



Nichols College

Learn. Lead. Succeed.

Office of Residence Life/Hall Policies

Effective Date: August 2, 2015

Last Revised: January 11, 2018

Nichols College Residence Life Mission:

We strive to create a vibrant, inclusive residential community experience that fosters intrinsic leadership, personal growth, and appreciation and respect for all.

To support its mission, Residence Life

- *Creates a safe and welcoming environment*
- *Offers opportunities and resources for student success*
- *Provides programming and events to support the overall well-being and holistic development of our students*
- *Cultivates and maintains a caring, competent, diverse and well trained staff*

Students residing in the Nichols College residence halls are held by the policies and procedures of the Student Code of Conduct as well as the terms and conditions of the Housing License Agreement. Possible Student Code of Conduct Violations are listed at the end of each section in this policy. These violation lists are not exhaustive and the Offices of Community Standards and Residence Life reserve the right to apply violations not listed.

Access to the Residence Halls/Rooms

For the safety and security of all individuals living in the residence halls, all halls are locked 24 hours a day by a computer-controlled card-entry system. Access is granted by a personal identification card that is programmed to only open the building the student is assigned to. All resident students have access to the lobbies of the Copper Beeches only in order to access vending machines and Becker Market.

Lost ID cards or room keys need to be reported to the Residence Life Staff or Public Safety immediately. Failure to report a lost/stolen key or ID will result in a referral to the Office of Community Standards for the following including, but not limited to:

9.i. Failure to report a lost/stolen key or identification card

The residential student initial cost for lock changes and ID replacement is as follows:

Shamie/Olsen/North/Center/Budleigh/Winston- \$43.00

Remillard/Kuppenheimer- \$95.00

Copper Beech I &II- \$103.00

Lost ID Charge- \$25.00

Lost Temporary ID Charge- \$25.00

***Note additional charges may occur based on circumstance, ie. time of day, condition of lock, etc. ***

Any student who provides another individual with their identification card will be referred to the Office of Community Standards for: **9.h. Providing a Nichols College issued key and/or identification card to another individual**

Students found to be in possession of a Nichols College ID of another individual will be referred for violating the Student Code of Conduct, specifically:

14.h. Possession and/or use of false identification

16.d. Excessive Lockouts

Excessive lockouts is defined as 5 lockouts or more within an academic year. See the Nichols College Lockout Policy for full details.

16.j. Propping a door to a residence hall

Individuals who prop doors to the residence hall open jeopardize security. An alarm will sound at the door and at Public Safety if one of the outside doors is kept open for longer than is reasonable for entry.

ADA/Special Housing Accommodations

In compliance with Section 504 of the Federal Rehabilitation Act of 1971 and the Americans with Disabilities Act of 1990, Nichols students who are requesting accommodations of any kind must first be registered with the Director of Health Services or the Director of Advising Services. All information received regarding requests for an accommodation is confidential. First year students are requested to have all of the information completed and submitted the Health Services or the Advising Office by April 1st. Currently enrolled students seeking housing for the next academic year must fulfill all of these requirements and submit all paperwork by April 1st. Incoming first year/transfer residents must fulfill all of the requirement and submit all paperwork by June 1st. Every effort will be made to accommodate late applicants. Accommodations are provided for the student with the disability, not for a group including the student with a disability. The determination that the request for accommodations qualifies will be made by the Office of Residence Life in conjunction with the Director of Advising and the Director of Health Services. A Request for Accommodations Form must be obtained by emailing Residence Life at reslife@nichols.edu. It must be completed in full and the supporting documentation must be in writing from an appropriate provider (physician, psychologist, psychiatrist, etc.) who is not a relative. All documentation must clearly support the need for the requested accommodation(s). Responses, in written form will be sent once a decision has been made.

Alcohol and Drugs within the Residence Halls

Residents living within the residence halls must abide by the Nichols College Alcohol Policy. Alcohol is allowed only in rooms if the entire room/suite/apartment of assigned residents and guests are of legal drinking age (21 years of age or older). The possession of hard liquor is prohibited regardless of age. Possession or use of any alcoholic beverage in common areas by any student or guest is also prohibited. Please refer to the Nichols College Alcohol Policy for further explanation and sanctions. The illegal use or possession of drugs including, but not limited to barbiturates, narcotics, marijuana, or any other controlled substance is strictly prohibited under Commonwealth Laws and College policy. Refer to the Nichols College Drug Policy for further explanations, charges, and sanctions.

The storing of empty alcohol containers is not permitted and must be disposed of immediately and properly. **16.p. Storing empty alcohol containers**

The use of alcohol paraphernalia, boxes, parts of boxes, or containers as decorations is not permitted regardless of age: **16.g. Monuments to alcohol**

Animals/Pets

Fish are the only pets allowed in student rooms. There is a 10-gallon limitation on tank size. All other animals are not allowed in residence halls. Repeat violations could result in removal from housing. **16.a. Animals/pets in residence halls**

Custodial Services

Eagle Cleaning is responsible for the normal cleaning and upkeep of common areas of the residence halls. Any excessive mess is the responsibility of the involved parties. In the event that Eagle Cleaning is called to clean an excessive mess, a charge to the residents of the building will be assessed.

Damage

Damage occurring in a residence hall will be repaired by Facilities Management. In the event that the student who is responsible for the damage cannot be identified, the cost of repair will be assessed to the building, floor or group of residents (at the discretion of Residence Life) and divided by the number of residents. The destruction of property is not tolerated. Individuals will be referred to the Office of Community Standards and face the following possible charges including, but not limited to:

- 4.a. Causing water or fire damage to college property**
- 4.b. Causing physical damage to the buildings or furnishings of the College**
- 4.c. Misuse, destruction, or defacement of Nichols property**
- 4.d. Misuse, destruction, defacement of library material or other academic material**
- 4.e. Misuse, destruction, or defacement of another's property**
- 4.f. Littering**
- 4.g. Tampering with and/or removing windows or screens**

Damage to resident room/suite/ apartment

Damage to College owned property and/or furniture is not permitted. If damage to College owned property and/or furniture is found the student(s) will be charged for the repair and/or replacement of the item. In addition, the student(s) may be relocated while repairs are addressed by Facilities Management. Continual damage will result in a referral for violating the Student Code of Conduct and could result in sanctions ranging from permanent Housing Relocation to Removal from Housing.

Damage to personal property

The College will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat, and/or other natural disasters. (STUDENTS SHOULD RECORD THE MAKE, MODEL AND SERIAL NUMBERS OF IMPORTANT ITEMS, CONSIDER THE PURCHASE OF INSURANCE TO COVER LOSS OF OR DAMAGE TO PERSONAL PROPERTY, OR THE EXTENSION OF PARENTS' INSURANCE FOR THIS PURPOSE.) Nichols College will not be responsible for damages due to power surges caused by individual room overloads or otherwise. Students must provide their own U.L. approved fuse-type multi-plug surge protector.

Disruptive behavior

Disruptive behavior is defined as any action that causes substantial interference or disruption of the College community or operations. The following are not permitted in the residence halls and could result in a referral to the Office of Community Standards.

6.a. Behaving obscenely and/or indecent exposure in public

6.b. Disorderly conduct

6.c. Direct interference with a College Official or designated agent in the performance of his/her official duties

6.d. Exceeding occupancy levels

6.e. Disruptive gatherings/unauthorized party

6.f. Inappropriate behavior

6.g. Unauthorized demonstration

6.h. Disrupting the flow or movement of others

6.i. Substantial disruption of authorized activities

14.j. Conduct unbecoming of a Nichols College student

16.n. Significant interference with the normal residential life of others

Emergency Contact & Missing Person Contact

Any student residing in the residence halls must supply the Office of Student Life with the correct and accurate contact information for one individual who can be contacted in the event of an emergency and one individual who can be contacted in the event the student is considered a missing person. Both contacts must be kept updated and current with the Office of Student Life. (See Missing Persons for more information)

Fire Safety in the Residence Halls

The safety of the entire building community relies heavily on residents themselves to abide by the policies set forth through the Student Code of Conduct and this Residence Life Policy. The following is not an exhaustive list for prohibitions.

The Use of Open Flames is Not Permitted:

- Arson
- Any source of an open flame
- Blowtorches
- Candles
- Incense

The Following Hazardous Appliances are Not Permitted:

- Air conditioners (including portable air conditioners)
- Any open element appliance (Toaster Ovens/Toasters)*allowed in the Copper Beeches ONLY
- Barbeque Grills
- Fireworks, Explosives Components, Chemicals, Gas, Compressed Air
- Halogen Lamps* Including inside Lava Lamps
- Microwaves over 700 watts (max of one microwave per room)
- Non-UL Listed Appliances, non-UL listed surge protectors
- Oversized fridges (max of two fridges equaling no more than 5 cubic feet per room)
- Space heaters
- Humidifier/Dehumidifier over 5 gallons

The following unsafe hazards/actions are not permitted:

- Causing the malicious evacuation of a building
- Excessive decorations (tapestries, posters, or wall coverings (not more than 25% of each wall in a room may be covered)
- Improper disposal of lighted smoking devices
- Operationally compromising fire sprinkler systems by the presence of tape, hanging materials or items
- Overloaded electrical outlets, power strips, extension cords
- Refusal to evacuate a building during a fire alarm
- Smoking in buildings and/or within 25 feet of a building. This includes the use of e-cigarettes, hookahs, and vaping paraphernalia.
- Tampering or covering smoke detectors
- Tampering with fire safety equipment or alarms
- Anything hanging from/attached to the ceiling or light fixtures including, but not limited to tapestries or decorations

Individuals partaking or possessing in any the above will be referred to the Office of Community Standards for the following possible violations, including, but not limited to:

- 4.a. Causing water or fire damage to college property
- 9.a. Arson
- 9.b. Causing the evacuation of a building
- 9.c. Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, explosives, gas or compressed air
- 9.d. Tampering with, improper use, or causing malfunction of fire/safety equipment or alarm systems
- 9.e. Creation of a fire hazard or other dangerous conditions
- 9.f. Smoking in buildings, including residence halls and/or smoking within 25 feet of any College-owned building
- 9.j. Failure to evacuate during a fire alarm
- 16.i. Possession of prohibited items/materials
- 16.r. Violation of Nichols College health/safety regulations

Guests

Nichols College affords its resident students the opportunity to have guests on campus and the privilege to allow guests in a room/suite/apartment as long as the roommate's right to access, privacy and freedom to study and sleep free from disturbance are respected. Each Student Host is responsible for the conduct of their guest, and will be subject to charges from the Student Code of Conduct. Both Building Guests and Visiting Guests are expected to comply with all Nichols College policies. Overnight passes are needed if a Visiting Guest is staying past 11pm on any given night. Failure to obtain a Guest Pass will result in removal from campus for the Visiting Guest and a violation of the Student Code of Conduct for the Student Host. Visiting Guests are not permitted to stay more than 2 consecutive nights at Nichols College within a 7 day period, and no more than 5 nights per calendar month. Refer to the Nichols College Guest Policy for the full terms.

Hall Sports

Due to possible injury to a bystander or damage to the facilities hall sports of any kind are not permitted. This includes the use of sports equipment or engaging in contact activities. The use of rollerblades, skateboards, bikes, or scooters is prohibited within the residence halls. Students engaging in this behavior are subject to referral.

16.e. Hall Sports and/or 18. Skateboarding and Bicycling

Health and Safety Inspections

Residents are responsible for the cleanliness of their respective rooms/suites/apartments. Safety is of the utmost importance to the Office of Residence Life and each resident has a responsibility to assist in the safety of their assigned space. Health and Safety Inspections will be completed every 4-5 weeks by the Office of Residence Life staff to ensure that living conditions meet community standards. Students are not required to be present for the Health

and Safety Inspections. Students will be given 48 hours notice of the date and timeframe of the inspections.

Upon completion of the inspection, the room/suite/apartment will receive a receipt of the findings of the inspections. If a room/suite/apartment receives a notice that they FAILED the inspection, the Office of Residence Life staff will give the student(s) 24 hours to rectify the situation and will return to re-inspect.

If upon re-inspection the issue is not resolved the student(s) will be charged \$50 and be referred to the Office of Community Standards for the following possible violations, including but not limited to:

16.r Violation of Nichols College health/safety regulations

8.a Failure to comply with or attempts to circumvent a sanction(s) imposed by a College Official

8.b Failure to respond to the directive of a College Official or designated agent or interference with said directive

16.t. Failure to comply with a Health and Safety Directive

In the event that during inspection, a room is found to be in violation of the Student Code of Conduct or the Housing License Agreement, the residents of the room will be referred to the Office of Community Standards for violating the Student Code of Conduct.

If damage to College owned property and/or furniture is found during a Health and Safety Inspection, the student(s) will be charged for the repair and/or replacement of the item. In addition, the student(s) may be relocated while repairs are addressed by Facilities Management. Continual failure of Health and Safety Inspections will result in a referral for violating the Student Code of Conduct habitually and could result in sanctions ranging from permanent Housing Relocation to Removal from Housing.

Holiday Decorations

As a matter of safety no live greenery or wreaths are permitted anywhere in the residence halls. Under no circumstance should decorations be attached or suspended from fire safety devices or equipment, or from the ceiling. Only UL listed string lights are permitted. No artificial tree or greenery greater than 3ft. is permitted in the residence halls.

Lofts

The use of lofted beds constructed by residents is not permitted. Cinderblocks are prohibited. Only College-issued lofts are allowed.

Missing Persons

Per the Missing Person Policy of the Higher Education Act all students are required to fill out an up-to-date missing person contact of their choosing with the Office of Student Life. Students

must provide this information via the online check-in process available on the Nichols College Housing Portal. The College will use this information in cases where a person is reported missing. Once a person is reported missing, their missing person contact will be notified within the first twenty-four (24) hours. All Missing Person Reports that are made to the Department of Public Safety will be investigated in conjunction with the local Police Department. See Missing Person Protocol Policy for more information.

Noise/Quiet Hours

Residence halls should be reasonably quiet at all times and Courtesy Hours are in effect twenty-four (24) hours a day. Quiet hours are in effect Sunday-Thursday 11pm-9am and Friday and Saturday 1am-10am. The Office of Residence Life reserves the right to enforce or change quiet hours. Students are encouraged to address any noise that may be disruptive. Air horns/megaphones are not allowed. Students unable to abide by the Quiet Hours Policy will be referred for **16.h. Noise/Quiet Hours Violation**

Occupancy/Disruptive Gatherings

Residents are welcome to host guests into their rooms in adherence with the Nichols College Guest Policy. However, for safety concerns, the Office of Residence Life limits the number of individuals allowed in a room/suite/apartment. The max number of occupants allowed is double the occupancy of the room plus one. For example, a double room is allowed to have three guests. Additional occupants is viewed as disruptive and the residents of the room will be referred to the Office of Community Standards for the following, including, but not limited to: **6.e. Disruptive gatherings/unauthorized party** and **6.d. Exceeding occupancy levels**

Openings/Closings

Failure to follow the procedures for checking out of rooms during the closings of the residence halls will result in the referral of the student for violating the Student Code of Conduct specifically the charge of **16.f. Improper checkout**. A fine of \$100.00 will be assessed to a student's account.

Early Arrivals/Late Departures

Any student arriving before or after the official move-in/out dates and times without prior written permission from the Office of Residence Life will be subject to a \$50 per day charge assessed to the student's account. The student will be referred to the Office of Community Standards for violating the following including, but not limited to:

8.b Failure to respond to the directive of a College Official or designated agent or interference with said directive

16.c. Early/unauthorized arrival and/or entry to residence hall

Students permitted to reside on campus during closing periods are required to sign and abide by the Early Arrival/Departure Housing Agreement.

Prohibited Items

Any items that violate the Student Code of Conduct or the Housing License Agreement may be confiscated. The following list is not exhaustive and this Residence Life Policy may contain other items throughout. The student will be referred to the Office of Community Standards for violating the charge of: **16.i. Possession of prohibited items/materials**

Air conditioners (including portable air conditioners)	Holiday Decorations (No live greenery or artificial greenery over 3 ft.)
Additional Door Locks	Hoverboards/Electronic Scooters
Animals	Kegerators
Antennas/satellites	Lofts (except those provided)
Barbeque Grills	Megaphones/air horns
Bars	Metal Darts and Boards
Blowtorches	Microwaves over 700 watts (max of one per room)
Candles	Non-UL Listed Appliances
Car batteries	Non-UL listed surge protectors
Ceiling fans	Oil Lamps
Chemicals	Open element appliance (Toaster Ovens/Toasters) *except in CBs
Compressed Air	Oversized fridges (no more than 5 cubic feet per room, max of two fridges)
Explosives Components	Routers
Firearms/weapons	Shot Glasses
Fireworks	Space heaters
Gas	Waterbed
Halogen Lamps* inc. inside Lava lamps	
Humidifier/De-Humidifier (greater than 5 gallons)	

Residential Lounges

All lounge furnishings/items are to remain in the designated lounge space at all times. Residents found with lounge furniture/items in their room will be directed to remove the item and referred to the Office of Community Standards for the following, but not limited to:

16.k. Relocating lounge furniture/items to individual room

16.l. Removal of College owned property from residence hall

19.i. Possession of College Property

Right of Privacy

Students are guaranteed the reasonable privacy of their room and belongings. However, under specific guidelines rooms may be entered and inspected by Nichols College officials. These guidelines include, but are not limited to, cases of emergency, need for repairs, health and

safety inspections, and when reasonable suspicion exists to indicate that a violation of College policies, Federal, State or local laws may be taking place in the room.

Roofs

No student is permitted on the roofs, balconies, ledges or overhangs of the residence halls at any time. Students who do not abide by this will be referred to the Office of Community Standards. Residents of the room, through which access is gained, may be held liable. For the following including but not limited to: **g.g. Getting on roofs**

Room Alterations

Occupants are not allowed to paint, alter, or remodel any furnishings or student room/public area in the residence hall. The use of nails and screws is strictly prohibited. Damage charges will be assessed to the residents concerned. The Office of Residence Life reserves the right to relocate residents for the duration of the repair to the room and to refer for Student Conduct violations.

Room Furnishings

Each resident student is furnished with a bed, desk, wardrobe, wastebasket and recycling bin. All furniture must remain in the original student's room. The College will not remove any furniture from a student's room. Students are responsible for all furniture issued to them at the beginning of the Fall/Spring semester. Students **must not** bring any furniture off campus that is the property of Nichols College. College furnishings may not be removed from students' rooms nor moved from one hall to another. No furniture/items from lounges may be moved to students' rooms. Penalties for moving such furnishings may include fines and/or student conduct proceedings. Upon moving in, each student is required to sign a room inventory form indicating receipt of the room key and conditions of room and furnishings. Students terminating residency must clear their departure with Residence Life / Area Coordinator before checking out. Upon checkout, the occupant(s) of the room will be charged if inspection by College staff reveals damage or uncleanliness beyond normal wear to the room and/or its furnishings. At any time, if individual responsibility for damage, loss, or defacement cannot be determined, charges may be assessed equally to floor residents for damage to their floor facilities or to all hall residents for damage to hall facilities.

Personal property left behind by residents following checkout and contract termination is considered abandoned. The resident shall be charged for any costs incurred by moving or removing property from their room, floor, hall or college property/parking lots.

1. Vandalism /Property Damage: Theft of, damage to, misuse of, or unauthorized possession of property of the College, other public property, or personal property of another could result in dismissal from the residence halls. All damages, vandalism either purposefully or through negligence, will be charged to the student(s) involved.
2. Repairs: **RESIDENTS ARE NOT PERMITTED TO MAKE THEIR OWN REPAIRS OR TO INSTALL FIXTURES, WHICH INCLUDES MOUNTED WALL BRACKETS FOR**

TELEVISIONS.

Any large/heavy/difficult to move items remaining in the room after student check-out that were not originally supplied by the College will be removed and the student(s) will be charged a minimum of \$100.00. Other items left behind will constitute as excessive trash, be disposed of, and the student(s) charged \$100.00. The Office of Residence Life reserves the right to donate or dispose of personal items left behind.

Room Changes

A student wishing to change rooms should first discuss the matter with the Resident Assistant or Area Coordinator. Room change requests are only approved by the Assistant Director of Residence Life. Students who move without authorization or move prior to obtaining permission will be referred to the Office of Community Standards and will result in sanctions.

16.q. Unauthorized room change

Room Vacancies

The office of Residence Life reserves the right to:

- a. Fill any vacancy in a resident room
- b. Consolidate students who are without roommates
- c. Refer students to the Office of Community Standards for failure to comply with a request to prepare for a roommate or for engaging in conduct that dissuades or intimidates other students from moving into a room

Sexual Misconduct

Rape, sexual assault, and sexual abuse, whether committed by a stranger, friend, or steady/casual dating partner, are criminal offenses subject to prosecution under the law. (Please see the Nichols College Sexual Misconduct Policy in the Student Code of Conduct for complete policy guidelines.)

Solicitation/Illegal Posting

Nichols College does not authorize the use of its property or resources to support commercial/personal financial gain. Door to door solicitation is not permitted without the prior approval of the Director of Residence Life or designee. Student Code of Conduct violation: **16.o. Solicitation and/ or illegal posting in the residence halls**

Telephones

All residence halls are equipped with a telephone in a common location for local and emergency calls.

Trash Rooms/Locations of Trash and Recycle Bins

Large bins are located throughout the residence halls for both recycle and trash needs. These bins are the property of Nichols College Facilities Management and are to remain in the designated locations and not in personal student rooms. Violators will be assessed a fee and referred to the Office of Community Standards.

Weapons and Firearms

Weapons prohibited on campus include but are not limited to firearms, ammunition, knives over 8 inches in length, BB, air-soft or pellet guns, bows, arrows, slingshots, paintball guns, machetes, pepper spray (mace), nun chucks, throwing stars, or taser/stun guns of any voltage. Toy weapons, including NERF, and those that look like real weapons are similarly prohibited. Individuals in possession of any of these items will be referred to the Office of Community Standards for the following, including but not limited to:

22.a Possession and/or use of a firearm

22.c. Possession and/or use of a non-firearm weapon

Windows

Screens and windows are not to be removed and no item is to be thrown from a window. The use of windows for entering or exiting rooms is strictly forbidden. Violations will be referred to the Office of Community Standards.

9.i. Use of windows as entrances or exits to a building

16.d. Disposal of items out of windows

Wireless Internet Connection

Each residence hall is equipped with wireless connection to the internet. The use of personal routers is not allowed. Should a student experience trouble with the internet, the Nichols College Help desk can be reached at 508-213-2206. Use of the Campus network is subject to the terms set forth in the Acceptable Use of Information Technology Resources Policy.