I. PURPOSE

This policy establishes rules and procedures for operation of student housing.

II. ACCOUNTABILITY

At the direction of the Vice President for Student Life and Dean of Students, the Assistant Vice President for Residential Learning and Inclusion Programs and other managers responsible for student housing shall implement and ensure compliance with this policy.

III. APPLICABILITY

This policy is applicable to all University owned and operated student housing facilities.

IV. POLICY

1. In order to receive a housing assignment in University housing, students must submit an application and accept the terms and conditions of the applicable housing contract for the term they are seeking housing.
2. The contract is a binding legal agreement between the University and the student. The terms and conditions of the contract are disclosed during the application process. The terms and conditions of the contract supersede any provision of this policy that may conflict with the contract.
3. Cancellations, Terminations and Suspensions of the Contract
   1. The contract terms and conditions specify the time period of the contract, typically for an entire academic year, and the grounds permissible for cancellation, termination or suspension of the contract. Students may request cancellation of the contract at any time by submitting a written request on the approved form and submitting supporting documentation. Requests will be reviewed by the University based on the criteria outlined on the form and in the contract. A cancellation fee may apply.
   2. Moving out or turning in keys without an approved cancellation does not release the student from the contract or any of their obligations under the contract, including the obligation to pay for the assigned space.
4. Application Deadlines and Wait Lists
   1. The application deadlines will be published each academic year and advertised as part of the lottery and room selection process. Students must apply by published deadlines. Students are notified as soon as possible when an assignment is made. Students who are placed on a waitlist will be assigned once space is available.
   2. Students requesting to live on campus after their freshman year participate in a lottery-based room selection process.
   3. On-campus housing is not guaranteed to juniors or seniors because demand for housing may exceed the available space. Students not successful during the lottery will be placed on a waiting list and assigned as space becomes available.

V. MANDATORY HOUSING REQUIREMENT

1. The University has determined that living in University residence facilities is a positive aspect of the total undergraduate experience for students at Rowan University. Accordingly, full time matriculated undergraduates enrolled at the Glassboro campus under age 21 with fewer than 58 credits are required to live in University housing, unless they will be commuting from a parent or guardian's home within 40 miles of the Rowan campus.
2. Students are exempt from the mandatory housing requirement in the following circumstances:
I. The student submits documentation signed by his/her parent or guardian affirming that he/she will commute from that parent or guardian's residence and that the residence is located within 40 miles of the campus;
2. The student is married or part of a legal domestic partnership; # The student has completed 58 or more credit hours at Rowan University or another accredited college or university;
3. The student submits documentation of these circumstances;
4. The student petitions to live independently in non-University Housing because his/her needs for financial or other legitimate reasons based on documentation submitted by the student;
5. Students who are single and have no family member or other dependent and the student submits documentation of these circumstances;
6. The right of residents to sleep and to study without interference from other individuals is a primary right. All residence hall and apartments residents are responsible for noise they and/or their guests create while in the residential facility.
7. Quiet hours are in effect Sunday through Thursday from 10 p.m. to 8 a.m. and Friday and Saturday from 12 a.m. to 10 a.m. However, residents are expected to be considerate of other residents at all times. Twenty-four hour quiet hours are enforced in all areas during final exam periods.
8. The use of amplified instruments is prohibited in University Housing. Students are however permitted to store musical equipment, including amplifiers in their assigned housing space.
9. Quiet hours are enforced in all areas during final exam periods.
1. Refrigerators and cooking appliances (including microwaves, Panini presses, hot-plates, toasters, etc.) are not permitted in university residences which do not have kitchen facilities. In these areas, only approved refrigerator microwave combination units provided by the university’s vendor are permitted.
2. Hot beverage machines that use an internal heating element (such as Keurig) are permitted.
3. Hot plates and coffee pots that rest on hot plates are prohibited.
4. Common Area Kitchens
   1. Evergreen, Mimosa, and Mullica Halls have a small kitchen adjoining the student lounge. The kitchen includes a stove and a refrigerator. The purpose of the kitchen is for staff programming needs. They will be available daily from 8:00 p.m. until midnight and may remain locked at other times. Users are expected to keep the kitchen in a clean and orderly fashion. Failure to do so will result in suspension of privileges for a period of time.
5. Winter Break Closure – The following guidelines apply to housing during winter break:
   1. All residence halls except for Holly Pointe Commons and Mimosa Hall close for the winter break. All students in these facilities are required to leave the building. Students are not required to move all of their belongings out during the winter break if they are returning to the same room for the spring semester. Students are advised to take home any valuables they may have.
   2. When the residential facilities are officially closed during vacation periods, access will be strictly prohibited. All outside locks are changed in order to provide security for the building during the closure.
   3. Holly Pointe Commons and Mimosa Hall residents and apartment residents are permitted to remain in their housing assignment during the break if they submit a winter break housing application by the application deadline.
   4. Students residing in Edgewood Park Apartments and will be required to turn in their room key at the end of the final exam period. Failure to turn in a room key will result in a lock change fee or a winter recess residence fee as deemed appropriate by the Office of Residential Learning and University Housing.
   5. Winter athletes and international students who need to be here during the break must live in one of the apartment complexes or an approved residence hall.
   6. Residents returning from winter must check-in with their building staff and complete the appropriate documentation. Students returning to Edgewood Park Apartments and Townhouses will be reissued their room key during check-in with their building staff.
6. Residents Checking In
   1. Upon checking into a room or an apartment, residents will be given a copy of a completed Room Condition Report (RCR). These reports are filled out before the student arrives to campus by staff. If the resident discovers something in the housing assignment that was not documented on the original report, the resident will have 24 hours to make any changes to the report after they check in and return it to the building staff.
   2. Failure to do so will result in the resident accepting responsibility for the condition of the room or apartment as it is documented on the RCR. In certain situations (i.e. early arrivals, emergency room changes) the RCR may have to be competed as soon as possible after a student moves in to their assignment.
   3. The purpose of the RCR is to document any existing damage, missing items, or other problems that may exist in the room or apartment on the date the room or apartment is occupied by a resident. These official reports will be used at the time the resident checks out of the housing assignment when the building staff assesses the condition of the room or apartment again. At the time of check out, the students assigned to that housing assignment will be held financially responsible for damages or missing items not listed on the RCR at the time of check in.
7. Checking Out of an Assignment
   1. Residents must check-out through the Resident Director or Resident Assistant. A proper check-out consists of returning all keys, and signing all check-out forms.
   2. Failure to properly check-out will result in an improper check-out charge of $75.00.
   3. Failure to return all keys will result in a lock change charge based on the actual cost of labor and materials needed to change necessary locks.
   4. The university reserves the right, with or without notice, to dispose of any personal property that remains in a student's space after check-out.
   5. Students may be assessed fees associated with the cost of removal of any property left behind.

VIII. BED SPACE VACANCY POLICY

1. Residential Learning & University Housing may assign new residents to any available vacant bed space at any time. Reasonable efforts will be made to notify current residents of new assignments. Any student living in a residence hall or apartment with a vacant bed space within their room or apartment shall:
   1. Occupy only one bed. Beds may not be pushed together or used for guest accommodations or any other reason not authorized by the University. The bed may be covered in order to be made more attractive.
   2. Leave one dresser, desk, or wardrobe closet empty for future residents.
   3. Leave all furniture pieces and parts within the room.
   4. Treat all prospective roommates in a non-threatening manner.
   5. Ensure that the vacant space is clean and inviting to potential occupants.
   6. Permit new residents assigned by the University to assume occupancy and have equitable access to the use of the room and assigned furniture.
2. Violation of this policy may result in enforcement measures under the housing contract as well as disciplinary action.

IX. HEALTH SAFETY AND FACILITIES POLICIES

1. Health and Safety Inspections
   1. Inspections are conducted throughout the year by Residential Learning & University Housing staff and the New Jersey State Fire Marshall. Students will be notified in advance of these inspections and provided instructions regarding their responsibilities to prepare for inspections and assure compliance with health and safety policies.
   2. Students found with any prohibited items during any official inspection will have those items confiscated and may be subject to disciplinary action and administrative fines in accordance with this policy.
2. Prohibited Items
   1. Certain items are prohibited in University housing because they may create an overload of a utility service, are dangerous, illegal, or otherwise prohibited by University policy, laws or applicable fire codes. Students may not possess these items in any University residence hall or apartment.
2. Violations of the Prohibited Items provision of this policy will be subject to the following administrative actions:
   1. First violation – Confiscation of the prohibited item when practical, and an administrative fine of $50.
   2. Second and future violation - Confiscation of the prohibited item when practical, an administrative fine of $100 and referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

3. The following items are prohibited in University housing:
   1. Air conditioners of any kind.
   2. Appliances with an exposed heating element or coil (e.g. coffee makers with hot plates, toasters, panini grills). These appliances are permitted in apartment kitchens only. Coffee/drink makers with an internal heating element are permitted in all housing areas.
   3. Ammunition.
   4. Extension cords or multi-plug adapters that lack a built in surge protector/breaker. Power strips with built in surge protection are permissible. However, power strips, even with surge protectors, cannot be strung together or plugged into one another.
   5. Halogen lamps, decorative string lighting or oil lamps.
   6. Incense or incense paraphernalia.
   7. Candles of any kind.
   8. Curtains, wall tapestries, flags or other wall hangings unless they are made from fabrics that are compliant with NFPA 701 flammability standard. Compliance may be established by a label on the fabric item, or by treating the fabric with an approved product. Following treatment of fabrics, students must submit an affidavit attesting to this along with the receipt for purchase of the product and the product label. The N.J. state Fire Marshal may cut and test a piece of these fabrics and students must accept this as a condition of having fabric hangings in University housing.
   9. Flammable or combustible liquids or gases
   10. Engines, engine parts, lubricants and fuels.
   11. Fireworks, explosives, flammable liquids, fuels, paint thinner combustible materials, or engines.
   12. Live trees or wreaths from live foliage.
   13. University, municipal or private property not authorized to be in the student’s possession.
   14. Pets or animals including lab specimens (except fish in a tank of 10 gallons or smaller), unless required by applicable law.
   15. Swimming pools.
   17. Weapons of any kind (e.g. firearms, swords, knives other than kitchen knives).
   18. Paintball guns, air rifles, bb guns, sling shots, arrows and any other sporting equipment, toy or device which may cause injury or which a reasonable person may believe is a weapon.
   19. Illegal drugs or drug paraphernalia

3. Fire Safety Regulations
   1. In order to protect the life and safety of residents and property, the following regulations and guidelines apply in all University housing facilities:
      1. Fire code regulations restrict the placement of any items, including furniture, within 18 inches of any sprinkler head. Sprinkler heads should never be used for hanging items (i.e. clothes hangers, streamers, etc.).
      2. Doors provide protection from the spread of fire and smoke and must not be propped open when no person is present in the room or when people are sleeping. When leaving a room during a fire alarm, residents are expected to close doors if it is safe to do so.
      3. Students who are responsible for any violation resulting in a citation by the Fire Marshal will also be held responsible for any costs resulting from that citation, including the cost of the fine itself, as well as the cost of any actions or efforts necessary to correct the violation and restore full code compliance by the University. Residents are responsible for any damage to the system they cause and will be held financially accountable.
      4. Residents are required to evacuate the building immediately each time the fire alarm system sounds, 24 hours a day, 7 days a week. Disciplinary action will be taken if a student does not evacuate the building during an alarm. Each residential complex has a scheduled fire drill each semester supervised by University staff.
      5. The misuse of fire alarms, fire detection devices or fire extinguishers constitutes a serious offense. Any resident who misuses such equipment or devices will be subject to disciplinary action. These violations are also reported to law enforcement for investigation and possible criminal prosecution. Residents are responsible for any damage to the system they cause and will be held financially accountable.
      6. The use of restricted fire doors for non-emergency entry or exit is a violation and will result in disciplinary action.

4. Careless Cooking
   1. Students are expected to exercise reasonable care when cooking in any University residence. The following guidelines apply to all cooking activities in University housing:
      1. In residence halls with no kitchens cooking is prohibited except for use of approved microwaves and drink makers with internal heating elements.
      2. Students must follow directions for safe use of any cooking appliances.
      3. Read directions on packaged foods that will be placed in ovens or microwaves. Follow directions regarding temperatures and cooking times.
      4. Remove all packaging from food products prior to placing the items in an oven or microwave.
      5. Cooking must be monitored at all times. Students must remain present in the kitchen area or the same room as the appliance at all times during cooking.
      6. Keep cooking appliances such as ovens and toasters clean and free of debris that could cause fire or smoke.
      7. Cook foods at appropriate temperatures for food safety and to avoid burning items and causing smoke.
   2. Students who are negligent in the process of cooking and trigger false fire alarms may be subject to disciplinary action. Violations of the Careless Cooking provision of this policy will be subject to the following administrative actions:
      1. First violation – An administrative fine of $50.
      2. Second and future violation - An administrative fine of $100 and referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

5. Smoking
   1. All University residential facilities are smoke free. Smoking, including the use of any e-cigarette or vaporizing device is strictly prohibited in all residential facilities.
6. **Locks and Keys**
   1. Residents will be issued a key to their room or apartment upon arrival. It is the responsibility of the student to be in possession of their room key at all times and to keep their room/apt secured. If a room or apartment key is lost, misplaced, or stolen, locks will be changed at the student's expense.
   2. Lock change request forms are located at the Office of Residential Learning & University Housing. Lock change requests submitted after 9 a.m. will typically not take place until the next business day.
   3. Keys are the property of the University and may not be duplicated without authorization.
   4. By accepting keys at the time of issue, residents agree not to alter the apartment or residence hall locks, to create additional keys, transfer or lend keys to any other person, and/or to install additional locks.

7. **Room Decorations**
   1. Students may decorate the interior spaces of their assigned rooms and shared spaces in living rooms in consultation and with the mutual agreement of roommates.
   2. The University does not endorse or approve any means of hanging or posting flyers or other items on walls. Nails, screws and double sided tape are specifically prohibited due to the damage caused by their use. Due to the potential for damage to paint and drywall, students who post or hang flyers or other items on walls do so at their own risk. Students will be billed for the cost to repair any damage done as a result of items posted or hung on walls.
   3. No posters, signs or ornamentations of any kind may be displayed through windows. No items may be hung from or otherwise affixed to any of the building structures or equipment such as blinds, pipes, wiring, light fixtures, ledges, stairways, ceilings, sprinkler systems, etc.

8. **Posting in Housing Facilities**
   1. University housing facilities are not public areas of the campus. Postings are limited to those approved and posted by staff. Only postings directly related to University programs or services, or postings sponsored by officially affiliated organizations are permitted.
   2. Organizations wishing to have flyers or materials posted in housing facilities must submit an original copy to Residential Learning & University Housing in Savitz hall to be approved and stamped. Copies of the stamped item may then be made and returned for posting by staff. All postings must include the name of the sponsoring organization or office and the date of the program, or removal date for the poster/flyer.

X. **DINING SERVICES**

1. **Rowan Card and Identification**
   1. The Rowan Card is the official campus identification card. It is encoded with the Dining Services Account and the Debit Account. The Rowan Card (ID) must be presented when requested by any university official. University officials include Public Safety, Residential Learning & University Housing staff members and University administrators. Failure to present identification when requested will result in referral to the University disciplinary process.

2. **Meal Plan Requirement**
   1. Students assigned to a residence hall space with no kitchen facility in the assigned unit are required to purchase an approved meal plan through the University dining service.
   2. Resident students subject to the meal plan requirement may only terminate their meal plan contract upon an approved cancellation/termination of the residence hall contract or withdrawal from the university. All other students may cancel at any time. However, meal plan cancellations are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee.
   3. Exemptions or modifications of this requirement may be granted due to documented medical needs in accordance with applicable policies and laws. Students subject to the meal plan requirement who request an exemption or modification of the requirement due to a medical or disability related will be required follow the process outlined by the Office of Disability Resources.
   4. Dining service is provided in several locations in the Chamberlain Student Center and throughout campus. All serving areas are open in accordance with the university calendar. Dining services are limited or unavailable on official University holidays such as Thanksgiving or during Winter break and Spring break.

XI. **MAINTENANCE and HOUSEKEEPING SERVICES**

1. Routine maintenance requests should be submitted by logging in to the RowanWorks portal at [www.rowan.edu/rowanworks](http://www.rowan.edu/rowanworks) and clicking on the appropriate link for maintenance and housekeeping.
2. Work order requests will be addressed by the appropriate personnel as quickly as possible.
3. For housekeeping concerns, students should report the concern to the Resident Assistant or Resident Director.
4. If a condition exists which presents an immediate safety hazard, a report should be made to Public Safety at x. 4922.

XII. **ATTACHMENTS**

1. Attachment 1, Housing Contract
2. Attachment 2, Statement of Student Residence Form