



# Student Housing Guide

2024-2025

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## Letter From Director

Dear Skyhawks:

Welcome to campus on behalf of Fort Lewis College Student Housing! Nationwide data indicates that living on campus often leads to a stronger sense of belonging, improved academic performance, and higher graduation rates. To increase your chances of living in your preferred residence hall, we advise you to apply for housing as early as possible.

We provide many opportunities for involvement through Living Learning Communities (LLC), affinity groups associated with halls, and the Resident Hall Association. Our goal is to ensure your time on campus contributes to both your academic success and social development.

This guide outlines the application process, room selection, general notices for on-campus residents, and conduct guidelines. As Skyhawks, we must consider each other's success and demonstrate respectful behavior. Our dedicated student staff (Resident Assistants) and professional staff (Residence Hall Directors) are here to support you. Should any questions or issues arise, feel free to reach out to them. For urgent matters or emergencies after hours, we have staff on duty 24/7 monitoring our duty phones.

Living on campus makes it easy for you to engage with campus organizations and participate in the events happening nearly every day. We encourage you to explore these opportunities, expand your comfort zone and develop within our community. We wish you success at Fort Lewis College and encourage you to reach out if there's anything we can do to enhance your on-campus experience. We're excited for your arrival! Go Skyhawks!

Sincerely,



Barb Morgan  
Director of Student Housing and Conduct

## Important Contact Information

### Main Numbers

Contact	Phone Number
Emergency	911
Housing Office	970-247-7503
Police Dispatch (Non-Emergency)	970-385-2900

### RA On-Duty Numbers

Resident Assistant (RA) On-Duty numbers are for residents to contact RAs for issues that cannot wait until regular working hours such as lockouts, urgent resident conflicts, building issues, etc. Abuse of RA duty phone may result in an incident report being submitted.

Residence Hall	Phone Number
Animas Hall	970-444-5282
Bader / Snyder Complex	970-516-7331
Camp Hall	970-918-0384
Centennial Apartments	970-335-8869
Cooper Hall	970-444-5469
Crofton Hall	970-919-0386
Escalante Hall	970-919-0385
The Gauge Apartments	970-769-6324
Mears Apartments	970-335-8869
West Hall	970-444-5470

## Housing Team

### Resident Assistant (RA)

Each hallway in the residence halls and cluster of apartment units has a Resident Assistant (RA). They are assigned to live with or alongside their residents. This student is trained to assist students as they transition to college and act as a resource and liaison to the Student Housing Office.

### Senior Resident Assistant (SRA)

Senior Resident Assistants are student workers who live on campus and provide additional support to Resident Assistants and Residence Hall Directors. They are prior Residence Assistants and are trained to support the housing staff in a more substantial capacity.

### Residence Hall Directors (RD)

The Residence Hall Director is a full-time professional, supervising resident students and their development. The RD and student staff are essential to the student's success in adjusting to and engaging with collegiate community living. They are responsible for the implementation of Student Housing and College policies. This includes the enforcement of those policies, as well as the care and protection of the residential facilities and students.

### Area Coordinator (AC)

Area Coordinators are full-time professionals responsible for supervising a designated residential area on campus. They may serve in the role of an RD and maintain similar duties. Additionally, they may oversee a specific housing area, such as programming or conduct.

### Administration Staff

The administration staff of Student Housing consists of the Director of Housing, an Associate Director of Housing and Residential Education, an Assistant Director of Operations and Occupancy Management, Area Coordinators who focus on programming and student conduct, and an Office Manager.

## Eligibility, Application, and Assignments

### Eligibility

In keeping with the Fort Lewis College philosophy, to ensure the best chance of success, **first-year incoming students must live on campus for the entire academic year** unless they meet the exemptions listed on the [Student Housing website](#). The Director or designee of the Student Housing Office must approve any exception to this policy. Students may not apply for an exemption after they have moved on campus.

Only students enrolled in nine or more credit hours per term are **ELIGIBLE** to reside in the College residential facilities (including apartments). Exemption requests must be submitted to the housing office for review.

The College reserves the right to terminate an assignment or application if any of the following occur:

- a. The Occupant does not meet the eligibility requirement as stated above.
- b. The Occupant misrepresented facts on the Student Housing Application.
- c. The Occupant has a balance on their account greater than \$1,000.
- d. The Occupant is removed from on-campus housing due to a sanction (Housing Suspension/Removal). Please note that Housing Suspension/Removal results in financial penalties as well. Occupants removed from residential facilities may also be suspended from the College.

Receipt of the Student Housing Contract does not guarantee that the student will be assigned a housing placement. Depending on availability, students may be placed on a waitlist and notified of their status. The housing contract is for the contracted student only and may not be transferred or subleased.

### Accommodation Procedure

Students requiring an accommodation are responsible for working with the [Accessibility Resource Center](#). Desired accommodations may be noted on the housing application but may not be granted until the Accessibility Resource Center confirms the relevant and approved accommodations that need to be made.

### Applying for Campus Housing

Rooms and apartments are reserved on a space-available basis upon receipt of an application and signed Student Housing Contract. To continue as a residential student for the next academic year, students must apply to the Student Housing Office during the application period, starting in the Spring term preceding the academic year for which the student is applying. Students will sign a Student Housing Contract for a full academic year or summer term in which they are assigned campus accommodations.

The Student Housing Contract is a legal document. The Occupant's electronic or written acceptance indicates an understanding and acceptance of ALL of the terms and conditions stated therein. For convenience and information, the terms and conditions of occupancy are outlined in the most recent version of the housing guide.

## Assignments

### Incoming First Year and Transfer Students

Subject to the availability of space, the College will assign accommodations according to roommate groups and room preference requests and per established guidelines as outlined herein. The College does not guarantee assignment to a particular building or accommodation or with a specific roommate. The College reserves the right to assign or reassign space for the benefit of the College, an individual student, or a living unit. The College practices non-discriminatory procedures concerning making assignments and will not entertain requests based on bias or prejudice toward a group of people. Assignment priority is based on the date of receipt of a completed Student Housing Application and Contract.

### Continuing and Returning Students

Current students and students returning to FLC will select their own room through a room selection process in the Application Portal. Students who apply for housing for the Academic Year or Spring Only semesters will receive a timeslot for room selection prioritized by highest number of completed credit hours. Summer housing placements will be manually assigned by the Student Housing Office with priority based on the date of receipt of a completed Student Housing Application and Contract.

Assignments grant the use of one closet/wardrobe, bed, and desk.

When necessary, occupants who, for various reasons, are without a roommate in a double occupancy room may be required to move to another room to consolidate unassigned space. These students may also be eligible to buy out unassigned space in their assigned room at additional cost.

Occupants residing in a room/apartment modified for various accessibility needs may be required to change rooms if another resident needs such accommodations.

### Room Change Requests

Room change requests may be made at any point of the semester. No room changes will occur between the start of the semester and Census Date. A room change fee of \$40 will be applied to the moving student's account. If it is determined a student is the cause of pattern conflicts between multiple roommates, the student may be moved to and charged for a single room or removed from their housing.

If we are unable to determine the instigating cause of roommate conflicts that results in a move, the roommate with an earlier application submission date will be given priority to stay in the room, or both roommates may be moved. The best route is determined by the conduct hearing officer and will be done by taking into consideration the various circumstances and deciding the best living environment for all residents involved.

### Inclusive Housing

Students may request Inclusive Housing by selecting "yes" on their application. All students living together must opt into inclusive housing, even with matching roommate requests.

Inclusive Housing is not intended for romantic couples to live together. Students in intimate relationships should choose other housing options that align with their needs. Students found to be living together



and, in a relationship, may be moved with priority given to the student with the highest completed credits.

### Private Room Accommodations

When occupancy space allows, students may request to "buy out" their room and live in single occupancy spaces. Students may speak with their RD to confirm the availability of this option based on current occupancy levels.

### Cancellations

Cancellations must be made online through the FLC Housing website and received BEFORE moving into your housing assignment.

*A \$100 fee applies for cancellations received after the following dates:*

- Fall term: July 31
- Spring term: December 1
- Summer term: May 1

Cancellations received AFTER moving into your housing assignment.

Fall and Spring Terms:

- Contract cancellation: You can cancel your housing contract early if you're not returning for the Spring term.
- Withdrawal: If you leave the college during the contract term, refunds for room and board follow the current refund policy.
- Switching to off-campus housing: If you decide to move off-campus while still enrolled at FLC, you'll face an \$850 contract termination fee.

*Summer Term:*

- Withdrawal: Leaving during the summer? Your room charges will be calculated on a daily basis up to the withdrawal date.
- No Refund Point: If you withdraw after 80% of the summer term has passed, you will not receive a refund.

### Check-in Procedure

The Occupant may move into the assigned unit on the date specified in the electronic placement notification. One key and/or access plan card is issued to each Resident of the assigned unit. Acceptance of the key or activation of card access constitutes occupancy by the resident. The Resident must complete and sign a check-in form and carefully inspect the residence hall room or apartment. Repairs needed, damages, missing items, and the general condition of the unit are to be recorded by the Resident in StarRez. The resident must identify any issues during the check-in process and will be responsible for the room's condition and damage upon check-out.

### Check-out Procedure

You can stay in your room until 24 hours after your last final exam. Schedule an appointment with the housing staff at least 24 hours before your departure. Students departing between 9 pm and 9 am must complete this process the night before. Student staff will review your room for damages with you, and

final charges for damages will be made upon a final inspection by housing professional staff. Failure to properly check out may result in a \$150 daily fine.

### Holidays and Break Closure

Residence Halls are closed during winter break. Regular room and board charges do not apply. Residents residing in Mears, Centennial, or The Gauge apartments may remain in their units throughout the academic year. Residents intending to do this must notify the housing office through the break form sent around fall break. Students found residing in their rooms without notice will be charged for their room for the entirety of their break.

Students are responsible for knowing the dining hall hours during breaks. The dining hall is typically closed or working limited hours during breaks and holidays.

Vehicles being left over winter and spring break should be parked in the designated space by campus safety. This is communicated via email. Failure to do so may result in your car being towed at your expense to allow for snow removal.

Trash and all perishable food must be removed from your room and refrigerator before fall, winter, and spring break. Housing staff will conduct health and safety checks before these breaks. A fee may be issued if any of this needs to be removed from your unit.

### Family Housing

Students with families can apply for a family housing apartment in the Centennial Apartment complex. Dating couples with no children are not eligible for family housing. Billing for these units is per *apartment* per semester rather than per *student/occupant* per semester. Assignments are made in order of when applications are received, and priority is given to students with family members living with the student full time. When applying, birth certificates, guardianship/custody decrees, marriage certificates, and/or other documentation will be required. When assigned to family housing, the contracted student is responsible for notifying the Student Housing Office of any changes to the occupant list for their apartment and updating documentation.

All family members living in the apartment and guests/visitors are subject to all College and housing policies. Violations of policies by any family member, guest, or visitor can jeopardize the status of the housing contract, and the contracted student may face sanctions from the College up to and including housing removal/suspension for the entire family. Any relevant charges will be added to the student's account. If the contracted student's partner, child or dependent violates the housing guide policy, they may be asked to leave housing and issued a no trespass order.

Children are expected to be properly always supervised and cared for in a manner commensurate with their ages and developmental needs. Children under 12 are not permitted to provide direct care and supervision for children under five years of age. Children under the age of 12 are not eligible to have apartment keys. Should child neglect occur, the contracted student may face college sanctions in addition to reports made to external authorities.

## Summer Housing

Current and newly admitted students are eligible for summer housing and are not required to be enrolled in summer classes. Enrollment for the fall semester is required for block 3 summer housing. A new application must be submitted to apply for summer housing. Please see the Summer Student Housing Contract for deadlines and penalties associated with canceling a summer housing application.

## Campus Living and Facilities

### Animals on Campus

Ownership, care, or boarding of pets in residential halls is prohibited, except for fish in a 10-gallon or less aquarium. Emotional Support Animals must be approved and communicated to housing by the Accessibility Resource Center. Unauthorized animals found in residence halls may be asked to be removed within 24 hours, which may result in a conduct case against the resident(s) of the space.

### Bicycles

Bicycle storage is limited to inside a resident's suite, room, or apartment OR to bicycle racks provided outside each residential facility. Bicycles secured to buildings, trees, lamp posts, railings, or other features are subject to confiscation.

### Keys and Locks

Residents are responsible for their key and student ID, which provides access to their designated room. If you lose your key or student ID, notify Skycard Services immediately so access may be removed, and a replacement can be provided. A lost key will result in a rekey of your door and a \$65 fee. A lost skycard will result in a \$15 replacement fee. If you are locked out of your room, you may contact the RA on duty or RD of your building during office hours to be let back in. You will not be charged for your first lockout and will be charged \$25 for every following lockout.

### Laundry Facilities

All residential facilities have coin and swipe-operated washers and dryers. Fort Lewis is not responsible for lost, stolen, or damaged items due to laundry facility use. Contact the laundry service vendor for lost money at the number posted in the laundry room. Notify your housing staff for any maintenance issues or requests.

### Loft Kits

Camp, Crofton, Escalante, Cooper, Animas, West, and Bader/Snyder may have lofted beds. Lofts may be requested on your housing application before or to your RA after moving in. The loft kit has a \$50 fee, and they are provided on an "as-available" basis. Students may request safety rails. Loft removals made within 60 days of their setup will incur an additional \$50 loft removal fee. Mears and Centennial apartments are not permitted to loft their beds. Third-party lofts or lofts constructed by students are not permitted and will be told to be removed immediately.

### Mail

The post office is located on the Student Union's ground floor on the building's north end. All on-campus residents are assigned a post office box and combination by the Post Office. USPS, UPS, and FedEx deliveries may be picked up from this location. To ensure proper delivery, students should use the following mailing address:

Student Name  
FLC (4-digit mailbox number)

1000 Rim Drive  
Durango, CO 81301-3999

It is the responsibility of the student to inform the Post Office and Records Office of a change of address. Tampering with mail or mailboxes is prohibited.

The College accepts no responsibility for anything shipped directly to the general campus address. Items sent by UPS/FedEx are received at the Fort Lewis College Central Stores Shipping and Receiving Office. Items may be sent to new students; however, we suggest not before two weeks prior to arrival on campus. Items not retrieved by the student will be returned to sender after 30 days.

### Maintenance Requests

General/routine maintenance, incidental repair, pest extermination, furniture maintenance, special cleaning, and light bulb replacement in residents' rooms or apartments should be requested through the Resident Assistant (RA). Emergency maintenance requests are reported at the housing staff's discretion and reserved for issues that cannot wait overnight. If repairs are not attended to, please notify housing staff.

Due to the chemical used to unclog toilets, students may not use a chemical to attempt to unclog a drain themselves. They may attempt to unclog using a plunger, but if further assistance is needed, a work order must be placed and it will be addressed as soon as possible during regular business hours.

### Parking

A resident parking pass must be obtained through the Skyhawk station and displayed properly on your vehicle. Students may be asked to move their cars from specific lots during large storms for snow removal. The college assumes no liability for damage to personal property in pathways or parking lots where snow removal notices have been announced.

### Storage

No space is available for the storage of college-issued furnishings from student rooms nor students' personal belongings during the term. Students are asked to bring their belongings in containers that can be stored in the students' rooms. Personal belongings may not remain in the building when the student has no contract with Student Housing to live on campus. Any items left upon vacating your room assignment at check-out will be disposed of at the college's discretion.

### Trash Pick-Up

Students will take personal trash to the large trash receptacles that are located outside of residential facilities. Do not leave trash outdoors next to the buildings or inside the hallways/breezeways, as this attracts animals and insects and can be a general safety hazard.

Any trash left in hallways/breezeways (or in rooms during scheduled closings) will be removed, and a fee will be assessed to the resident(s).

## Windows and Window Accessories

Window screens and window coverings in residence halls and apartments are not to be removed or tampered with for any reason. Removal of screens contributes to the damage of the screen itself. It also contributes to a reduction in security, insect problems, and other related problems. If a student removes or damages a screen, the student will be charged for replacing or repairing the screen. Occupants may be held liable for any damage to screen/window coverings. Students on the first floors of the campus apartments and residence halls are given a window stick that should remain on the windowsill. If there is no window stick or screen in your assigned space upon arrival, please contact your RD.

## Health and Safety

### Property Loss and Liability to Individuals

The College shall accept no responsibility for the damage, theft, loss of money, or other personal effects of students or visitors. It is understood and agreed that the resident will assume all risk and/or liability to the resident's self, guests, invitees, or persons entering upon the premises for the purposes of communicating or transacting business with the resident or being a guest of the resident. The resident further agrees to save and hold Fort Lewis College harmless from any liability, charge, or cost incurred by the resident, guests, invitees, or persons entering the premises to communicate or transact business with the resident or be a guest of the resident. It is further understood and agreed that the resident shall notify and expect any guests or invitees to comply with all the standards and regulations of Fort Lewis College.

Fort Lewis College shall exercise appropriate care and judgment in operating the accommodations. Still, it shall not be held liable or responsible in any way for the injury to any person or for loss or damage of the property of the resident, guest, or other person from any cause whatsoever.

Occupants are encouraged to carry private insurance for protection from such liability, fire, theft, and personal injury.

Any property of the resident shall be removed from the premises upon vacating. If such property is not removed from the premises, Fort Lewis College may dispose of same at its discretion, without any liability to the College. The resident shall pay for all costs of removal of such property.

### Abandoned Property

Any property left behind after it is determined that a student has disenrolled, does not plan to return to Fort Lewis College, or has checked out will be placed in storage. Fort Lewis College is not responsible for lost, damaged, or disposed items packed or placed in storage by a college representative.

An email will be sent to the student's Fort Lewis College email address and any alternative email on file with StarRez. The student will have 10 days from the date of the email to respond with their intentions regarding the property. Failure to respond by the end of the 10-day period will result in the property being donated or disposed of.

### Room Access

Student Housing staff generally will not enter a resident's room/apartment unless accompanied by the resident or a second authorized College representative. However, the College reserves the right to enter any resident's room/apartment for inspection, or when an authorized College official has reason to believe that conditions, which include, but are not limited to, the following may exist:

- An Occupant of the dwelling unit may be physically harmed or endangered.
- Significant damage is being done to college property.
- There has been a violation of the provisions of the Student Housing Contract, the Student Housing Guide, or there is prior written notice for the operation and administration of residence halls and apartments of Fort Lewis College.

- To complete maintenance and/or repairs. A request for maintenance repairs submitted to the appropriate College official automatically authorizes entrance to a dwelling unit to perform requested repairs even when the resident is not present. Appointments are not made; however, a written notice will be left to inform the resident of the entrance to the dwelling.
- Health and Safety Checks: Staff will conduct periodic maintenance and safety checks.
- Occupancy Verification Checks: Student housing staff will check each room or apartment to verify occupancy as necessary.

## Campus Safety

**For any emergencies on campus, please dial 911.**

Campus Police Officers have the authority to patrol the residence halls and apartment communities, as well as the entire campus. They work in conjunction with the Student Housing staff and local agencies to provide the safest campus atmosphere possible. Students are encouraged to familiarize themselves with the Blue Light emergency phones on campus, which connect directly with 911 dispatch when activated.

All students are encouraged to register for [Skyhawk Alert](#), the FLC emergency notification system. Register your contact information online with the [Skyhawk Alert](#) program to receive safety-related information and notices regarding school closures. If classes are canceled due to heavy snow, for example, essential services for campus residents, such as Dining Services, Campus Police, and others, remain operational.

## Behavior and Conduct Expectations and Procedures

The resident must know and comply with all policies, standards, and regulations as contained in official Fort Lewis College publications and websites, and they must ensure that their guests comply with such policies, standards, and regulations. Ignorance of policies will not excuse a violation. Violation of municipal, county, state, or federal law or ordinance, within or outside a residential area, on or off FLC campus grounds, may result in the resident being subject to adjudication under this Housing Guide. All Fort Lewis College students present in a residential area while a policy violation occurs may be subject to adjudication under this Guide. The student is subject to sanction for failing to adhere to these standards and regulations.

## Alcohol Possession and Use

Possession or consumption of alcohol in the residence hall is prohibited, regardless of age. Residents of Mears and Centennial may have and consume alcohol in their apartments if they are 21 years of age or older. Residents and students under 21 found under the influence, regardless of where alcohol was consumed, may be processed through student conduct. Items that encourage binge consumption are restricted, including kegs, beer bong, and drinking game setups.

The sale of alcohol is prohibited in the residence halls. Charging for admission or the transaction of money before, during, or after the event is considered a violation of this policy. If a student or resident is found in possession of alcohol, it will be documented, and they will be asked to dispose of it immediately. Displaying of empty alcohol bottles in a residence hall is prohibited. Walkways, balconies, lounges, and halls are considered public spaces, and alcohol consumption is restricted in these areas regardless of age.



## Roommate Conflicts

In shared living spaces, conflicts between roommates can occur, affecting the overall well-being of residents. You should notify your RA of conflicts that arise so they can begin the mediation process. If mediation attempts are not successful, a move request may be submitted through the process listed in this guide.

Ensuring an environment that is conducive to academic success and residents feeling respected in their living space is important for Student Housing. If it is found that an individual has repeated roommate conflicts after attempts to rectify and it is determined their behavior is the primary issue, or they are unable to agree to a fair solution that allows this, Student Housing may determine campus housing is not the best option for them and dissolve their contract.

## Damage and Vandalism to College Property

All rooms, suites, apartment furnishings, and lounges are considered FLC property, and damage to these items may result in a student conduct hearing. Any costs associated with fixing property will be charged to the resident, suite, or building. Reasonable wear and tear, as defined by the Student Housing Office and Physical Plant Services, are expected, and will not be charged to residents. Residents are responsible for the actions of their guests and will be held accountable for any and all actions while they are in the residence halls.

Residents may appeal damage fines for up to 60 days after the email notification of the charges. This may be done by emailing [studenthousing@fortlewis.edu](mailto:studenthousing@fortlewis.edu) with justification of why the student is not responsible for the charges. Note that charges for damage to communal areas is spread across all residents with access to the area and will not be considered eligible for an appeal.

Residents may not repair damages to College or Vendor property. If this happens, students are charged to restore the property to its original condition. Residents may not use nails or screws to hang or decorate their rooms. Command strips are suggested as they protect the paint and structural integrity of the residence halls. Waterbeds and dartboards are strictly prohibited in resident rooms.

## Drugs and Tobacco

Use, possession, or distribution of illegal drugs or drug paraphernalia will result in a student conduct hearing. Marijuana is restricted from use or possession on all areas of campus, including residence halls.

The use of tobacco, cigars, pipes, personal vaporizer devices, e-cigarettes, or hookahs is strictly always prohibited on campus and in the residence halls. If you need to use tobacco for ceremonial purposes, please coordinate with the RD of your building prior to the ceremony.

## Firearms and Dangerous Weapons

The possession of firearms, explosive or incendiary devices, or other weapons on the Fort Lewis College campus is prohibited. This prohibition shall extend to all grounds and buildings on the Fort Lewis College campus.

Weapons include but are not limited to, the following: firearms of any size or type of construction and ammunition; gas or air guns, including BB, pellet, and paintball guns; bows and arrows, and cross-bows; blackjacks, bludgeons, batons, nunchaku, throwing stars, and metallic knuckles; swords, pikes, lances and spears; any knife with a blade over 3.5 inches in length, including hunting and fishing knives; ballistic, gravity and switchblade knives, regardless of the length of the blade; fireworks, gunpowder, or explosive substances; and any harmless object designed to look convincingly like a firearm, explosive or incendiary device, or other weapons.

Kitchen knives are permitted in accordance with appropriate use.

### Courtesy and Quiet Hours

Common courtesy noise control is expected 24 hours a day, and loud talking, music, or entertainment is restricted. Quiet hours are as follows:

Sunday – Thursday: 9 pm – 8 am

Friday – Saturday: 11 pm – 9 am

8 am the Wednesday before Finals week – End of the Semester

Individual buildings may agree to extended hours with the approval of the hall council and RD. The use of amplified musical instruments or drum sets in any residential facility is prohibited.

Horseplay or indoor sports activities are restricted due to the likelihood of personal injury, property damage, and noise.

### Wildlife

Students are prohibited from harassing wildlife in any way; violations may result in both a criminal charge and campus discipline. Students are also advised to take precautions against startling, getting too close, or making any predator angry, protective, or defensive.

Additional tips include:

- Be especially aware of your surroundings when outside in the evenings and early mornings, particularly in the Fall term.
- Store and dispose of food, trash, or other attractants only in appropriate containers.
- If you encounter a bear or mountain lion, appear calm, do not run, and leave the area.
- NEVER get between an adult bear or mountain lion and their young.

Contact Fort Lewis College Police or Housing Staff if you encounter a bear or mountain lion.

### Wet Wipes and Suite Cleaning

Flushing wet wipes of any kind down the toilet is prohibited due to the difficulty within the plumbing structure. Residents will be held liable for any plumbing work required as a result of flushing wet wipes. If an individual resident is unable to be identified, the entire building may be charged for the damage, even if all residents are not responsible.

Residents of suite-style rooms are responsible for knowing when their bathroom will be cleaned and ensuring it is prepared for custodial staff. Preparation includes all items removed from the sink counter,

shower, and rugs removed from the floor. Items should be stored under the counter or in the installed drawers, if applicable. Regular failure to prepare for custodial cleanings may result in a conduct hearing.

### Fire Safety

The Fort Lewis College residence halls are equipped to provide for adequate fire safety. The alarm system and extinguishers are checked on a regular basis. Fire safety instructions, which are designed to enhance safety and minimize the hazard of fire, are posted in the halls. Residents are to make note of smoke detector devices and must NOT disconnect or cover smoke detectors. Failure to abide by this may result in removal/suspension from Campus Housing. Should mechanical problems exist, please contact a Fort Lewis College staff member.

During the start of the Fall and Spring terms, residential facilities will conduct fire drills. All residents are expected to participate and be familiar with evacuation procedures. Residents are expected to follow the instructions of housing staff when the fire alarm is triggered and evacuate the building immediately. Alarms that are set off intentionally with no sign of a fire, or due to negligence, such as cooking, smoking, candles, diffusers, or other methods, may be charged the cost for emergency responders to address the alarm which can be from \$200-\$500. Students requiring these items for religious or ceremonial use may see the section below on the process to notify college staff. This must be completed prior to beginning the session so necessary parties may be alerted. Tampering with life safety equipment, such as extinguishers, hoses, alarms, exit signs, smoke detectors, etc., will be processed in a student conduct hearing and may face housing suspension.

### Smudging, Candles, Diffusers or Incense for Religious or Ceremonial Use

Traditional smudging with sage, sweet grass, cedar, diffusers, candles, and incense is allowed for religious/spiritual purposes. Due to fire and safety protocols, you must contact your RA or RD prior to practicing the ceremony to ensure steps are in place to prevent a building-wide fire alarm. Failure to coordinate with your RA or RD may result in a conduct hearing or fees.

### Appliance Allowance

Due to the fire hazard of overloading existing circuits, certain items are restricted from residence halls and apartments. Questions about specific appliances or wattage limits may be directed to the housing office.

#### Permitted:

- Blenders
- Microwaves up to 700 watts
- Miniature refrigerators up to 4 cubic feet
- Crockpots/Instant Pots
- Air Fryers where there is no open coil present
- Coffee makers
- Popcorn poppers

#### Not Permitted:

- Explosives: fireworks, firecrackers, hoverboards, explosive materials of any kind
- Combustibles: kerosene, propane, gasoline containers (or devices using fuel), charcoal, live Christmas trees

- Open Coils (that get red when hot): space heaters, toasters, toaster ovens, hot plates, indoor grills, or any other device that may pose a safety or sanitation concern.
- Prohibited Lights: halogen lamps, neon signs, vintage lava lamps, plug-in Christmas/fairy lights.
- Smoke: Fog machines, e-cigarettes, vaporizers
- Outlet Splitters and Extension Cords: any device that splits and/or an outlet that does not contain a circuit breaker.
- Major Appliances, including but not limited to dishwashers, dryers, washers, air conditioning units.

## Student Conduct

Students are responsible for adhering to all behavioral expectations and guidance in the Housing Contract, this *Guide*, and the Student Handbook found online at <https://www.fortlewis.edu/studenthandbook>. Students found responsible for violating one or more of the following restrictions will be sanctioned and may be suspended/removed from campus housing. Students who are present during a violation or accessory to a violation of the Housing Guide may also be sanctioned.

Some policy violations that may be charged are:

- 1) Alcohol or drug use
- 2) Group activity such as riots, raids, or illegal entry
- 3) Quiet Hour Violations
- 4) Disorderly activity
- 5) Unapproved Animals
- 6) Vandalism and Theft
- 7) Weapons
- 8) Fire Endangerment
- 9) Failure to Cooperate
- 10) Room and personal hygiene
- 11) Guests staying longer than two (2) days
- 12) Safety Hazard
- 13) Smoking
- 14) Wildlife Harassment
- 15) Sexual Misconduct
- 16) Accessory to a violation
- 17) Suite Cleaning

## Conduct Process

The conduct process is structured to be educational and constructive. Exceptions are made when the extreme nature of the infraction endangers the safety and well-being of other residents or when immediate removal is necessary.

The College reserves the right to submit charges against students in civil and/or criminal court depending upon the severity of the incident. Furthermore, when a student is charged with a crime, the College has the right to initiate disciplinary action through our conduct system. Any action undertaken by the College does not constitute double jeopardy.

A Hearing Officer will meet with the student to discuss the incident as well as its context. The Hearing Officer will explain the allegations(s), the conduct procedure, the role of the advisor, if applicable, and any possible sanctions. The student may present their perspective. The Hearing Officer will decide whether the student is responsible for violating one or more policies based on a preponderance of evidence standard. If the student is found responsible, the Hearing Officer will also determine and issue sanctions. Students may not be represented by a lawyer or other legal counsel in Student Housing disciplinary procedures, but the student is permitted to bring one non-lawyer or non-legal counseling individual to act as an advisor to their hearing and/or sanction meeting. The advisor must respect the guidelines laid out by the Hearing Officer at the beginning of each meeting and may not speak on behalf of the student. The advisor understands that the meeting is between the Hearing Officer and the student. Failure to appear for the scheduled interview or refusal to cooperate in the interview process will result in the rendering of a decision based on the evidence available.

Information provided to parents may be restricted based on the federal FERPA law (Family Educational Rights and Privacy Act). Housing staff or the hearing officer may not be able to share details surrounding a case without a FERPA waiver on file with the college.

## Sanctions

### Verbal Warning

Students are warned that repetition of such violations would warrant the imposition of more serious sanctions. No educational sanctions are accompanied by verbal warnings.

### Written Warning

A formal notice that may be used when deemed necessary by the Hearing Officer. Warnings are cumulative and Student Housing Program-wide, effective for one (1) full year, and are considered official College actions. Housing warnings are accompanied by educational sanctions tailored to the policy violation.

### Housing Probation

Students are advised that further violation of policies may result in Housing Suspension/Removal and/or suspension from the College. The duration of the probation is at minimum one (1) full year or as outlined in the resolution letter. Housing Probation will be accompanied by educational sanctions tailored to the policy violation. Any further violations of the Student Handbook and/or Student Housing Guide after being placed on Housing Probation with intent to evict status WILL result in immediate suspension/removal from campus housing.

### Campus Housing Suspension/Removal

The College may terminate the Student Housing Contract at any time for any violation of housing or campus policy. In the event of a suspension, the resident will be given an allotted time to move out, not to exceed 48 hours. The Community Standards and Conduct Office will determine what amount, if any, room charges will be credited to the student's account. The student's meal plan will be canceled the day they are to be moved out. If they wish to add a voluntary meal plan, they may purchase one directly through dining services.

Suspension from Campus Housing will remain effective for one (1) year or more, as determined by the hearing officer. If suspended, the student is not allowed to enter any residential facilities for the duration of their suspension. After the suspension period passes, should the student wish to be housed on campus, it will be necessary to interview with the Director of Student Housing or a designee before the student's Housing Application can be accepted.

### Restriction from Campus Housing

Students may be restricted from entering one, some, or all residential buildings as a result of a violation for a defined period of time. If a student is suspended or removed from housing, or a hold is placed on their account for any reason related to conduct or behavior, they will automatically be restricted from entering any resident hall building until their restriction is lifted by the Housing office or Conduct Office.

### Sanction Compliance

Students must complete all assigned sanction(s) issued by the Hearing Officer. Students will be given reasonable opportunities to complete sanctions. Failure to complete the imposed sanction may result in further sanction under the Student Conduct Policy and Procedure. If a student fails to complete a sanction, the student forfeits their eligibility for a refund of the housing deposit and forfeits their eligibility to apply to campus housing for future academic terms. If the student applied for housing prior to failing to complete their sanction, their pending application and placement will be canceled.

## Sanction Appeal

If a student wishes to appeal their sanction, they may do so in writing within 10 days of their sanction letter. The rationale for why the sanction should be changed or overturned should be included and emailed to [studenthousing@fortlewis.edu](mailto:studenthousing@fortlewis.edu). Upon review by the Director or their designee, the sanction may be upheld, adjusted, or overturned. If the reviewer believes an additional meeting should be held to discuss the incident further, they may do so. However, it is not required through an appeal process.

*For additional information about living on campus, please address questions to the Student Housing Office at 240 Skyhawk Station, [studenthousing@fortlewis.edu](mailto:studenthousing@fortlewis.edu) or (970) 247-7503.*