

# Student Housing Policies

## ROWAN UNIVERSITY POLICY

**Title:** *Student Housing*

**Subject:** *Student Life, Residential Learning and University Housing*

**Policy No:** *SL: 2016:19*

**Applies:** *University Owned/Operated/Affiliated Student Housing Facilities*

**Issuing Authorities:** *Vice President of Student Life/Dean of Students*

**Responsible Officers:** *Assistant Vice President for Residential Learning and University Housing*

**Adopted:** *08/10/2016*

**Last Revision:** *10/24/2022*

**Last Reviewed:** *10/24/2022*

### I. PURPOSE

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

### II. ACCOUNTABILITY

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

### III. APPLICABILITY

This policy is applicable to all student housing facilities owned or leased and operated by the University, as well as student housing provided for the benefit of students by third parties "Affiliated" with the University. "Students" for purposes of this policy includes any student enrolled at Rowan University, or students enrolled at any partner institution which has an agreement with Rowan University to provide housing to students of that institution, including, but not limited to students of Rowan College of South Jersey.

### IV. POLICY

#### ELIGIBILITY AND ASSIGNMENT OF HOUSING

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, and, where applicable, with Affiliated housing providers. 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*
  - a. 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 through the approved online system and submitting supporting documentation when required. Requests will be reviewed by the University based on the criteria outlined on the department website and in the contract. A cancellation fee may apply.

- b. 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*
    - a. The application deadlines will be published each academic year and advertised as part of the annual room selection process. Students must apply by published deadlines. Students are notified as soon as possible when an assignment is made. Students who apply late may be placed on a waitlist. Students who are placed on a waitlist will be assigned once space is available.
  5. *Housing Not Guaranteed – Lottery*
    - a. On-campus housing is not guaranteed to juniors, seniors, or graduate students because demand for housing may exceed the available space. In the event that demand for student housing exceeds available capacity, the University may determine eligibility for student housing using a lottery. Students not successful during the lottery will be placed on a waiting list and assigned housing as space becomes available.
  6. *Disability Related Housing Accommodations*
    - a. Students who need housing accommodations related to any medical condition or disability should contact the Office of Accessibility Services.
    - b. Students are required to submit appropriate supporting documentation for their request and will be provided reasonable accommodations in accordance with University policy and applicable law.
  7. *Discrimination*
    - a. Rowan University does not discriminate in its housing assignments based on race, color, religion, sex, gender identity, sexual orientation, disability, familial status, or national or ethnic origin, or any other legally protected class.
    - b. Complaints of discrimination or unequal treatment should be referred to the Vice President of Student Life/Dean of Students or the Office of Student Equity and Compliance.

## **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:
  - a. 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;
  - b. The student is over the age of 21 at the start of the academic term during which the policy would otherwise require the student to live in a university residence;
  - c. The student is married or part of a legal domestic partnership;
  - d. The student has completed 58 or more credit hours at Rowan University or another accredited college or university;
  - e. The credits the student is enrolled in are at least 50% online.
3. Students who violate the on-campus residence requirements will be required to move into a residence hall and pay full room rent for the semester in which the violation occurs. Students who refuse to move onto the campus will be suspended from the University.
4. Students who wish to commute from the residence of their parents or legal guardians must live within a 40-mile radius of the institution and furnish a notarized statement of student residence confirming this.
5. In accordance with Board of Trustees Resolution #2013.06.17, waivers of the mandatory housing requirement may be made in the following circumstances:
  - a. The student petitions to live with a responsible adult other than a parent or guardian and this arrangement is determined to be more suitable to the student's needs for financial or other legitimate reasons based on documentation submitted by the student;
  - b. The student petitions to live independently in non-University Housing because he/she is responsible for the care of a child, family member or other dependent and the student submits documentation of these circumstances;

- c. The student petitions to live in non-University Housing because he/she requires accommodations due to a documented disability or medical condition and the accommodation is not reasonably available within University Housing.

## **GENDER INCLUSIVE HOUSING POLICY**

1. Residential Learning and University Housing supports the commitment of Rowan University to be an inclusive institution of higher education. In addition, the University commits to provide housing in a manner consistent with the requirements of Title IX and other applicable laws protecting students from discrimination.
2. Chestnut, Evergreen, Magnolia, Mimosa, Mullica, and Willow afford limited restroom privacy. Space in bedrooms and suites within these halls will be assigned on a same gender basis, in accordance with the student's expressed gender identity.
3. Holly Pointe Commons and all University apartment facilities afford greater privacy and are designated facilities for Gender Inclusive Housing. Bedrooms and apartments in these buildings will be assigned based on student preferences regarding roommate gender. Students in these buildings will have the option to choose roommates without restrictions based on gender.
4. The following guidelines will apply to assignments in Gender Inclusive Housing:
  - a. Students who agree to a roommate/group including students of more than one gender will commit to living in a gender inclusive assignment for the full academic year.
  - b. If a vacancy occurs, a student who has requested a Gender Inclusive Assignment may be assigned to the suite/apartment. If the vacancy results in a living group that is single gender and they wish it to remain so, any new roommates assigned will be matched to maintain a single gender living unit. Students in this circumstance are responsible for notifying the University to update their gender assignment preferences prior to the assignment of a new roommate.
  - c. Gender Inclusive Housing is not intended for romantic couples. When individuals involved in a romantic relationship live together, it can lead to conflicts among roommates that are difficult to resolve, as well as problems that may arise if the relationship ends. For this reason, the University strongly discourages couples of any gender combination from living together. However, the University respects student privacy, and procedures for Gender Inclusive Housing will not require students to disclose the reason for their roommate requests, or prohibit couples from choosing to live together.
  - d. Requests for exceptions to this policy may be granted upon submission to the Assistant Vice President for Residential Learning and University Housing.

## **GENERAL HOUSING POLICY**

In addition to being accountable to the Student Code of Conduct, students in residential facilities will observe the following rules:

1. *Quiet Hours*
  - a. The right of residents to sleep and to study without interference from other individuals is a primary right. All residence hall and apartment residents are responsible for noise they and/or their guests create while in the residential facility.
  - b. 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.
  - c. 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.
2. *Guests and Visitors*
  - a. A guest is any person who is not a student assigned to the room or building or a member of the staff performing their duties.
  - b. Students are permitted to entertain guests in the assigned room consistent with the roommate agreement for their room/suite/apartment. Guests may not be hosted over the objection of roommates. The University, Provider, and/or any affected student/roommate/suitemate may request a visitor to leave for disruptive behavior or pursuant to University or Provider policies. Co-

habitation is not permitted and a guest's presence may not become a de-facto sublicense of the space due to frequency or duration of their stay.

- c. When guests will remain overnight or after 12:00 midnight the host student must obtain the permission of their roommate(s).
- d. Visitors may not stay for more than two (2) consecutive days without prior written permission from the University. Visitation for more than two (2) consecutive days without permission may result in disciplinary action.
- e. Guests must be met at the entrance doors to the building. Doors may not be propped open at any time.
- f. Guests must carry valid photo identification and provide this to University or Provider personnel upon request.
- g. When a guest is a minor under the age of 18, a parent or guardian must be present or provide the student host with written permission, including instructions/authorization for the student host to obtain any needed emergency medical care for the minor.
- h. Students must inform guests of University and Provider policies and will be held responsible for the behavior of any guest(s), including financial liability for any damages resulting from the actions of any guest(s). The host student must remain with and escort their guest inside the housing facilities throughout their visit.
- i. Persons who have been banned from University housing due to breaches of the housing contract or student disciplinary action may not stay in any University housing as a guest or visitor.
- j. Guests may not sleep in lounges or other common areas of housing facilities.

### 3. *Common Area Kitchens*

- a. 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. Kitchens may be reserved for use through the Resident Director, between the hours of 8:00 a.m. until midnight, and will 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.

### 4. *Winter Break Closure* – The following guidelines apply to housing during winter break:

- a. All traditional campus residence halls (non-apartment style) officially close for winter break after the last day of final exams and all residents are expected to check out. Students returning to the same space in the spring semester do not need to remove personal property. However the University is not liable for personal property or valuables left in the room during the winter break period in the event of theft, damage, or loss.
- b. Students not returning to the same space in the spring semester must remove all belongings and complete the advertised check-out process, including the return of keys or fobs (if applicable) to the appropriate location.
- c. Students who require housing accommodations during the winter break period must complete the advertised winter housing application process and receive written approval of their request to remain on campus.
  - i. Please note that no campus dining services are available during the break period. Certain building services, such as maintenance to common area restrooms and lounge spaces will be reduced. Also, building RA staffing for the duration of the winter break will be decreased. Students that remain on campus should be cognizant that services are limited and various maintenance and housekeeping related projects may occur within the facility.
- d. All spaces on campus will be inspected for maintenance and security purposes. If there is a vacancy in a shared space, additional inspections and housekeeping efforts will also take place over the winter break.

### 5. *Residents Checking In*

- a. Upon checking into a room or an apartment, residents will be instructed to review the Room Condition Report (RCR) which is recorded and may be reviewed online in the University's MyHousing system. 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 after they check in to log in to the system to report any changes which should be made to the report.
- b. Failure to report existing damages in the RCR 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 completed as soon as possible after a student moves in to their assignment.
  - c. 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.
6. *Checking Out of an Assignment*
- a. Residents must check-out through the Resident Director or Resident Assistant. A proper checkout consists of returning all keys, and signing all check-out forms.
  - b. 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.
  - c. 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.
  - d. Students may be assessed fees associated with the cost of removal of any property left behind.

## **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:
  - a. Occupy only one bed. Beds may not be pushed together or used for guest accommodations or for any other purpose not authorized by the University. The bed may be covered in order to be made more attractive.
  - b. Leave one dresser, desk, wardrobe or closet empty for future residents.
  - c. Leave all furniture pieces and parts within the room.
  - d. Treat all prospective roommates in a non-threatening manner.
  - e. Ensure that the vacant space is clean and inviting to potential occupants.
  - f. Permit new residents assigned by the University to assume occupancy and have equitable access to the use of the room and assigned furniture.
  - g. Not utilize any completely vacant rooms which may be located within a suite or apartment.
2. Violation of this policy may result in enforcement measures under the housing contract as well as disciplinary action.

## **HEALTH SAFETY AND FACILITIES POLICIES**

1. *Health and Safety Inspections*
  - a. 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.
  - b. Students found with any prohibited items during any official inspection will have those items confiscated and may be subject to disciplinary action.
2. *Prohibited Items*
  - a. 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.
  - b. Violations of the Prohibited Items provision of this policy will be subject to the following administrative actions:
    - i. First violation – Confiscation of the prohibited item when practical, and an administrative warning.
    - ii. Second and future violation - Confiscation of the prohibited item when practical and referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

- c. For safety reasons, the following items are prohibited in University housing:
- i. Air conditioners of any kind.
  - ii. Except in apartment kitchens where cooking appliances are permitted, 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.
  - iii. Ammunition
  - iv. Bed risers.
  - v. Hoverboards.
  - vi. 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.
  - vii. Furniture that embeds any power outlets which lack an internal surge protector.
  - viii. Halogen lamps, oil lamps, or decorative string lights except in accordance with the string lights policy.
  - ix. Incense or incense paraphernalia.
  - x. Candles or open flames of any kind.
  - xi. Curtains, wall tapestries, flags or other wall hangings covering more than 50% of the surface are of the wall or door where they are hung.
  - xii. Flammable or combustible liquids or gases, paint thinner, fireworks, explosives, or similar combustible material.
  - xiii. Engines, engine parts, lubricants, and fuels.
  - xiv. Live trees or wreaths from live foliage.
  - xv. University, municipal, or private property not authorized to be in the student's possession.
  - xvi. Pets or animals including lab specimens (except fish in a tank of 10 gallons or smaller), unless approved as a service or comfort animal as required by applicable law.
  - xvii. Swimming pools.
  - xviii. Dart boards.
  - xix. Weapons of any kind (e.g. firearms, swords, knives other than kitchen knives). Self-defense sprays of 3/4 oz. or less are permitted consistent with state law (see N.J.S.A. 2C: 39-6).
  - xx. 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.
  - xxi. Illegal drugs or drug paraphernalia.

### 3. *String Lights*

- a. String lights, including holiday light sets, can produce excessive heat posing a fire danger if they are not properly used. Use of string lights is permitted in University housing subject to the following restrictions. Lights used in any manner that is not consistent with these restrictions will be treated as a violation of the prohibited items policy and will be subject to the fines and penalties of that policy.
  - i. Only LED type light bulbs are permitted. Lights with any other type of light bulb are prohibited.
  - ii. Lights may not be hung or affixed to the walls, doors, windows, or furniture using any sort of adhesive strip tape which may damage the surface.
  - iii. Damages caused by the use of any lights are billable to the responsible student.
  - iv. String lights must be UL listed (approved by United Laboratories) with a tag attached to the string bearing the UL mark. This mark indicates the product has been tested and meets stringent safety standards.
  - v. Lights may be battery operated or powered by plugging the string into a wall outlet or power strip. However, lights must never be plugged into an extension cord or into another string light (daisy chained) to extend their length.
  - vi. Students must physically examine the lights when setting them up and assure there are no loose bulbs, frayed or exposed wiring sections, or other defects, which could pose a hazard. Defective light sets must not be used. Use of electrical tape or other methods of repair are not permitted.
  - vii. Lights may not be hung from fire sprinklers.

- viii. Lights may not be hung over doorways, across ceilings or in any hallway or corridor areas. These areas must be kept clear as a means of exit in an emergency.
- ix. Lights may not be hung in bathrooms or around kitchen sinks or other locations where water is present.
- x. Lights may not be in contact with paper, fabric, tapestries or other combustible materials.
- xi. Lights may only be on during times when people are present in the room. When the room is unoccupied, lights must be turned off.

#### 4. *Fire Safety Regulations*

- a. In order to protect the life and safety of residents and property, the following regulations and guidelines apply in all University housing facilities:
  - i. 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.).
  - ii. 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.
  - iii. 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.
  - iv. 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.
  - v. 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.
  - vi. The use of restricted fire doors for non-emergency entry or exit is a violation and will result in disciplinary action.

#### 5. *Careless Cooking*

- a. Students are expected to exercise reasonable care when cooking in any University residence. The following guidelines apply to all cooking activities in University housing:
  - i. In residence halls with no kitchens cooking is prohibited except for use of approved microwaves and drink makers with internal heating elements.
  - ii. Students must follow directions for safe use of any cooking appliances.
  - iii. Read directions on packaged foods that will be placed in ovens or microwaves. Follow directions regarding temperatures and cooking times.
  - iv. Remove all packaging from food products prior to placing the items in an oven or microwave.
  - v. 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.
  - vi. Keep cooking appliances such as ovens and toasters clean and free of debris that could cause fire or smoke.
  - vii. Cook foods at appropriate temperatures for food safety and to avoid burning items and causing smoke.
- b. 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:
  - i. First violation – An administrative warning.
  - ii. Second and future violation - Referral to the disciplinary process. Repeated violations may result in loss of housing privileges, as determined by the disciplinary process.

#### 6. *Smoking*

- a. 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.

## **FACILITIES POLICIES**

### 1. *Locks and Keys*

- a. 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.
- b. 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.
- c. Keys are the property of the University and may not be duplicated without authorization.
- d. 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.

### 2. *Room Decorations*

- a. 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.
- b. The University does not endorse or approve any means of hanging or posting posters 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 posters 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.
- c. 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.

### 3. *University Provided Furniture*

- a. Each residence hall room and apartment is furnished with standard University-provided furniture, which meets NJ State Fire Code regulations.
- b. Students may not replace or remove the standard furniture provided by the University, including the bed and mattress, unless an official accommodation has been approved through the Office of Disability Resources.

### 4. *Bikes*

- a. Bikes may be brought to campus for use by resident students, however, bikes must always be used in a safe manner and stored appropriately.
- b. Bikes may be locked and secured at bike racks located around student housing facilities and other campus locations, however, the University has no responsibility or liability for the security of student bikes stored or used on the campus.
- c. Bikes may not be locked or chained to fences, handrails, trees or other in other unapproved locations. Bikes must not be locked or stored in a way that would obstruct the use of sidewalks, ramps or pathways that would interfere with ingress/egress from buildings or stairways, or in a manner that would interfere with access to facilities required by fire codes, the U.S. Americans with Disabilities Act or other applicable laws.
- d. Improperly locked bicycles will be removed, with or without notice, and disposed of at the University's discretion.
- e. Bicycles stored at bike racks around student housing facilities must be removed when the student checks out of that facility. Bikes that remain locked to racks surrounding student housing facilities after the official check-out date at the close of the spring term will be considered abandoned and will be removed, with or without notice, and disposed of at the University's discretion.
- f. Bike owners may be assessed applicable fees for the cost of removing bikes which require removal due to improper storage or abandonment.

### 5. *Restricted Appliances*

- a. 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 contracted vendor are permitted.
- b. There is a limit of one approved combination refrigerator microwave appliance per bedroom, unless there is an approved accommodation on file from the Office of Disability Resources.
- c. Additional refrigerators are not permitted to be brought into any Nexus affiliated housing facilities.

- d. Hot beverage machines that use an internal heating element (such as Keurig) are permitted.
- e. Hot plates and coffee pots that rest on hot plates are prohibited.

## **POSTING AND SOLICITATION**

### **1. *Soliciting***

- a. No soliciting of any type is permitted within or in the areas immediately adjacent to any university housing facility with the following exceptions:
  - i. The Student Government Association and Residential Learning Staff are permitted to engage in door-to-door contacts with students to support student governance functions and to promote their authorized, non-commercial programs and activities within the residence halls.
  - ii. The Student Government Association may authorize organizations conducting non-partisan voter registration drives to enter student housing for door-to-door contact with residents.
  - iii. Authorized agents of the United States Census Bureau may conduct entry as needed to contact residents in accordance with laws and regulations governing the federal census.

### **2. *Posting***

- a. 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.
- b. 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. Items may be removed from bulletin boards or other locations after the indicated program or removal.

## **ROWAN CARD**

- 1. The RowanCard is the official campus identification card. The Rowan Card (ID) must be presented when requested by any university official. University officials include Public Safety, Residential Learning & University Housing staff members, Dining Hall employees, and University administrators. Failure to present identification when requested will result in referral to the University disciplinary process. The card may be used for access to certain campus buildings that the cardholder is authorized to enter. The Rowan Card is also encoded with the Dining Services Account and the declining balance Debit Account. Use of the card for meals or charging the debit account is restricted to the individual to whom the card is issued only. Misuse of the card may subject the student and any unauthorized user to disciplinary action, and when applicable, criminal prosecution.

## **DINING SERVICES**

### **1. *Meal Plan Requirement***

- a. First year freshmen living in a residence hall space with no kitchen facility in the assigned unit are required to purchase a minimum 14 Meal plan, or All Access meal plan through the University dining service during their first semester.
- b. All other students assigned to a residence hall space with no kitchen facility in the assigned unit are required to purchase a minimum 7 Meal plan through the University dining service.
- c. 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.
- d. Refunds of fees paid for a cancelled meal plan are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee. Meal plans cancelled after the second week will not be refunded.
- e. Meal plans may be upgraded to a higher tier meal plan at any time during the semester, and the student will be charged a pro-rated fee for the remaining period covered by the higher tier meal plan. Meal plans may be downgraded during the first two weeks. Refunds for fees paid for a

downgraded meal plan are prorated, on a weekly basis, through the first two weeks only. Thereafter, there will be no refund of the meal plan fee.

- f. 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 need will be required follow the process outlined by the Office of Disability Resources.
- g. Dining plans include a designated sum of Rowan Bucks and Dining Dollars which may be spent by using the student's RowanCard. Unspent Rowan Bucks carry forward from semester to semester. Unspent Dining Dollars expire at the end of each academic semester and do not carry forward.
- h. Dining service is provided in several locations in the Chamberlain Student Center, Holly Pointe Commons -Glassworks Eatery and throughout campus. All serving areas are open in accordance with the university calendar. Dining services are limited or unavailable on official University holidays or break periods such as Thanksgiving or during Winter break, Spring break and Summer.

## **MAINTENANCE and HOUSEKEEPING SERVICES**

1. Routine maintenance requests should be submitted by logging in to the RowanWorks portal at [rowan.edu/rowanworks](http://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.

## **V. ATTACHMENTS**

1. Attachment 1, [Housing Contract](#)