENTIAL SERVICES

LAUNDRY

Cook, Meijer, and South Halls have **free** laundry facilities with washers and dryers on various floors within the buildings. Laundry machines are available on a first-come, first-served basis. Residents should monitor the laundry room while doing their laundry. Laundry left for more than 48 hours will be donated. Housing and Residence Life is not responsible for lost, stolen or damaged items. Panther Woods and Panther Ridge are equipped with washers and dryers in each apartment without additional fees.

LOFTS

Lofts are available for rent during move-in on a first come, first serve basis. Lofts must be returned to Housing staff by students before they move out. The lofts provided by Davenport University are the only lofts allowed in housing. There is a nonrefundable \$25.00 per year charge for renting a loft kit. Lofts are not available for rent in Panther Woods or Panther Ridge.

MAIL

All mail for residents will be handled through the Mail and Copy Center located on the lower level of the Sneden Center. Students will be notified via e-mail when a package has been delivered, and will need to show identification upon pick up. There is no mail delivery on weekends.

Upon move-out, students must change their address in Banner to ensure proper mail forwarding. Failure to change addresses will result in mail being returned to sender. Mail will be forwarded until the end of the following semester. Mail forwarding only works for United States Postal Service (USPS) mail. Any packages being sent via special courier (i.e. FedEx, UPS, DHL, Amazon Direct, etc.) cannot be forwarded. Mail forward does not apply to international addresses. The University is not responsible for lost mail if the student does not follow proper procedures.

Mailing Address

Student Name
Residence Hall and Room Number
6191 Kraft Ave SE
Grand Rapids, MI 49512

SAMPLE

Pounce Panther
South Hall 528
6191 Kraft Ave SE
Grand Rapids, MI 49512

PARKING

All students are allowed to bring a car on campus at no cost with a parking permit. Register online at <https://parking.davenport.edu>.

RESIDENTIAL SERVICES

ROOM FURNITURE

Rooms are furnished with a bed, dresser, desk, and chair. Residential community furniture must remain in student rooms at all times. Housing and Residence Life may prohibit personal furnishings that are considered too large, potentially dangerous, or present a health concern. At the time of check out, residents must remove all personal property and return the room to its original condition. Storage of personal belongings is not available. Failure to check out properly may result in loss of personal property and/or fees.

TRASH AND RECYCLING

All residents are required to take trash to the dumpsters. All trash must be bagged before being placed into its respective location. Recycling bins are also available.

WORK ORDERS

If an issue with a room arises, a work order can be placed at <https://my.davenport.edu/facilities/request-work-order>. There may be a wait for assistance. Housing and Residence Life will provide assistance if there is an emergency. Unreported issues become the responsibility of the student. If damage occurs because a problem was not reported in a timely manner, the student may be responsible to pay cost for damages.





residential
PROCEDURES

RESIDENTIAL PROCEDURES

ABANDONED PROPERTY

All personal property left behind will be declared abandoned and reallocated to the University, donated, or disposed of, regardless of if a proper checkout occurred. Housing and Residence Life does not accept responsibility for the storage or safekeeping of property. The student will be responsible for all moving, cleaning, and disposal fees incurred.

BREAKS

Thanksgiving Break: While Davenport University is closed for Thanksgiving, students are welcome to stay in their residence hall or apartment room.

Winter Break: Davenport University Housing and Residence Life closes for Winter Break at the end of Fall semester. Students must leave campus for break, unless granted written permission from the Director of Residence Life, or a designee. As Winter Break approaches, information will be posted on the Housing and Residence Life webpage, sent via email, and provided during floor meetings.

Spring Break: Davenport University Housing and Residence Life closes for Spring Break. Students must leave campus for break, unless granted written permission from the Director of Residence Life, or a designee. As Spring Break approaches, information will be posted on the Housing and Residence Life webpage, sent via email, and provided during floor meetings.

All Breaks: Dining Services are not available during any of the above-listed breaks, although Dining Dollars can be used during Spring Break when the Panther Den is open.

CHECK IN

Residents will receive a Room Condition Inventory (RCI) form to record the condition of the room and furnishings upon their move-in. Residents are responsible for damages that occur during the period of occupancy. Should a student need to check in before the scheduled arrival date, they must obtain permission. Written permission to move in early is granted solely by Housing and Residence Life and can only occur if the student's room is available. Housing and Residence Life may charge the student \$50.00 per day from the date of early move in until the regular day of arrival. If a student does not occupy the assigned space by 9:00 a.m. on the first day of school or if notice of delay in arrival is not received in writing by that day and time, the University reserves the right to reassign the reserved space to another student.

RESIDENTIAL PROCEDURES

CHECK OUT

Residents must formally check out whenever they change rooms, permanently leave, or graduate. Students who do not properly check out of their room may forfeit their security deposit. A room must be left in the same condition it was received for a proper check out to occur. At the end of each semester, residents are required to check out within 24 hours of their last examination. Any student failing to comply with the checkout date, will be charged \$50.00 per day. Failure to checkout properly may result in loss of personal property, financial restitution for damaged/ unreturned University property, and/or forfeiture of the \$150.00 damage deposit. Checkout procedures for extended stay residents will be provided to residents as needed.

CONSOLIDATION OF VACANCIES

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 and/or furniture.

Any student with a vacancy in their room could be reassigned to a new room or have additional students assigned to those vacant spaces. Space unoccupied must be kept open at all times. Disciplinary action may occur for any resident who is not compliant, does not keep their room in a fit condition to receive a roommate, is not welcoming to a new roommate, or is not willing to consolidate.

DAMAGES

Every attempt is made by Housing and Residence Life to make the residential communities feel comfortable and inviting. As such, it is expected that residents treat residential spaces with care and keep contents free from damage. Assigned occupants of each room are financially responsible for their rooms. The cost of any room damage such as nail holes, tape-damage, or extra custodial services will be charged to residents living in that room. When two or more residents occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally between the residents.

EARLY ARRIVAL

Students checking in to the residential buildings prior to the official room and board contract start date will be subject to Housing Policies and Contract. Should a student separate from the university prior to the first day of classes, they will forfeit the \$150.00 security deposit, be subject to a \$50.00 per day fee for room and board costs, and are required to complete a check-out. Should a student leave the residential community and continue to be enrolled at the University, they will forfeit the \$150.00 deposit, be subject to a \$50.00 per day fee for room and board costs, be subject to the \$300.00 contract breakage fee, and are required to complete a check-out.

RESIDENTIAL PROCEDURES

EXTENDED STAY

Students may request to have permission to stay on campus during official Housing closure dates. This includes non-local students, in-season athletes, and summer residents. Residents interested in staying for summer housing must meet eligibility requirements for the Spring/Summer housing semester and complete a Spring/Summer housing application in order to be permitted to stay on campus. Proper check-out is required at the end of the extended stay period. Should a student leave University Housing and not check out properly, the \$150.00 security deposit will be forfeited, and any other damages/fees will be assessed. Students who do not check out 24 hours after their move-out date may be charged a \$50.00 per day cost.

EMERGENCY PROCEDURES

Davenport University is committed to the safety and well-being of the University, staff, and students. If an emergency occurs that may delay operations or close the University, all students, faculty and staff will be notified via DU Alert. The emergency notification system will provide information to students via phone, e-mail, or text messaging. This includes any alternate e-mail address, home phone number, cell phone number (for SMS text messages) students have provided the University.

In order for students to be warned of any pending danger, their cell phone and/or text messaging information must be updated in Banner. This program is free; however, cell phone carriers may charge for a text message should a plan not cover it. The University will not use this contact information except in the event of an emergency.

Fire Procedures

During a fire evacuation, all residents are required to exit the building as quickly as possible via the stairwells in an orderly fashion. Housing and Residence Life and Public Safety staff will make every effort to facilitate the evacuation and ensure residents comply with alarms. Housing and Residence Life or Public Safety will ensure that all entrance doors are shut behind residents. Housing and Residence Life or Public Safety will provide assistance to those with special needs. This may include asking other students for assistance. If conditions are unsafe during a fire for staff to do any of the prior, they must leave the building. Students are not to get in cars or leave the property until it can be determined that everyone is accounted for. Housing and Residence Life will assist in making sure everyone is out of the building and attempt a head count. If a student does not leave the residence hall during a fire alarm, they will be subject to the student conduct process and receive a fine. No one may re-enter the building until the Public Safety Office or fire department deems it safe. The gathering spots for fire alarms will be in the following areas:

- **Cook and Meijer Halls:** Grassy areas between north parking lots
- **South Hall:** Turf Field or Spirit Rock Quad
- **Panther Ridge Apartments:** Grassy hills South of the building (towards the highway)
- **Panther Woods Apartments:** Overflow parking lot between Panther Woods and Farmer's Complex

RESIDENTIAL PROCEDURES

Tornado Procedures

In the event of a tornado watch, Housing and Residence Life and the Public Safety Office will monitor weather. If the reports change from a tornado “watch” to a “warning,” Housing and Residence Life and the Public Safety Office will require evacuation of the housing rooms and common areas and require that residents proceed to designated shelter areas. A tornado warning

FIRE, HEALTH, AND SAFETY CHECKS

Each semester, Resident Assistants (RAs) conduct room inspections to ensure rooms are meeting fire, safety, and health codes. Residents will be given a one-week notice prior to the inspection and are encouraged to be present; however, inspections will continue whether the residents are present or not. If necessary, RAs will notify students of items that are not permitted and leave a notice of required improvements which must take place within 24 hours. Failure to meet the required standards may result in formal disciplinary action. In some cases, formal disciplinary action will occur without notice. Below is a list of prohibited items that, if found in students’ living spaces, will result in disciplinary action:

- Pets (other than fish and approved ESAs)
- Open Flame / Open Coiled Items
- Candles
- Space Heaters
- Alcohol / Alcohol Empties / Alcohol Paraphernalia
- Drugs / Drug Paraphernalia
- Lounge Furniture in the suite/apartment
- Weapons

HOUSING CONTRACT

Residents at Davenport University contractually agree to live on campus the entire academic year. If the contract is canceled by the student after acceptance, the security deposit shall be forfeited unless written notice of such cancellation is received by Housing and Residence Life before June 1, in which case the student shall receive a full deposit refund. Residents are expected to understand this contract and uphold the Davenport University mission and values at all times.



RESIDENTIAL PROCEDURES

Housing Contract Terms

The Housing Contract is for the academic year (fall and winter semesters, not including summer), and students are required to pay all charges at the start of each semester. To break a Housing Contract at any time within the year, a student must fill out a contract cancellation request on the housing webpage, and Housing and Residence Life will determine if a student is eligible for release. Refunds and fees will be examined and are up to the discretion of Housing and Residence Life. A contract break fee of up to \$300 may apply. Special circumstances are taken into consideration by a committee of Davenport University staff. Residents withdrawing from the University due to reasons other than behavioral suspension can be reimbursed according to the refund chart listed below.

- Termination occurring through day 1: 100%
- Termination occurring during week 1: 90%
- Termination occurring during week 2: 80%
- Termination occurring during week 3 and 4: 70%
- Termination occurring during week 5 and 6: 60%
- Termination occurring during week 7: 50%
- Termination occurring after week 7: 0%

LOCKOUTS

Residents are responsible for keeping room keys with them at all times. If a resident is locked out, they may contact the front desk, a Resident Assistant, or call the Public Safety Office. A student is allowed two free key-ins per academic year. Beginning with the third key-in, a \$25.00 charge per key-in will apply. **If lockouts and key-ins become excessive, a conduct referral may occur.**

PARENTAL NOTIFICATION

Housing and Residence Life reserves the right to contact a parent or legal guardian regarding an alcohol, weapon, or drug violation. Housing and Residence Life may notify the guardian of students who commit a serious violation and/or is perceived to be a threat to themselves or others. In such cases, the student may be required to immediately vacate University Housing. Housing and Residence Life staff may also contact a parent or legal guardian regarding a medical emergency or if students are removed from University Housing due to financial or behavioral concerns.

PAYMENTS

Payment for each semester will be placed on a student's account prior to the semester start. Housing charges must be paid prior to move-in before each semester. Students who have not paid or set up a payment plan for charges will not be permitted to move in. Students who move in without making payment arrangements will be removed from University housing.

RESIDENTIAL PROCEDURES

PERSONAL PROPERTY INSURANCE

The University makes reasonable attempts to prevent personal property loss or damage due to theft or mechanical failure, but is not responsible for any loss should it occur. The University does not carry insurance on personal property, and in many cases, students are not included in their guardians' insurance policies. The University recommends residents make sure that such belongings are included a guardian's policy or obtain renters insurance.

RESIDENTIAL COMMUNITY SEARCH AND SEIZURE

University officials have the right to enter any part of the University premises to assess the condition of the room, identify maintenance needs, and in the case of an emergency or suspected violation of University policy. A University official may enter and search University premises without notice if there is a reason to believe that federal, state, local, or University policies are being violated. All guests in a room at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a University official. In cases where residents of a room are unavailable, the Director of Housing and Residence Life or their designee may approve an entry should it deemed necessary. Searches will be conducted in the presence of another University official. Once initiated, the University has the right to seize any property that violates University policy. In the event that serious items are found (drugs, weapons, stolen property, etc.), the University may notify local authorities. Law enforcement officials may enter, search, and seize evidences in accordance with the law. All residents of an assigned room are responsible for the contents of their room until the responsible individuals can be identified.

RESIDENCY ELIGIBILITY

The culture and programming within University Housing is geared toward supporting and engaging first time college-age students in their transition to the college environment. Students are eligible for University Housing if they have obtained a high school diploma or GED, remain in good academic and financial standing, and maintains full-time student status (12 enrolled credits for undergraduate students, 6 credits for graduate students). Students who are not at full-time status may be granted permission from the Director of Housing and Residence Life or designee to live on campus as long as space permits.

ROOM CHANGES

Room changes will be limited and only approved as deemed necessary by a Residence Life Coordinator, Assistant Director of Housing and Residence Life, or Director of Housing and Residence Life. This request must be made to the Residence Life Coordinator of the respective residence hall; Resident Assistants may not grant a room change. Roommates must try to resolve issues prior to requesting a room change. If a room change is determined to be needed, one or all roommates may be reassigned. Students may not initiate a room change unless orchestrated by Housing and Residence Life staff. A \$25.00 fee may apply and residents have 24 hours to complete the move.

RESIDENTIAL PROCEDURES

ROOM ASSIGNMENTS

When making room assignments, Housing and Residence Life will make every effort to honor students' preferences; however, because of limited facilities, preferences cannot be guaranteed. Housing and Residence Life reserves the right to make assignments based on availability, and in all cases, final determination of room assignments rests with the University. Housing applications should be submitted as early as possible to have the best chance of matching with roommate preferences. DU does not condone discrimination of any form, therefore, please be aware that room assignments are not made, nor changed, on the basis of age, religion, race, color, sexual orientation, national origin, or disability.

Students who are returning to live on campus for a consecutive year can pick a room during Room Selection. This process occurs during the winter semester each year. Residents who have completed the necessary requirements to participate in Room Selection will do so online. Returning student athletes must pick their own rooms; coaches may not assign rooms. Housing and Residence Life cannot guarantee availability of rooms suitable for students with ADA needs who apply after the deposit deadline.

STUDENT ILLNESS

The health and well-being of our community is paramount. As such, the University reserves the right to require students who contract a contagious disease to withdraw from University Housing until they present a doctor's statement verifying that they are no longer infectious to others.



RESIDENTIAL PROCEDURES

SUMMER HOUSING

Housing is available on a first come first served basis during the summer months for a nominal charge. Students who wish to live in summer housing must meet eligibility requirements listed in the housing application for the Spring/Summer semester. Interested students must complete a Summer Housing Application online. Residents must move into summer housing assignments and must properly check out by the assigned due date to avoid improper checkout fees. Summer housing charges include the ability for students to remain in assigned rooms on campus between the winter and summer semesters for free. Summer residents may be subject to room changes during the summer months to allow for facility cleaning and renovations. Summer residents may need to temporarily change rooms or move off campus between the Summer and Fall semesters to allow for inventory and cleaning.

SUSPENSION FROM THE RESIDENTIAL COMMUNITIES

Residential students who are suspended must make arrangements to remove belongings and to vacate the residence community within 24 hours of being suspended. Housing and Residence Life will work with students to ensure they vacate the communities appropriately. Failure to abide by the suspension terms may result in further disciplinary action.

VESTED AUTHORITY

In order to protect the well-being of students, staff and University property, Housing and Residence Life reserves the right to take necessary disciplinary action, including immediate removal of a student from residential buildings as they see fit. These guidelines do not in any way limit the University's ability to enforce other policies, guidelines and/or requirements.

ADDITIONAL DAVENPORT UNIVERSITY POLICIES AND PROCEDURES

In addition to the policies and procedures listed in this section and the next, The Davenport University Student Code lists additional policies for which all students are responsible. Please refer to the Student Code for information regarding policies you must follow as a Davenport student.



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POLICIES

RESIDENTIAL POLICIES

Our community is comprised of individuals with diverse backgrounds, lifestyles and beliefs, therefore the established policies and procedures listed aim to protect the rights of members of our community, both individually and collectively.

The Residence Life staff will confront issues as they become aware of them. Staff may learn of situations in a variety of ways including, but not limited to: while completing duty rounds, resident reports, parent phone calls, social media sites, building cameras and/or from other college employees/students.

ALCOHOL

The use, possession, or sale of alcoholic beverages by students is prohibited by Davenport University on all University property including on-campus residential communities, all academic buildings, and all athletic facilities and outdoor spaces, regardless of age, except as expressly outlined below.

- In Panther Woods and Panther Ridge apartments, only students and guests who are 21 years of age or older may consume and/or store alcohol in the privacy of their apartment, with the door closed and with no minors present with the exception of the roommate(s) assigned to the occupied apartment. Students not assigned to the apartment and/or guests under the age of 21 are not to be present when alcohol is being consumed. Kegs, bongos, and mass quantities of alcohol are prohibited.
- Open containers of alcohol are not permitted in any public areas in or outside of the residence halls or apartments, including elevators, hallways, breezeways, lobbies, balconies, entryways, parking lots, lounges, etc.
- Possession or use of alcohol that creates a danger to self or others including, but not limited to, excessive intoxication is prohibited. The abuse of alcohol and high risk drinking activities are prohibited. High risk drinking activities include, but are not limited to, drinking large quantities of alcohol, consuming alcohol at an accelerated pace, participation in drinking games, use of beer bongos, and/or any activity that promotes irresponsible drinking.
- The sale, gift, or transfer of alcohol to minors is prohibited.
- Public intoxication, defined as being under the influence of alcohol or other drugs regardless of age, in circumstances where such behavior causes a disturbance or other concern to the University is prohibited.
- The possession of alcoholic beverage containers is prohibited on campus, except in Panther Woods and Panther Ridge by students who are 21 years of age or older as described above. This includes collectable empty or full alcohol containers and dispensing paraphernalia.
- Alcohol is prohibited at all University activities or student organization activities, excepting University functions or events at which the presence and use of alcoholic beverages has received presidential approval.
- The use of University or organizational monies to purchase alcoholic beverages is prohibited.
- Driving while under the influence of alcohol is prohibited.

RESIDENTIAL POLICIES

CONTENTS, CARE, AND MAINTENANCE OF STUDENT ROOMS

Bicycles, Skateboards, Hoverboards, and Motor Scooters

Bicycles, skateboards, hoverboards, and scooter (motorized or non-motorized) are prohibited in the residence halls.

Common Area Furniture

Furniture found in common areas must not be removed or relocated.

Damages and Residential Community Repair and Replacement Fees

Residents are responsible for all damages that occur in their rooms/apartments/suites as well as damages that occur as a result of their actions in common areas. Damage charges to common areas will be divided among residents if the responsible party cannot be identified.

Decorations

Room Decorations and Personalization

Residents may decorate or personalize their living space to make it more comfortable and appealing. However, the following guidelines must be followed:

- Combustible materials are prohibited; all materials must be non-flammable.
- Items such as flags, fishnets, tapestries, beaded curtains and/or sheets cannot obstruct doorways.
- The use of screws, tacks, contact paper, glue, duct tape, or decals (which includes self-stick wallpaper) are prohibited.
- Residents are responsible for any decorations that alter, ruin, or otherwise damage University property.
- The use of paint, wallpaper, and contact paper is prohibited in all residential areas.
- Only dart boards that use plastic safety tips are permitted.
- Decorations deemed inappropriate must be removed.
- LED light ropes are prohibited, as putting them up may damage drywall or paint.

Common Areas

All regulations pertaining to room decorations must be followed in decorating common areas. Residents must receive permission from the Director or their designee before decorating public areas. If any of the policies are violated, the Residence Life Staff reserves the right to remove such violations and violators could face disciplinary action.

Door Propping

Doors are not allowed to be propped open when residents are not present, as it compromises safety and security. Objects are not allowed to be put in or on the door jamb to avoid keying in.

RESIDENTIAL POLICIES

CONTENTS, CARE, AND MAINTENANCE OF STUDENT ROOMS

Fish Tanks

Fish tanks for non-predatory fish must be kept clean and are limited to 10 gallons or less. If a fish tank causes clean-up problems, odors, aggravates allergies, or otherwise constitutes disturbances to health and sanitary conditions, the student will be asked to remove the fish tank from University Housing. During vacation periods, fish must be cared for in an appropriate manner by their owner. This means taking the fish home for a vacation of considerable amount of time.

Pets

For health and sanitary reasons, only non-predatory fish are permitted in University Housing. In cases of violations to this policy, residents will be required to remove the pets from the halls within 24 hours and are subject to disciplinary action. It may be necessary to undertake extermination or deodorization procedures. If so, the violator will be required to pay for such procedures.

Storage

No storage is provided for university or personal property. All university furniture must remain in its assigned location.

Trash and Room Cleanliness

Residents are responsible for maintaining a clean space. This includes taking trash to the dumpster. At no time should a resident leave trash in common areas. If trash is found in a common area and no resident is identified as the source of the trash, an entire hall, floor, or area of residents may be charged as deemed appropriate by Housing and Residence Life.

Windows

Windows are designed for ventilation purposes and should never be used as a point of entry or egress, except in an emergency. Nothing may be dropped from windows. In the event that a screen is removed, the resident will be charged for replacing the screen.



RESIDENTIAL POLICIES

FIRE SAFETY POLICIES

Candles

Candles with a wick, incense, and other objects with an open flame are prohibited.

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/or fire doors. All residents and current occupants must move a minimum of 300 feet away from the building. All students are expected to adhere to these procedures, regardless of weather, time of day, or perception of the legitimacy of the alarm.

Fire And Safety Equipment

The following items and behaviors are prohibited:

- Possession and/or use of fireworks, incendiary devices, or other dangerous explosives or chemicals.
- Arson, meaning the ignition of a fire or attempt to ignite a fire.
- Grills, and contained fires are prohibited on University property, which includes residential communities. University-owned grills and/or the fire pit may only be used with the express written permission of the Department of Public Safety or the Center for Campus Life, and only in designated areas.
- Improper use or disablement of safety equipment or firefighting equipment such as fire extinguishers, fire alarms, exit signs, smoke alarms, and defibrillators.
- Emergency Call Boxes: activating the call box as a prank or pushing a call button when there is no emergency is considered a breach of the student code of conduct. An automatic fine of \$100 will be assessed.

Smoking and Tobacco Use

Tobacco use is prohibited in all Davenport facilities. Tobacco products may be stored but not used in the residence halls. Products may include cigarettes, cigars, pipe tobacco, electronic cigarettes, and/or smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or loose leaf tobacco. Designated tobacco use areas are available throughout campus for use of these products.

Space Heaters and Appliances

Space heaters and appliances with open heating elements (hot plates, etc.) are prohibited. Toasters are only allowed in residence halls with full kitchens and can only be used and stored in the kitchen.

Trees

Live or cut green trees are not permitted in the residential communities. Artificial trees are permitted if they are no taller than four feet.

RESIDENTIAL POLICIES

NOISE AND COURTESY HOURS

Residents will be courteous with respect to noise 24 hours a day. A 24-hour quiet hour policy may be enforced beginning the Sunday before final exams each term through the end of exam week.

PARKING POLICY

Students are responsible for all Davenport University parking policy as published on the University website. Violations of these policies may result in disciplinary action.

RESIDENTIAL COMMUNITY VISITATION AND OVERNIGHT GUESTS

A guest is defined as any person who is not an assigned occupant of a residence hall suite. All roommates must agree in order to allow guests. When roommate conflicts arise over guests, the needs of the residents take precedence over the needs of the guests. The following restrictions with respect to guests apply:

All guests must be registered with Housing and Residence Life. Guest can be registered by going to the South Hall Front Desk. Panther Woods and Panther Ridge residents may register their guests by contacting the RA on Call.

Children under the age of two years old are prohibited from staying overnight in the halls. During special weekends such as Family Weekend or Sibs n' Kids Weekend, the Director of Housing and Residence Life, or designee, may waive this restriction if asked to do so by a resident.

Guests ages two to seventeen must have written consent of a parent or legal guardian and must be pre-approved by the Director of Residence Life, or designee, to stay overnight in the residence halls.

Maximum Stay - Guest may stay a maximum of three consecutive nights and no more than 6 nights per semester.

Quantity of Guests - Residents can host up to two guests at a time.

Resident Responsibility - Residents are responsible for the actions of their guests and must stay with their guest at all times.

Guest Navigation - Guests are not allowed to reside in any student room or communal space within the residence hall without the presence of the resident

Guest Compliance - Staff reserves the right to question, refuse entrance to, or to ask any guest to leave if their presence is or has the potential to negatively impact residential operations.

RESIDENTIAL POLICIES

SPORTS EQUIPMENT AND ATHLETIC RECREATIONS

All athletic events and/or activities are prohibited inside residential buildings. This includes, but is not limited to, bouncing or throwing of equipment or “practicing” any sport. Roller blades, skates, cleats, and any other footwear that has potential to damage flooring are prohibited. It is expected that these items will be carried to and from student rooms. Additionally, sporting equipment (hockey stick, lacrosse stick, baseball bat, etc.) may not be used inside residential buildings. Housing and Residence Life reserves the right to confiscate any equipment used in the violation of this policy and individuals involved may face disciplinary action or fines due to damages.

UNAUTHORIZED ENTRY

Unauthorized entry, occupancy, or use of physical or virtual University premises or property is prohibited.

WEAPONS

Possession, use, control, or distribution of any weapons is prohibited on all University premises across all campuses in both indoor and outdoor spaces, as well as at any University sponsored event, activity, educational experience, or athletic function. The following items are prohibited without limitation to the University’s ability to prohibit additional items, as appropriate:

- Firearms, rifles, shotguns, and handguns with, or without a concealed carry permit.
- BB and pellet pistols, rifles that are spring, gas, or air powered, facsimile weapons, paint guns, and airsoft guns.
- Sharp objects such as: hunting knives, throwing stars, swords, and bows and arrows.
- Tasers, explosives, fireworks, dangerous chemicals, bombs, or household items manipulated with the intent to create a bomb.
- Ornamental weaponry used for decorative purposes.
- Self-made weapons or the use of any item with the intent of threatening or causing harm to another. Possession or use of any of the above items, even if legally possessed, that harms, threatens, causes fear, or raises the concern of members of the University is strictly prohibited.

STUDENT CODE OF CONDUCT

This handbook encompasses policies specific to Housing and Residence Life. All housing students are required to know and abide by all University policies, including those found in the Student Code of Conduct, in the Athletic Handbook, and any other applicable University handbook.



DINING
services

DINING SERVICES

CREATIVE DINING

Dining Services at Davenport University is managed by a company called Creative Dining Services. Creative Dining Services values Integrity, Creativity, Flexibility, Sensitivity, Family, and Sustainability and brings those values to Davenport's campus.

DINING HALL AND MEAL PLANS

Residents of South, Cook and Meijer Halls must have a meal plan. The type of meal plan a student is required to have is dependent on their academic progression and housing assignment.

First Year Students

The Unlimited plan or the 19 week plan is required for all first year students living in South Hall, or the Freshmen floors of Cook Hall. Both plans include \$75 dining dollars that may be used at the HUB or Panther Den.

Students on the Unlimited plan are not allowed to use their meal plan for guest entry into the Dining Hall.

Returning and Transfer Students

If you reside in **Cook or Meijer Hall**, you are required to have either the 5 meals per week plan or the 7 meals per week plan. These plans come with Dining Dollars (\$150 for the 7/week and \$300 for the 5/week) and include meal swipes that can be used in the dining hall throughout the week.

If you reside in **Panther Woods or Panther Ridge**, you are not required to have a meal plan. However, many students choose to add one for convenience. To add a meal plan, please visit the Dining Services webpage at dining.davenport.edu

Appeals

Students may request an appeal or change of meal plans by completing our online form located on the Dining Services webpage. Dining Services will consider meal plan appeals received during the first two weeks of each semester. No changes will be considered after that time period.

DINING DOLLARS VS. PANTHER DOLLARS

Dining Dollars come with a purchased meal plan. This money is non-refundable and does not rollover between semesters. While cash or credit may also be used, Dining Dollars can purchase items at the following locations

- The Panther Den, serving a la carte grill items, grinders, salads, and snacks
- Victory Café, when in operation during events in the Student Center
- Concessions at the Farmer's Athletic Complex, when in operation during events
- The HUB, the coffee shop in the Maine College of Business

DINING SERVICES

GENERAL DINING HALL RULES

Below are some general rules for the Davenport University Dining Hall

- The Dining hall will offer carry out service and in-person dining.
- Appropriate attire, including shirt and shoes, must be worn.
- No outside food, drinks, or containers are allowed.
- Cleanliness is a mutual responsibility and it is expected that students bring dishes to the dish return and leave their tables clean.
- Respect those around you, and use appropriate language.
- Backpacks, and equipment bags must remain outside of the Dining Hall. There are cubby boxes near the Front Desk.

MEAL PLAN USAGE RULES

- Students must have their Housing Card to enter the Dining Hall.
- Loaning your Housing Card to another student will result in an incident report and referral through the Office of Student Conduct and Care.
- Students with lost, damages, or stolen Housing Cards must go to the Center for Campus Life for a replacement. The replacement fee is \$25 and it will be charged to your student account.
- Students with the Unlimited or Gold plans may not use swipes for guests to enter the Dining Hall, but may pay for a guest with Dining Dollars.

MEALS-TO-GO

Dining Services offers a to-go meal option that is counted as one meal swipe. To-go meals can be ordered online to replace a missed meal. Each meal includes a sandwich and 3 sides. These are limited to one meal per day, per student. Unlimited plans can use this option up to 5 times per week. In order to do this, a student must complete the following steps, and follow the guidelines

- Complete the Meals-To-Go form on the Dining Services Webpage by 9pm the prior evening
- Tell the checker at the Dining Hall that you are taking a meal-to-go
- They will give you a to-go container
- Make your meal, and go!
- You may not pick up a meal for another student
- You can't get a Meal-to-go and eat in the Dining Hall for the same meal
- Side options: whole fruit, salad from the salad bar, parfait, composed salad, dessert
- You can also get a bottle of water

CAMPUS RESOURCES

OTHER CAMPUS SERVICES

Counseling Services at the campus Wellness Center

Scheduling appointments

Davenport University has created a campus Wellness Center to provide students counseling services free of charge, as well as providing a Nurse to address medical needs for students. Topics covered at the DU Counseling Center include but are not limited to: life adjustments, stress/anger management, depression, school difficulties, anxiety/panic, parent/ child conflict, grief, loss, trauma, and relationship issues. Students who seek an in-person or virtual appointment with a counselor should contact 616-871-6166 .

Need same day support? It's available 24/7

An on-call licensed clinician will be available via phone 24 hours a day, 365 days a year for Davenport students needing same day support. Please call the following number and within one hour, a clinician will connect with you directly: **(616) 340-5243**.

Students with a mental health crisis or that are in need of immediate medical attention should call 911.

Public Safety Office

The Public Safety Office is a private security team focused on ensuring Davenport is a safe and secure environment for all students, faculty, staff and visitors. They address student concerns and perform various functions such as issuing parking passes and parking citations, managing crowds at events, conducting investigations and completing reports, and participating in the Community Policing programs in the residential communities. The Public Safety Office is open 24 hours a day, 7 days a week, 365 days a year and can be contacted at the following phone numbers:

Public Safety Office: (616) 554-5041

Student Center

The Student Center on Davenport's W.A. Lettinga campus aims to provide space for social, recreational, and athletic activities. The Leadership in Energy and Environmental Design (LEED) certified building includes a gymnasium, meeting rooms, fitness center, weight room, indoor running track, dining area, and much more.