

# Jackson State University

## *Core Values*

***Tradition*** – The University believes that its role as a historically Black University inspires and exemplifies positive societal change.

***Accountability*** – The University believes in the principled exercise of leadership and the sanctity of the public trust.

***Learning*** – The University believes in an experientially enhanced learning environment where teaching, research, and service are integrated and mutually reinforcing.

***Nurturing*** – The University is committed to creating a community, which affirms and welcomes persons from diverse backgrounds and experiences and supports the realization of their human potential.

***Services*** – The University respond to the needs of society to the best of its ability and expect its graduates to do likewise.

***Responsibility*** – The University believes in and accepts its duty to enhance each generation's capacity to improve the human condition.

## **PRINCIPLES for COLLEGIATE**

### **CODE OF CONDUCT**

**Integrity**- Respect and embrace the principles of academic honesty.

**Philosophy** - Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking and a commitment to excellence.

**Class Attendance** - Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

**Diversity** - Celebrate the similarities and differences in our cultures, races and ethnic origin.

**Communication** - Encourage open communication and expression which is guided by respect for others.

**Behavior** - Understand that sexual or social harassment will not be tolerated. Always dress for success.

**Profanity** - Discourage the use of profanity and offensive actions out of respect for others.

**Accountability** - Accept personal responsibility for one's actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.

**Service** - Engage in civic opportunities to share knowledge and skills with local, national and world communities.

**Respect** - Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the University. Respect others by using cell phones and other electronic devices only in appropriate settings.

**Assessment** – Conduct periodic assessments of academic, personal and career progress. Stay focused on your purpose for being at the University.

**Safety** – Be alert to threats to safety and security and inform appropriate authorities of such situations.

**Freedom** – Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

## **The Jacksonian Pledge**

**(First given by the Class of 2010)**

**I \_\_\_\_\_ pledge that no matter where I am from, and no matter what path I took to get here, from this point forward I am, and will forever be a Jacksonian. I pledge to live the core values:**

**Tradition - Accountability – Learning – Nurturing – Service**

**I also pledge to train my mind to constantly seek new knowledge, Preserve my body so as to enjoy the fullness of life, and nurture my spirit and the spirit of others so as to help make the world a better place.**

**Finally, I pledge to live each day with three priorities as my guide:**

- ❖ The first is God**
- ❖ The second is Family**
- ❖ The third to Jackson State**

**These things we pledge, as the Class of \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_.**

## **INTRODUCTION**

Jackson State University, through its residence hall program, attempts to make residence life a learning experience, by including both students and staff in its program planning and activities. Residence hall programs address the educational, recreational, and social needs of students. The residence hall staff to promote personal as well as professional growth provides a series of enrichment programs. Recreational activities are provided through intramural programs and residence hall-sponsored programs that encourage friendly competition within and between residents. Individuals and groups to celebrate special functions and events also sponsor social activities within the residence halls.

The mission of The JSU Housing Department is to create an environment that is conducive to living and learning that fosters an appreciation for diversity in all students, as well as fosters communities that create a sense of belonging and provides active learning environments that simulates the mind, challenges and encourages academic, personal, cultural and social growth and development by providing, facilities that are technologically sound, well maintained, attractive, functional, clean, safe, economical and adaptable.

## **HOUSING/ RESIDENCE LIFE DEPARTMENT**

The Housing/Residence Life Department is one of several units reporting to the Department of Student Life. The Housing/Residence Life Department is located in Campbell Suites North. It is responsible for residence hall matters including student welfare, discipline, staffing, programming, room assignment, policy formulation and implementation, and the advisement of hall councils and boards.

### **RESIDENCE LIFE STAFF**

#### **Director of Housing/Residence Life**

The Residence Life Department is administered through the Office of the Director of Housing/Residence Life. The Director's Office is Campbell Suites North. The Director of Housing/Residence Life is responsible for the Housing Department operations, and budget.

#### **Assistant Director of Housing/Residence Life Day to Day Operations**

The Assistant Director of Residence Life is responsible for the daily supervision of the residence life staff, and for the enforcement of policies and procedures governing the operations of the residence hall program and overseeing room assignments, summer conferences, and assisting the Director of Housing/Residence Life by enforcing policies and procedures governing operations of the residence hall program.

#### **Assistant Director for Education and Judicial Affairs**

The Assistant Director for Education and Judicial Affairs has the role of providing programs, services, and activities within the residence halls. The University is used as a resource for programming to complement the student's academic program. He/she also handles the informal judicial council for the residence life program.

### **Room Assignment Coordinator**

The responsibilities of the Room Assignment Coordinator is to assign rooms, mail out contracts, develop student files, keep student files updated and work with the Community Directors with room exchanges and assist the Assistant Director for Education and Judicial Affairs.

### **Residence Life Office Manager**

The Residence Life Office Manager is responsible for running the Housing/Residence Life Office, and coordinating maintenance in the residence halls for the laundry equipment, MicroFridge units and work orders and seeing that they are submitted to the proper office.

### **Residence Life Accountant**

The Residence Life Accountant handles the financial matters for the Department of Residence Life such as the budget, payroll, staff time, and other assignments as given by the Director of Housing/Residence Life.

### **Community Director**

The Community Directors are professional staff members employed by the University. The Community Directors have living quarters in the residence halls, which increases their availability to students. Their major responsibilities are to develop an atmosphere that is conducive to the personal growth and development of the student; provide efficient administration of the residence hall; provide personal assistance to students in a variety of areas; and to maintain an environment that promotes the safety and security of students.

### **Assistant Community Director**

The Assistant Community Director assists the Community Director with the overall operation of the residence hall and has primary responsibility for planning, organizing, and implementing academic assistance programs under the supervision of the Community Director, Residential Programming Coordinator and the Director of Residence Life.

### **Receptionist**

The Receptionists are full-time employees of the University and members of the residence hall staff. They monitor each residence hall daily between the hours of 12:00 a.m. and 8:00 a.m. The receptionists help maintain a safe and secure environment for the hall residents. They assist the Campus Police as needed, and enforce the policies and procedures of the residence hall and the University. They also perform other duties as assigned by the Community Director, Director of Housing/Residence Life.

### **Community Assistant**

A Community Assistant is a student who is a part-time member of the residence hall staff. He or she assists the full-time staff in establishing and maintaining a community environment, which fosters student development, and performs specific duties assigned by the supervisor.

Community Assistants (CAs) are full-time students selected for their demonstrated leadership, interpersonal skills, and academic performance.

### **Work-study Students**

Work-Study students serve as desk clerks and are considered part-time employees in the residence hall. Their duties include greeting all visitors and receiving phone calls in a manner that is courteous and efficient, provide information and assistance to persons who inquire; take messages as needed for residents or staff members and ensure that the messages are delivered; as well as a serve as an information resource person on hall activities, policies and procedures; and perform other duties as assigned by the full-time residence life staff, and the Director of Housing/Residence Life or the Assistant Director for Education/Judicial Affairs.

### **Maintenance/Custodial Staff**

The Maintenance and Custodial staff works in all of the residence halls and they clean the public or community spaces (e.g., lobbies, bathrooms, activity rooms, etc.) or responsible for the repairs that are needed in the residence hall. The maintenance/custodian staff is members of Facilities Management Department and is employed to maintain a sanitary, safe, and secure environment. Students are expected to cooperate with maintenance/custodial staff, by contributing to the cleanliness and general upkeep of their assigned residence hall.

### **Residence Hall Council**

Each residence hall has a council consisting of a president, secretary, representatives and other officers elected by the residents of each residence hall. The Hall Council represents the interests and concerns of the hall to the Community Director, Assistant Community Director, and the Director of Residence Life. The Hall Council also works with the Community Director/Assistant Community Director, and the Director of Residence Life to develop methods and strategies to ensure the physical safety and security of residents; develop and implement enrichment activities for hall residents.

### **Elected Officers**

Residents of each residence hall shall elect officers for their Residence Hall Council. Each Residence Hall Council must register with the Office of Student Organizations as an organization. Officers of the Residence Hall Council (RHC) may include a President, Secretary, corridor representatives and other officers.

The RHC represents the needs, interests, and concerns of hall residents creating an atmosphere conducive to study, rest, enjoyment, and learning to live responsibly with other individuals. (See Appendices for Constitution and By-Laws) Inter-Residence Hall Council (IRHC)

The IRHC consists of representatives from each residence hall. Their primary responsibility is to hear cases involving inappropriate behavior occurring within and around the immediate vicinity of the

residence halls.

The IRHC may impose sanctions against violators of residence hall rules and regulations. Sanctions may include University Service, residence hall probation, residence hall suspension, and referral to the University Services, attendance at specific University functions, fine (s), or assignments by the IRHC Board or by the Director of Residence Life. Failure to comply with the assigned sanction may result in probation, suspension of visitation privileges, and suspension from the residence hall, denial of University housing for the remainder of the semester or subsequent school term, or other sanctions imposed by the Director of Residence Life. **Note: Failure to show up for a hearing will result in a \$100.00 fine.**

Cases involving possible suspension or expulsion from the University will not be heard by the IRHC, but are referred to the Student Disciplinary Committee (SDC).

Students who are suspended or expelled from the University must receive permission write a letter of appeal to the Director of Housing/Residence Life, before a housing assignment will be given.

## **POLICIES AND PROCEDURES (RULES AND REGULATIONS)**

### 1. Application Procedures

Each student living in University housing must have a signed *Residence Hall License Agreement* on file in the Residence Life Office.

Applications for student housing may be obtained from the housing website, [www.jsums.edu/housing](http://www.jsums.edu/housing), Housing/Residence Life Office or the Office of Admissions. Completed applications must be accompanied by the required application processing fee and returned to the Housing/Residence Life Office before a student is assigned housing. The Housing/Residence Life Department only accepts money orders, cashier checks or cash. The applications may be mail to: The Housing/Residence Life Department, JSU Box 17540, Jackson, and MS 39217.

The amount of the current application fee will be communicated to applicants by the Housing/Residence Life Department. The application fee is **non-refundable**. Filing an application for housing and paying the processing fee does not guarantee admission to the University or assignment to a residence hall. Students who have attended Jackson State University within the last five years do not have to pay an application processing fee. Students who have not lived on campus five plus years will be required to pay the processing fee.

### 2. Roommate Assignments

Although every effort is made to pair students with compatible roommates, roommate assignment preference or compatibility is not guaranteed. We will attempt to comply with a student's request to be housed with a specific roommate, but we cannot guarantee that we will be able to comply with your request.

In the freshmen residence halls students may be housed according to their selected course of study as part of the First Year Experience.

### 3. Room Changes/Residence Hall Transfers

Room and roommate changes are made during the course of the year at the request of the student or at the discretion of the Community Director/Director or Assistant Director of Residence Life. The Community Director/Assistant Community Director at his/her discretion may approve room changes within the residence hall, if space is available.

Residence Hall Transfer (i.e., a change from one residence hall to another) requests must be made in writing to the Director of Residence Life. Generally, such requests will not be considered until after the second week of school, in order for all records to be brought up to date, all students have been assigned a room. Transfer requests are approved at the discretion of the Director of Residence Life. If permission is granted to transfer, the student must follow the check out procedure in the current hall prior to being given residency in the new residence hall. A fee may be charged for a residence hall transfer.

### 4. Room Consolidation

During the semester, your roommate may move off campus, or to other rooms within the residence halls, which means a space is available in your room. If we are unable to assign another person to fill the open space, it becomes necessary for students to consolidate who do not have a roommate and do not wish to pay a single room fee. Two choices are available for residents: move into another room or another resident may move into the room with you. The residence hall staff is available to answer questions and assist you in getting another roommate by either moving you to another room or moving another person into the room with you. A list is kept at the desk at all times with names of students who are in need of a room. **Failure to consolidate will result in a single room charge.**

### 5. Hall Openings and Closings

Student rooms are available for use when the University is in session. The University reserves the right to use all rooms during vacations and recesses, in order to accommodate conference delegates and other special guests of the University. A calendar of specific vacation and recess dates will be posted at appropriate intervals. In general, the residence hall will:

Open to freshmen and new students before the beginning of the fall semester for orientation.

Open to returning students one day prior to the first day of registration.

Close during Christmas vacation. (**Note:** Residents must leave the halls no later than 12:00noon on the day after the last scheduled class).

Reopen after vacation at 9:00 a.m. on the day prior to the resumption of class.

Close at the end of the spring and Summer Sessions. (**Note:** Residents must leave within 24 hours

of the last scheduled examination day.) All personal belongings must be removed from the residence halls. The University will not assume responsibility for articles left in the residence halls or rooms. Residents must leave the halls no later than 5:00 p.m.

**Note:** The University is not responsible for personal items that are left in the rooms after the residence halls close. Students are to remove all of their personal belongings before the residence halls close.

#### 6. Check-in

Upon arrival, each resident should check in at the main desk in his or her assigned hall. At this time, a room key will be issued if the student has met all housing requirements. Handbooks and other materials may also be distributed during check-in.

Each resident will be asked to inspect his or her room and sign a Room Inventory Form (RIF) verifying the general condition of the room and its contents upon check-in.

#### 7. Furnishings

The typical room is furnished with twin beds, closets, drawer space, desks, chairs, window dressing and a MicroFridge unit. These items should not be moved from the student's assigned room nor should furniture be moved into the room from public spaces within the hall or from other locations (e.g., other residence halls, offices, classroom buildings, etc.).

#### 8. What Students Should Bring

Residents must provide their own linens for bed and bath, including pillows, mattress cover, sheets, bedspreads, blanket or quilt, and a laundry bag. Other items the resident might consider bringing to the hall include toiletries, surge protector (no extension cords are allowed) an alarm clock, flashlight, telephone, an iron and ironing board, a desk lamp, a wastebasket with liners, broom, mop, dustpan, and area rugs. Cell Phones are also needed. The University no longer provides telephone service in students. Emergency phones are located in the hallways.

#### 4. Appliances

Any of the following items may be used in a student's room in the residence halls: desk lamps, typewriters, personal computers, radios, stereos, portable television, VCR, DVD, vacuums, fans, clocks, personal hair dryers, curlers, shavers, and toothbrushes. Irons and electrical blankets are permitted, but should be used with caution. Portable heaters, other cooking appliances (such as hot plates, deep-fat fryers, ovens, crock pots, electric skillets, grills of any types, etc.) broadcasting equipment, power tools, candles, and unauthorized air conditioners, microwaves, refrigerators, extension cords are examples of prohibited items.

Each room is equipped with a microwave and refrigerator. Therefore, it is forbidden to bring microwaves and refrigerators. **A member of the residence hall staff will confiscate any unauthorized item found in the residence hall.** The violator will be subject to a fine and/or disciplinary action.

## 5. Cable Television

The University provides cable TV in lobbies and in student rooms. Tampering with cable equipment is prohibited and violators are subject to disciplinary action. No game systems, VCRs, or DVD players may be connected to the televisions located in the lobbies of the residence halls.

## 6. Mail Service

All residents are assigned a secure mailbox at the Campus Post Office, which is located in the Student Union. The correct address for persons receiving mail at the post office is (full name including middle initial, and **no nicknames** should be used), JSU Box\_\_\_\_\_, Jackson State University, Jackson, and MS 39217.

All students are asked to remind relatives that they **SHOULD NOT** send cash through the mail for any purpose. Certified checks and money orders are safer means of transmitting funds.

Packages that are sent UPS, Federal Express, DHL, Airborne, etc. may be picked up in the Housing Office. When sending a package, the full name, room number, and residence hall name should appear in the address. We will only accept packages of students in who live in the residence hall. Packages should never be sent in the parent's name. Only packages sent through UPS, Fed Ex, etc., may be picked up in the Housing/Residence Life Office.

Packages will be kept in the Residence Life/Housing Office for **three working days**. If the package is not picked up within that time period, it will be returned to the sender.

## 7. Cooking

The residence halls are not designed for individual food preparation; therefore, cooking is strongly discouraged in the student rooms. Furthermore, great precautions must be taken with authorized appliances. Electrical and grease type fire extinguishers are not provided, due to “**NO COOKING**” regulations.

Toasters, hot plates, frying pans, personal refrigerators, microwaves, coffee pots, etc. are prohibited and will be confiscated by residence hall staff members.

## 8. Room Alterations/Decorations

Residents are discouraged from making extensive, unapproved changes to their assigned room. Unapproved changes include using prohibited window dressings, painting the room, and affixing permanent devices and decorative paper to the doors, walls or furnishings. Pictures are not to be hung with nails, tacks, pins, or glue.

Students are required to discuss and obtain approval of all renovations with the Community Director prior to making such changes. Charges for all damages and unapproved changes to the student's room will be billed to their Business Office account.

## 9. Maintenance

Students are required to perform general upkeep of their rooms regularly. This includes cleaning and

mopping the floor, emptying the wastebasket, cleaning all appliances, disposing of personal items and washing personal belongings. If necessary the custodial staff will be assigned to clean a student's room that is that is unclean. The student's account will be charged if the custodial staff is assigned to clean their room or suite due to unsanitary conditions. Custodial staff is available weekdays to clean public spaces of the residence hall. Limited custodial service is provided on weekends.

Custodial staff is not responsible for cleaning students' assigned rooms or disposing of students' personal trash. Students who **do not** maintain sanitary room or clean Microfridge may be subject to a fine or further disciplinary actions.

## 16. Laundry

Washers and dryers are available in the Campus Laundromat and in the residence halls. Resident students may wash by using their ID cards. Students are urged to read carefully the instructions regarding the use of the equipment. Cooperation is also expected of all students in maintaining sanitary conditions in the Laundromat. Service hours are posted in the facility. The University **is not** responsible for clothing left unattended.

### **Policies**

In order to maintain a safe and clean laundry facility for all JSU students, please follow these rules:

- ! **Do not** sit or slam doors on washers or dryers.
- ! **Do not** over load the washers or dryers.
- ! **Do Not** leaves clothes or any personal items unattended.
- ! Hair combing and/or braiding **is prohibited** in the laundry facility.
- ! **Do not** re-arrange or remove any furniture from the laundry facility.
- ! Vandalism **will not** be tolerated. Students will be charged for any damaged to the laundry equipment.

### **Helpful Hints:**

- ! For better service, clean washer and dryer vents before and after each use.
- ! Wash white clothes together. Color clothes together
- ! Please utilize trash receptacles.
- ! Report any malfunctions to the desk.

### **Hours of Operation**

8:00 a.m. to 12:00midnight

### Rooms Inspection

Residence hall staff will **conduct weekly** room checks to determine whether students are maintaining sanitary living conditions and to inspect for damages to University property. Students are expected to keep their rooms clean and free from damage. ***Students will be subject to disciplinary action and/or a fine for unsanitary conditions and damages.***

### Damages

Students are liable for any missing University property or damage that they cause to University property and will be required to pay for replacement or restoration costs.

*Residents who vandalize or **damage** housing facilities can expect disciplinary action.* If the staff is unable to identify the individuals responsible for damages, **all** residents in that area may be billed for common area damages.

If students feel they are being unjustly billed for hall/floor damages, or that the charges are excessive, they may appeal the charges to the Director of Residence Life. In order for this policy to be fair and effective, all residents within a particular living unit must work to develop a positive environment for them. This will include respect for the facilities and furnishings of that living unit, as well as the willingness to take responsibility for damages caused by oneself and one's guests.

When this does not happen and when residents are not willing to confront, and when necessary, report those responsible for damages, then all members of that living unit will be responsible for paying for these damages. In either case, this will enable the Residence Life Department to bill damages directly to individuals or groups of individuals on the floor where they occur.

### Pets

Animals such as; cats, dogs, rabbits, rodents, birds, reptiles or insects of any type are not allowed in the residence halls. Animals kept in residence halls present potential health hazards including lice and fleas, uncleanliness, fungus infections, unsanitary disposal of feces, improper disposal of deceased and diseased animals, and the spread of communicable and infectious diseases, which can be transmitted to humans. In addition, live animals have the definite potential of causing damage to University and personal property.

### Keys

Room keys and building access cards (identification cards) remain the property of the University and must be surrendered upon request by University officials including the Community Director or Assistant Community Director, Director of Residence Life, and members of Campus Police. While in the student's possession control and use of the key/card must not be assigned to or given to another person, the key must not be duplicated by off-campus persons.

If a student loses a key/card during the course of the semester, he or she must report the lost key/card to the Community Director/ID Center and pay a fee to have the key/card and/or cylinder replaced.

The Community Director or Identification (I.D.) Center must initiate a request for a replacement key or card, respectively. Failure to return the assigned key by the specified check out time will result in a charge for key replacement.

A residential student is responsible for the security of his/her room key/access card. The residence hall staff is not responsible for locking and unlocking room doors at the request of the student. Students will be charged a fee if they must borrow the board key or if the staff must open the room door.

In case of an emergency a staff member may unlock the room door for the resident or lend a key to the resident.

### Residence Hall Lobbies

Residents and guests must present ID before entering the residence halls. Guests may be asked to leave their ID at the desk with the residence hall staff. Identification cards will be returned once the guest leaves the residence hall.

Lobbies are provided for the residents of each residence hall for use in social, educational, and certain recreational activities. Television and cable service are provided in the lobby of each residence hall. Hook up of video recorders (VCRs, DVDS), play stations or other video games in the lobby **is prohibited**.

Each member of a residence hall community is expected to accept responsibility for general upkeep of the lobby and for the behavior of guests. Residents, as well as their guest (s) may lose lobby privileges for the remainder of the semester due to excessive noise or other offensive behavior in the lobby, as determined by the Community Director.

Lobby hours are 11:00 a.m. to 12:00 midnight, Sunday - Thursday and 11:00 a.m. - 1:00a.m., on Fridays and Saturdays in each residence hall.

Students must be properly dressed at all times when entering the lobby. No robes, housecoats, towels, or pajamas will be permitted in the lobby.

### Daily Residence Hall Closing

To provide greater security, residence hall staff will lock doors to the hall Sunday through Thursday at 12:00midnight and 11:00 a.m. - 1:00 a.m. on Fridays and Saturdays. If a person is not a resident of the hall (even members of the same gender), he or she will not be allowed to enter the hall after it closes. Visitors in the hall (even of the same gender) must leave the hall before the residence hall closes. This regulation applies to both students and non-students. All guests must show ID and sign in at the desk before going upstairs.

**Loitering in or around residence halls after closing is not permitted, Campus Police may ask students to move to avoid problems.**

### Security of Residence Halls

Residence halls are secured (closed) at 12:00 a.m. (midnight) daily. Residents are strongly encouraged to return to the premises before the facility closes. When entering the residence hall students must use the front entrance only for security purposes.

### Medical Conditions and Needs

Students who live in the residence halls are expected to register any and all medical conditions with the Community Director and with the Health Center. These conditions should be reported on the housing application and on the Medical History Form. Students should also discuss their condition (s) with the Community Director who will inform them of specific procedure for getting medical care at the Health

Center during illness and in an emergency. **Note:** Illness and medical emergencies should be reported to a member of the residence hall staff immediately.

### Health Services

The Jackson State University Health Center is operated for the benefit of the student body. This facility is not a licensed hospital. The Health Center provides inpatient facilities for treating minor illnesses and injuries under the supervision of part-time physicians and a full-time nurse practitioner. Students must present I.D. cards when reporting for medical service. A person with illness and/or other physical problems (e.g., rheumatic fever, heart condition, pregnancy, broken limbs, etc.), which require special arrangements or attention, should confer with the Health Center Director.

Health Center is open eight (8) hours daily to treat minor illness and injuries, supply basic medication, and give medical care to students. It is expected that all injuries and illness will be reported to the Health Center. In case of serious illness or injury, the staff on duty will refer the student to the appropriate person and /or place for treatment.

### Security on Personal Property

Security of personal property within the residence hall is primarily the responsibility of the student. The room door should be locked at all times when the student is away from the room even for a short time period.

Although precautions are taken to maintain adequate security, the University does not assume responsibility for the loss of or damage to student possessions. Students are advised to label their personal belongings, to record serial numbers, and to photograph property as a means of identifying it in case of loss or theft. All residents are strongly encouraged to carry sufficient insurance to cover such losses. Information on a student property insurance policy is available in the Residence Life Department/Housing and the Residence Hall.

### Security Doors

Emergency/Security doors are a part of the security system in each residence hall. In all halls, these doors are kept locked at all times and should only be used in case of an emergency. Each resident has the responsibility of adhering to the rules in each hall governing the use of emergency/security doors. At **no** time should any door be forced or propped open. Students found entering the emergency/security doors or propping the doors open will be fine and could face further disciplinary action.

### Vehicles

All student vehicles must be registered with the Department of Public Safety and must display a valid registration decal if they are parked on campus. Parking space is somewhat limited in the vicinity of the residence halls, but all vehicles must be parked in designated areas or they will be ticketed or towed. Cars that are blocking sidewalks, ADA parking spaces, parked in reserved parking spaces, and service drives are subject to tow at the owner's expense.

Bicycles, motor scooters, and motorcycles, must remain outside of buildings, Owners of these vehicles are responsible for securing them in the designated areas.

### **Property Identification Service**

Property identification is a service offered by the Housing/Residence Life Department in conjunction with Campus Police. Members of the residence hall staff will verify the description, serial number, value and purchase dates of student property. The information is confidential, and filed with the Community Director. See the Community Director for Property Identification Forms.

### **Theft/Fire Insurance**

The Housing/Residence Life Department distributes information about a national student theft and fire insurance program. The low-cost program is specifically designed to protect the personal property of students living in residence halls, fraternity or sorority houses, off-campus apartments or houses. The policy covers the following items: computer, laptop stereo, television, a calculator, a typewriter, clothing, books, a camera, etc.

While this information is available as a service to interested students, neither the Residence Life/Housing Department nor the University should be considered endorsers of the product or services of the insurance provider. Home Owner insurance policies may also provide coverage of the student's personal items. It is strongly **recommended** that you insure your property.

### 28. **Indemnification**

The University will not indemnify (be responsible for) third parties who cause loss or damage to Student's property. Nor will the University be liable for damage to or loss of the Student's personal property due to failure or interruption of utilities, or loss due to fire, flood, or theft. Students are strongly encouraged to obtain insurance.

### **Communication with Residence Hall Residents**

The Residence Life Department/Housing uses several methods of communication to interact with residents on a regular basis. This includes regular hall meetings, personal and group conferences, direct mail, postings to bulletin boards, and telephone calls, and the Tiger's Paw (the Residence Life/Housing Department newsletter), and the Residence Life/Housing Department television station (Channel 22). Hall residents are encouraged to observe and seek out these modes of communication. They frequently contain valuable policy and procedure updates, campus news, and motivational information.

### **Residence Hall Meetings**

The Community Director and other members of their staff monthly conduct mandatory hall meetings. All residents are expected to attend these meetings where important information is distributed and discussions held about residential life police and procedures. Note: ***Failure to attend hall meetings will result in a disciplinary fine.***

## **Enrichment Programs**

The Residence Life/Housing Department at JSU has a genuine interest in and strong commitment to the personal as well as the professional development of students. We believe that personal enrichment programs within the residence halls can enhance and improve the student's overall academic experience. Programs are developed by members of the residence hall staff (with student input) to address the student's personal, academic, and social needs.

Faculty and staff of the University support the enrichment activities of the department by participating in programs and activities. In this capacity, they serve as resource persons who volunteer to conduct seminars, workshops, and programs that address a variety of topics of benefit and interest to students.

## **Moral or Decency Offenses (including Use of Profanity)**

Jackson State University students are expected to dress in a manner appropriate to the occasion and environment on and off campus. In all situations, faculty and staff members have the authority to stipulate dress regulations for their classes, other events and activities sponsored by the University.

Lewd, indecent, or obscene conduct or expression, or other moral decency offenses will not be tolerated. This includes, but is not limited to indecent exposure, Peeping Toms, indecent telephone language, and crimes against nature. Violators will be fined and disciplined.

## **Respect for Self and Others**

Residence hall students are expected to behave consistently with the educational objectives and priorities of the Residence Life/Housing Department and the University. Respect for the rights of others and their needs for study and rest must receive priority. Staff is responsible for helping to create an atmosphere conducive to study, rest, enjoyment, and learning how to live responsibly with other individuals. Students are expected to respond appropriately to reasonable requests from staff members or from other residents concerning behavior, which disrupts this atmosphere.

## **Quiet and Courtesy Hours**

In order to provide a study time for students to pursue their individual endeavors, specific hours are designated as "*quiet hours*" by the Residence Life/Housing Department or by hall residents themselves. During these hours the floor should remain quiet enough to provide an atmosphere in which the residents may study and sleep. At all other times courtesy hours are in effect, which means one is expected to be considerate of one's neighbors at all times.

### **Quiet Hours 10:00 p.m. - 10:00 a.m. each day Courtesy Hours 24 hours each day**

The use of sound producing equipment at a volume in a manner that disturbs other residents, whether during quiet or courtesy hours, is not allowed. Sound from such equipment must not be audible outside the resident's room. Failure to comply after two warnings may result in the confiscation of equipment by the residence hall staff. In addition to mechanical sounds, human sounds such as loud talking, laughing, screaming, yelling running, stepping is not allowed Persistent violators will be subject to judicial review

by the Inter-Residence Hall Council (IRHC), the Director of Residence Life/Dean of Student Life, or the Student Disciplinary Committee.

### Co-ed Visitation

The University has a modified visitation program that permits upper-class students (i.e., freshmen, sophomore, juniors, and seniors) to have guests of the opposite sex visit their room at specified times.

Co-ed visitation at times other than those specified is prohibited and violators are subject to a fine and disciplinary action. (See *Appendices for the Visitation Policy*)

### Overnight Guests

All guests must be approved prior to their arrival by and registered with the Community Director. Guests are required to provide a telephone number for use in case of an emergency. All guests must be at least 12 years old. Each guest is allowed to stay one night during the week and two nights on the weekend. Fees for authorized guests apply.

While students may have an overnight guest(s) of the same sex, the guest(s) must observe the same hours and rules of conduct as their host. Overnight guests of the same sex are permitted any night, but we encourage residents to limit visits of overnight guests to weekends. **A guest is the responsibility of the host and the host will be held responsible for any misconduct of their guest(s).**

Residents are not permitted to house unauthorized or prohibited persons in their room. Unauthorized or prohibited persons may be described as unregistered visitors, registered students, persons who have been denied campus housing as a disciplinary action, or children under the age of 12. Violators are subject disciplinary action or fee assessment as appropriate. Unauthorized guest are subject to arrest for violating Residence Life/Housing Policies.

### Babies and Small Children

Babies and small children are not **permitted** to enter or stay overnight in the living areas of the residence halls. Babysitting in the residence hall is **strictly prohibited**. When children visit the residence halls, a parent must accompany them at all times. Persons failing to adhere to this regulation will be subject to disciplinary action, which may result in arrest by civil authorities, disciplinary warning, probation, suspension, or expulsion.

### Subleasing/unauthorized Resident

Subleasing of room space or living in the residence hall without official authorization is strictly prohibited. A person living in the hall must be currently enrolled as a residential (i.e., on-campus) student. Any student found to be living in or housing unauthorized persons in the residence hall may be subject to arrest for trespassing, eviction, and disciplinary action.

### Smoking

Smoking is **not permitted** in the residence halls, auditoriums, classrooms, lecture rooms, dining hall, or gymnasium. This regulation will be enforced by all appropriate means. *Jackson State University is a “SMOKE FREE” campus.* Anyone found tampering with the fire equipment will face disciplinary actions.

### **Alcoholic Beverages**

Possession and use of beer and other alcoholic beverages in University facilities and on University grounds is prohibited. Irresponsible behavior by individuals and members of student organizations while under the influence of intoxicants is not condoned and is subject to review and action by the Director of Housing/Residence Life, law officers and appropriate judicial bodies.

### **Illegal Drugs**

The University, in accordance with state and federal laws, prohibits the manufacture, possession, purchase, sale or use of illegal drugs on University property. Persons or groups in violation of this policy are subject to disciplinary action by the Office of Student Life, law officers, and judicial bodies.

### **Firearms and Other Weapons**

**Unauthorized use or possession of fireworks, firearms (guns), or other deadly weapons are prohibited.**

It is the law of the State of Mississippi and the policy of the Board of Trustees of State Institutions of Higher Learning, as adopted by Jackson State University, that possession of pistols or other weapons on campus or at student functions is **not permitted**. If you are found in possession of a pistol or other weapons, you will be guilty of a misdemeanor and subject to a fine or imprisonment, or both. You will also be subject to suspension or expulsion from the University.

### **Forbidden Articles and Acts**

The possession and use of certain articles and acts respectively, in or near the residence hall is prohibited. Examples follow:

Alcoholic beverages, drugs, and/or beverage containers as well as gambling and stealing, are not allowed in the residence hall. Firearms and other weapons (Note: this includes BB/Pellet guns), fireworks (firecrackers, cherry bombs, etc.) Pets of any kind Solicitation without authorization from the Office of Student Life Silverware, dishes, trays, and other utensils, from the dining hall or snack bar Hot plates, grills of any type, electric skillets, hot pots and other unauthorized appliances (such as microwaves, coffee pots, refrigerators, freezers, extension cords, etc.) Extension Cords Candles, incenses Water guns, water balloons Bull Horns, whistles Air-conditioning Units, window fans Babysitting Playing cards or other games in the lobbies Braiding or combing hair in the lobbies Food & drinks in the lobbies Loud and boisterous noise Loud music, playing band instruments, keyboards Stepping, running in the hallways Practical Jokes Propping open exit doors Entering Exit Doors Vandalism Graffiti Tampering

or playing with fire safety equipment Tampering with fire doors Tampering with the camera system Pouring substances out of the window Throwing items out of the window (such as paper, bottles, trash, etc) Hanging items in the window such as clothes, towels, shoes Wearing masks, or costumes in the building

**Use or possession of these articles and performance of these acts will result in fines and/or other disciplinary actions.**

### Movies

In 1976 the Supreme Court ruled to allow individual communities to set their own standards regarding the public viewing of R-rated movies. At Jackson State University, the showing of R-movies is permitted, but the showing of X-rated movies is disallowed. Violators are subject to disciplinary action.

### Practical Jokes and Pranks

**Behavior, which leads to actual or potential harassment, accident, injury, or damage to residence hall property or personal possession, is prohibited.**

Activities, which create circumstances requiring additional cleaning, or maintenance of residence halls facilities are prohibited.

Students who engage in practical jokes or pranks violate residence hall policy, will be expected to clean the area and may be charged with replacement or restoration of any residence hall property or personal possessions which are damaged as a result of the activity. Students will be charged for repair, replacement, or cleaning costs. Disciplinary action may also be taken.

### Damage to Common Areas

Vandalism, graffiti, tampering with fire equipment, camera equipment, or any other type of damage to the residence halls in common areas or students' rooms will **not be tolerated**. In the event of loss or damage to University property in the assigned room or for loss or damage in the common areas caused by student(s), that said student or students shall be liable for damages. Damages to common areas shall be assessed to each student who lives in the residence hall on a pro rata basis if we are unable to identify the person or persons who caused the damage.

### Sales, Solicitations, Postings

**Soliciting and selling of products and services by individuals or groups on University property is prohibited unless written permission has been granted.**

The University's policy on Fund-raising, Sales and Solicitations is found in the **Student Handbook**. For further information contact the Office of Student Activities.

All posters, flyers or any information posted or placed in the residence hall must have prior approval (verified by an official stamp) or permission from the Community Director, Assistant Community

Director, Director of Residence Life, and Vice President of Student Life.

### **Emergencies**

All emergencies (e.g., medical, maintenance, personal, etc.) occurring within and around the residence hall should be reported to the Community Director or staff member on duty immediately. The staff member will take action to correct the situation (i.e., contact the appropriated officials for assistance or provide the procedure for addressing the situation). See Appendices for emergency procedures.

### **Emergency Equipment**

The unauthorized use, abuse or interference with fire protection equipment, fire fighting personnel, or warning devices may result in death, injury or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the residence hall community are to be assured.

### **Fire Hazards**

Gasoline and other flammable items or materials such as fireworks, incense, candles, and matches are prohibited in the residence halls. These items jeopardize the safety of all residents and should not be used. Anyone found with dangerous substances such as gasoline, flammable items or materials such as fireworks, incense, candles, and matches will face disciplinary actions.

### **Fire Alarm Equipment**

It is very important that all residents be familiar with fire drill procedures. In order to protect all residents smoking, incense, and candle burning is prohibited. Open coil electrical appliances (such as hot plates, grills, electric skillets, crock pots, toaster ovens, etc.) and extension cords are not allowed in the residence halls at Jackson State University. The residence hall staff will confiscate appliances. Violators will be subject to disciplinary action and fines.

### **Safety Drills**

All students are required to participate in announced as well as unannounced emergency drills, such as fire, dangerous weather conditions, etc. **Failure to participate in emergency drills will result in a fine and/or disciplinary action.**

### **Entry into a Student's Room**

There are certain conditions (including periodic room checks) under which residential staff members may enter a student's room, members of the maintenance/repair staff, and other authorized personnel. Normally, entry into a student's room does not constitute a search and therefore a staff member will not enter a room without the occupant's consent unless for one of the following reasons: (a) to remove a potential fire, safety or health hazard, (b) to perform maintenance/repairs, (c) under appropriate circumstances, to retrieve items upon request of a documented member of the resident's immediate family, (d) Under appropriate circumstances, to correct any situation intruding upon the comfort of the

residents in the surrounding area. In the case that entry is made for one of these reasons, the staff member should inform the student (preferably in writing) of the action taken.

Entry into a student's room by civil authorities may occur with or without a search warrant. In the event that civil authorities, including JSU police officers have a search warrant for student's room, it is outside the jurisdiction of the University to prevent a search. Civil authorities may also have cause to enter a room without a search warrant.

### **Withdrawal from the Residence Hall**

When withdrawing from the University or simply from the residence hall, students must check out of the residence hall with the Community Director or another authorized staff member. A room inspection must be performed, the room key returned, and an official Residence *Hall Release* form completed. Copies of this form will be kept on file in the residence hall and the Housing/Residence Life Department. Students must move all personal belongings from the residence hall the staff will sign the *Residence Hall Release form*.

Failure to follow the correct procedure will result in a charge to the student's Business office account for unauthorized check out.

### **Holidays and Vacations**

Students are expected to vacate the residence halls during specific holidays and vacation periods. Further information is communicated to residents prior to holiday and vacation periods. For further information, see the Community Director.

### **Check out Procedures**

Residents who do not intend to return to Campus in the spring must vacate rooms in good order at the end of the Spring Semester by all residents, and at the end of the Fall Semester. Rooms must be vacated within 24 hours after the last scheduled academic exam at the end of the semester or term.

**All** personal belongings must be removed from the room, the key returned and other check out procedures completed with a residence hall staff member. Failure to properly check out will result in a charge to the student's Business Office account.

A cleaning fee is assessed to students who do not leave their rooms in good condition, or who fail to clean the MicroFridge unit. A residence hall staff member must check all rooms before leaving. Failure to do this could result in a disciplinary fine. Contact the Community Director at least two hours before checking out of the building.

### **Storage of Personal Possessions**

The University does not offer a storage program for student use during and between school terms. Students, therefore, are required to remove all personal possessions from the residence hall at the end of the school term or at the time of checkout. Valuables should not be left in the residence hall for extended

periods (e.g., holidays, in-semester breaks, long weekends, and between semesters).

The University/Residence Life Department is not responsible for any personal possessions left in the residence hall.

### **Sanctions**

Students residing in a University residence hall are responsible for all acts or occurrences transpiring in their assigned room, regardless of their presence when the act occurred.

It is the responsibility of the Community Director to record, classify, and report infractions to the Assistant Director of Education/Judicial Affairs. Students who violate University and residence hall policies and procedures are subject to discipline by the Inter-Residence Hall Council and Student Disciplinary Committee. The following sanctions or disciplinary actions may be imposed:

### **University/Community Service**

A student is assigned by the Inter-Residence Hall Council (IRHC), to perform service for a specific number of hours in a specific department, program, or activity within a designated time period.

### **Counseling**

Students are referred to the University Counseling Center or to an on or off-Campus counseling facility for personal assistance.

### **Restitution/Fine**

A student who has committed an offense against property may be required to reimburse the University or others for damages to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. The IRHC may also impose a fine for violations that are not damages or for misappropriation of property. Charges for fines and restitution are charged to the student's Business Office account.

### **Warning**

A University official, including residence hall staff members, may notify the student verbally followed by a written warning, that continuation or repetition of specified behavior may be cause for disciplinary action.

### **Residence Hall Probation**

A resident placed on residence hall probation is deemed not to be in good standing with the residence hall community, and continued residency is contingent upon adherence to the

rules, regulations and provisions of the Residence Student Handbook.

### **Residence Hall Suspension and Forfeiture**

A student suspended from the residence halls may not reside, visit or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which the sanction is in effect. The residence hall student will forfeit his/her fees including any unused portion thereof. Students who are suspended may be given 48 hours to comply with the sanction.

Students residing in University residence halls or other University housing are expected to abide by the rules and regulations, policies and procedures contained in the **Resident Student Handbook** and other relevant publications. Infractions of such rules or interference with the rights of others to a peaceful and enjoyable living environment may also subject a student to disciplinary action.

## **EXCUSED CLASS ABSENCE**

### **Procedure for Residential Students**

All resident students must follow the procedures outlined below when requesting an excused absence for illness or emergency:

Residents who cannot attend class due to illness or other emergency reasons must report their illness or emergency to the Community Director or Assistant Community Director, immediately. Only the Community Director or the Asst. Community Director is authorized to issue an excused absence. The residence hall staff will check with the student periodically during his or her illness. If it is discovered that the student is not in the room; no excuse will be given.

Excused absences will not be given for missing one class. The student must miss an entire day of classes to receive an excuse. Written verification must be presented in order to get an excuse if a student misses more than one day of classes. The Community Director and Assistant Community Director can give a one-day excuse once it has been verified the student was in the room ill. **Note:** Excuses are not issued for missing one class.

All prescheduled class absences for medical or other emergency reasons must be reported to the desk prior to the first day of the absence. Example: if a student has to go home for emergency reasons, he or she must ***notify the desk before leaving***. Example: emergencies include funerals (immediate family), and court appointments. Written verifications must be on official stationary/letterhead and presented to the Community Director or Assistant Community Director upon returning to the residence hall.

All reports for class absence must be presented to the residence hall main desk by 10:00 a.m. of the first day of class absence.

An excused absence will not be granted for a class absence reported after the fact.

All resident students suffering from illness should report to the Jackson State University Health Center on the first day of illness or to another medical facility.

The residence hall staff will not issue an excused absence unless the student presents an official report from the Health Center, doctors' office, funeral director, etc.

When making a request for an excused absence, please be prepared to present official documentation. Example - written statement on letterhead from the funeral home.

Excused absences will not be granted when students miss class (s) due to personal negligence or other unofficial reasons.

Excused absences are issued between 8:00 a.m.-12:00noon and 1:00 p.m. - 5:00 p.m. Monday - Friday.

## JACKSON STATE UNIVERSITY

### TURBULENT WEATHER PROCEDURES

Watch television or listen to the radio for weather reports. Stay abreast of the situation. You will be notified of weather conditions. Remain Calm!

Listen for the civil defense sirens. These sirens are used in case of severe weather. They will sound continuously if dangerous weather conditions occur. Example: If the area civil defense feels there is danger of a tornado touching down the civil defense sirens will sound.

Each resident should keep personal essentials handy and prepared. This includes medication, a change of clothing and personal hygiene items.

When you learn of an emergency, respond as follows:

- Do not panic, get excited, or over react.
- Do not use elevators.
- Stay as quiet and calm as possible.
- Get a pillow and other essentials, and go to a bathroom or hallway area.
- Sit on the floor or in the bathtub with your back against the wall.
- Use the pillow to cover your face in case of flying glass and other objects.

Do not listen to rumors. Members of the residence hall staff will communicate information concerning weather conditions and published alerts to you.

You may find it difficult to follow directions during the disturbance. Please listen carefully and follow directions quickly.

Do not go outside if the Civil Defense sirens are sounding.

Wait until an official tells you “ALL CLEAR” before going outside.

Remember the residence hall staff will be there to assist you.

#### **Cover Areas:**

Hallways on the lower level

Restrooms and inside corridors on lower floors without windows

(Note: Do not stand within 30 feet of the exterior doors)

All students are required to participate in emergency drills. Failure to participate will result in a fine and/or disciplinary actions.

## **FIRE ALARM PROCEDURES JACKSON STATE UNIVERSITY**

It is important that all residents be familiar with fire drill procedures. If one should discover a fire, the closest fire alarm should be pulled and notification should be given to the Campus Police and persons in charge of the facility.

### **In the event of a drill or fire, students are to follow these procedures:**

- Remain Calm.
- Raise your blinds.
- Close your windows.
- Turn on overhead light.
- Put on suitable clothing and shoes for the hot floor inside, and rainy or cold weather outside.
- Take a towel to be used if there is heavy smoke.
- Leave your room and close your door.
- Leave the building by the nearest clear exit as indicated.
- Do not take the elevator. Use the stairways.
- Go immediately to your assembly area and check in with your residence hall representative or Fire Marshall. Remain there until the “ALL CLEAR” signal is given.
- Cooperate with the Residence Hall Staff, Campus Police and the Fire Officials.
- Listen carefully for directions and follow.
- Do not worry about any personal articles. They can be replaced, but your life cannot be replaced.

Remember: **DO NOT PANIC!**

### **Assigned Assembly Areas**

Assigned assembly area in case of fire or other emergency:

Alexander Center	Alexander Parking Lot
Dixon Halls	University Park Auditorium Parking
McAllister-Whiteside Hall	University Park Auditorium Parking
Transitional Halls	Residential Student Parking lot

Students are required to participate in emergency drills. Failure to participate will result in a disciplinary fine and/or disciplinary actions.

## **Procedures for The Inter-Residence Hall Council**

### **Purpose**

The Inter-Residence Hall Council (IRHC) has responsibility to hold hearings for resident students who have been accused of violating defined rules and regulations of the residence halls. Such violations may have occurred within and/or in the immediate vicinity of the residence hall. Sanctions may be imposed against violators found guilty by the Council, or violators may be referred to the Student Disciplinary Committee (SDC).

### **Membership**

The council consists of one representative from each residence hall. The Community Director and Assistant Community Director who also appoint an alternate to serve in the principal representative's absence appoint each representative. Other members of the Council include appointed members of the residence hall staff and a member of the Residence Life Staff.

### **Filing Charges**

Prior to filing charges with the IRHC, the following procedures will occur: depending on the nature of the offense, an "Incident Report" may be filed in lieu of the verbal warning and the written citation.

A **verbal warning** must be given to the student(s), citing the alleged violation of residence hall rules/regulations.

A **second offense** of the violation shall result in a written citation with one copy given to the student(s) and the other copy of the citation will be placed in the residence hall files.

A **subsequent violation** (or continued disregard for residence hall rules and regulations) shall result in a written "Incident Report" submitted to the Director of Residence Life. The Report will state that the student has received prior warnings and give the specific date of those warnings.

Reports of incidents that involve members of the Campus Police will also be filed with the Director of Residence Life and should indicate that Campus Police assisted with the incident. This will minimize the duplication of cases heard by the IRHC and the Student Disciplinary Committee, (SDC).

### **Violations**

The Resident Student Handbook contains the rules and regulations of the residence halls. Infractions of such rules, or interference with the rights of others to a peaceful and enjoyable living environment, may also subject a student to disciplinary action. Depending on the severity of the incident and its potential to cause damage to self, others and University property, a

decision will be made to refer the case to the Student Disciplinary Committee (SDC).

### **Sanctions**

The following sanctions singularly, or in combination, may be imposed by the IRHC. Failure to comply with sanctions imposed by the IRHC by the designated time period may result in immediate suspension/forfeiture from the residence hall.

**University/Community Service** The Inter-Residence Hall Council (IRHC), Director of Residence Life, assigns a student to perform service for a specific number of hours in a specific department, program, or activity within a designated time period.

**Counseling Student** is referred to the University Counseling Center or to an off-campus counseling facility for personal assistance.

### **Restitution/Fine**

A student who has committed an offense against property may be required to reimburse the University or others for damages to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. The IRHC may also impose a fine for violations that are not damages or for misappropriation of property. Charges for fines and restitution are charged to the student's Business Office account.

### **Warning**

A University official, including residence hall staff members, may notify the student verbally, followed by a written warning, that continuation or repetition of specified conduct may be cause for disciplinary action.

### **Residence Hall Probation**

Resident placed on residence hall probation is deemed not to be in good standing with the residence hall community, and continued residency is conditional upon adherence to the rules, regulations and provisions of the **Resident Student Handbook**.

### **Restraints or Delegation**

A resident may be placed under certain restraints regarding residence hall activities and privileges (loss of lobby and TV privileges, Co-ed Visitation, etc.) University Officials will determine delegation of duties for a time period.

### **Residence Hall Suspension and Forfeiture**

A student suspended from the residence halls may not reside, visit or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which the sanction is in effect. The residence hall student shall forfeit his/her fees including any unused portion thereof. Students may be given 48 hours or less to move off campus.

## **Due Process**

The following procedures are given to students who have been charged with an infraction: The student(s) affected will be notified in writing of the charge(s) made against them and the time and place of his/her hearing. The letter of notification will be sent to the student's assigned residence hall (with receipt from attached) for hand delivery by a member of the residence hall staff and be dated at least three (3) days prior to the time the student(s) is to appear before the Council. In cases requiring immediate action as determined by the Council, notification will be given within 48 hours of the hearing.

The letter of notification shall specifically inform the student that he or she may bring witnesses to the hearing to testify against on his/her behalf.

The student shall be permitted to face and question his accusers and witnesses against him/her at the hearing.

A record of the hearing before the Council shall be made by the Council Recorder and filed with the Director of Residence Life. The record should contain a recommendation of sanction(s) from the Council. The Director of Residence Life shall accept or modify the recommended sanction and inform the student of his/her decision in writing within five business days or the hearing.

The student(s) affected has/have the right to appeal the decision of the Council and the Director of Residence Life. The request for an appeal hearing shall be written and submitted to the Director of Residence Life within two (2) business days after receiving the letter of sanction(s).

The Director of Residence Life shall hear appeals. An appeal shall be based on the following: (1) **New evidence**; (2) **New witness**; (3) **Failure of the Council** to follow established procedures for hearing the case.

## **Council Meetings**

The IRHC shall meet according to the following schedule:

- A. The council will meet bi-weekly (or as required by the number of cases) to hear cases to render a judgment in accordance with its duties and responsibilities.
- B. Hearings shall be held routinely on dates designated by the present members.
- C. The IRHC will convene in a location approved by the Director of Residence Life.

JACKSON STATE UNIVERSITY  
VISITATION POLICY  
AS OF  
MARCH 23, 2009

**PURPOSE**

To provide a safe and secure residential environment for the on-campus residents of Jackson State University.

**POLICY**

Jackson State University believes that an important part of a student's education is achieved within the group living atmosphere maintained in its residence halls. The living quarters are designed to meet the housing needs of those students who desire to live on-campus. Policies and guidelines for residential living have been instituted to facilitate an atmosphere conducive to academics, safety, welfare and comfort of all residents and visitors in the residence halls.

**VISITATION OF OVERNIGHT GUESTS IN THE RESIDENCE HALLS**

Residents living in all residential halls are permitted to occasionally have guests of the same gender stay overnight in their room. Only guests of the same gender, who are at least 18 years of age, may remain overnight. Guests under the age of 18 years of age are permitted if it has been approved prior to the visit by the residential director. Guests are to stay no longer than two nights in any given one-month period. A person may not be an overnight guest of more than one resident per one month period. Students hosting an overnight guest should receive the roommate's permission in writing prior to the guest arriving. Guests are identified and registered through the front desk of each residence hall. All guests have to fill out a waiver to not hold the University responsible for any actions that might occur. Residents with non-registered guests will be subject to judicial action and nightly conference fees. Residents who host guests are responsible for the actions of their guests during approved visitation periods.

**VISITATION/VISITATION HOURS**

**Failure to sign in or sign-out, late check-out, failure to escort a guest, failure to sign out, inappropriate or disruptive behavior, or other violations of the visitation policy will be referred to the judicial system with the possibility of fines, removal of housing privileges and/or termination of housing/residence life agreements.**

**SIGN-IN/SIGN-OUT PROCEDURES**

1. The host must meet his/her guest(s) at the door to the residence hall. Residents are allowed to sign-in up to two (2) guests in Alexander, Stewart, and McAllister Halls and three (3) guests

in Transitional, Campbell College Suites, and Dixon Halls with the consent of the roommate.

2. At the front desk, the Desk Personnel (This includes: Director, Assistant Director, Receptionist) will record the name of the host and guest, date and time, room number and a valid phone number of host. Students may not sign in students during visitation. If policy and procedures are not followed, student personnel (CA) would be subject to termination and judicial sanctions.
3. The guest must leave a photo ID at the desk after being signed-in.
4. The **guest must remain in the room with the host at all times while inside a residence hall**, with an exception for bathroom use and commuting to and from the host's room. **At no time is a visitor permitted to roam without the host.** The host is responsible for the actions and behavior of his/her guest. Guests of Residence Halls that are of the opposite sex must **ONLY** use the lobby restroom facilities.
5. When the guest leaves the hall, the host must sign the guest out at the front desk. At that point, the guest will receive his/her ID.

## **VISITATION HOURS**

### **Freshman Fall Semester Visitation Policy:**

Friday-Saturday	4 pm – 12 am
Sunday	4 pm – 10 pm

A mandatory visitation meeting must be conducted by Judicial Services and Residential Life with Fall Semester Freshmen students prior to visitation being allowed. Room checks will be conducted often during the Fall Semester. The University employee or agent will knock on doors and allow the student an opportunity to open the door. If the employee or agent has probable cause to believe that the individual student is violating this policy or a law, the employee or agent may enter and inspect the room, but only to the extent necessary to confirm whether or not the suspected misconduct is occurring. **STUDENTS ARE ON NOTICE THAT THEIR ROOMS MAY BE CHECKED IF AN AGENT OF THE UNIVERSITY'S SEARCH IS REASONABLE.**

### **Freshman Spring Semester Visitation Policy:**

Sunday – Thursday	4 pm – 12 am
Friday – Saturday	4 pm – 1 am

### **Stewart Halls/McAllister Halls: (Sophomores Only)**

Sunday - Thursday	3 pm – 1 am
Friday – Saturday	3 pm – 1 am

### **Dixon Hall/Transition Hall/Campbell College Suites**

Sunday – Thursday	12 pm – 2 am
Friday – Saturday	12 pm – 2 am

Room checks are not required for second semester freshmen in Alexander, Stewart, McAllister, Dixon, Transitional, and Campbell College Suites.

Visitation times should not be revoked based on campus-wide activities (such as football games, basketball games, etc.), but times may be temporarily suspended based on a threat of harm to any student/individual (i.e. terrorist attacks, campus violence or extreme weather).

If any policies or procedures of the Housing/Residence Life Handbook and/or Student Handbook are violated, residents are subject to judicial sanctions and/or removal of housing privileges.

Residents of Campbell College Suites may have social gatherings throughout the week during designated visitation hours if approved by the Resident Hall Director and/or Assistant Director.

There will be no visitation during Thanksgiving, or Spring Break.