



Welcome
HOME TO
THEE
JACKSON STATE
UNIVERSITY

2026
2027

T.H.R.I.V.E.

Teamwork	Holistic Growth	Respect & Responsibility	Inclusivity & Innovation	Visionary Leadership	Excellence & Empathy
----------	-----------------	--------------------------	--------------------------	----------------------	----------------------

RESIDENTIAL CODE OF CONDUCT

JACKSON STATE UNIVERSITY

Housing and Residence Life Residential Code of Conduct 2026-2027

The Operations Manual for Community Living

Additional information and guidance can be found in the Housing & Residence Life Housing Agreement, available on the Housing & Residence Life website.

Alexander Center East & West • Campbell College Suites North & South • Dixon Hall

Stewart Hall • Transitional Hall • One University Place • McAllister Whiteside • University Pointe

Office of Housing & Residence Life

About This Guide

The Residential Code of Conduct is the official operations manual for community living at Jackson State University. It exists to teach — not merely to regulate. Where the Housing & Residence Life Housing Agreement establishes the legal and contractual relationship between a resident and the University, this Code explains, in practical and everyday terms, how residents are expected to live, interact, and thrive within JSU's residential communities.

This Code is intended to be read cover to cover during a resident's first weeks on campus, and then used as a reference throughout the academic year. Every chapter is organized around a simple question: what does a successful resident need to know to live well in this community? Chapters progress from the philosophical (why community living matters, what is expected of every resident) to the procedural (how policies are enforced, how conduct cases are resolved, what happens when things go wrong).

This document works alongside — not in place of — the Housing Agreement, the JSU Student Handbook, and the Facilities & Administrative Charge Schedule. Where those documents set binding contractual and financial terms, this Code translates those terms into daily practice and cross-references the controlling document for every policy so that residents always know where to look for the final word.

How to Use This Guide: Each chapter opens with a short overview and closes with a quick-reference summary. Throughout the Code, shaded boxes like this one highlight practical tips, common scenarios, and "what this means for you" explanations. Arrows (↳) point you to the governing section of the Housing Agreement or Charge Schedule whenever a policy has binding financial or contractual consequences.

A Letter from Housing & Residence Life

Dear Resident,

On behalf of the entire Housing & Residence Life team, welcome home. Whether you are arriving on campus for the very first time or returning for another year, you are joining one of Jackson State University's oldest and most enduring traditions: a residential community built on the belief that where you live shapes who you become.

The pages that follow are more than a rulebook. They are the accumulated wisdom of decades of students, staff, and administrators who have worked to make JSU's residence halls places where students don't just sleep — they grow. Every policy in this Code exists because, at some point, it made someone's community safer, fairer, or more welcoming. We ask that you read it not as a list of restrictions, but as an invitation to be part of something larger than yourself.

Our Resident Assistants, Community Directors, and support staff are here for you — not just to enforce policy, but to walk alongside you as you navigate the challenges and opportunities of college life. Please don't hesitate to reach out to them.

We are proud to have you as part of our community. Welcome to Jackson State University Housing & Residence Life.

Sincerely,

The Housing & Residence Life Team

A Brief History of Housing at Jackson State

Residential life has long been a cornerstone of the Jackson State University experience. Since 1877, the University has grown from its founding roots into a thriving HBCU with a residential tradition that has housed generations of Tigers. Today's residential communities — Alexander Center, Campbell College Suites, Dixon Hall, Stewart Hall, Transitional Hall, One University Place, McAllister Whiteside, and University Pointe — each carry their own traditions and character, but all share a common commitment to student success that traces back to the University's founding mission.

Housing & Residence Life continues to evolve alongside the University, investing in facility renovations, expanded programming, and updated policy frameworks like this Code to ensure that JSU's residential experience keeps pace with the needs of each new generation of students.

Policy Hierarchy

Jackson State University's residential policies exist within a broader framework of federal, state, and institutional authority. When two documents appear to address the same subject, the higher-ranking document controls unless that document expressly states otherwise. Residents, staff, and conduct officers should apply the following hierarchy when questions of interpretation arise:

1. Federal Law
2. Mississippi State Law
3. Jackson State University Student Code of Conduct
4. Housing & Residence Life Housing Agreement
5. Residential Code of Conduct (this document)
6. Facilities & Administrative Charge Schedule
7. Housing Administrative Procedures
8. Community Directives issued by Housing & Residence Life

This hierarchy ensures consistency across every residential community and gives residents, RAs, and administrators a predictable way to resolve conflicts between policies. A Community Directive posted in a single building, for example, can never override a provision of the Housing Agreement — it can only add specificity within the bounds that the Agreement already allows.

Table of Contents

Chapter 1 — Welcome.....	8
Chapter 2 — Living in Community	14
Chapter 3 — Housing Policies	22
Chapter 4 — Residential Expectations	24
Chapter 5 — Health & Safety.....	32
Chapter 6 — Facilities & Operations.....	41
Chapter 7 — Conduct Process.....	48
Chapter 8 — Housing Sanctions.....	54
Chapter 9 — Administrative Procedures	59
Chapter 10 — Financial Responsibility & Administrative Charges.....	63
Chapter 11 — Wellness & Support Resources.....	67
Chapter 12 — Getting Involved.....	70
Chapter 13 — Move-In and Move-Out Guide	72
Chapter 14 — Sustainability and Environmental Responsibility	75
Chapter 15 — Technology and Digital Citizenship	78
Chapter 16 — Preparing for Life After Campus Housing	80
Chapter 17 — Family and Community Partnership	82
Chapter 18 — Recreation, Dining, and Campus Life Integration	84
Appendix A — Glossary of Terms	86
Appendix B — Key Offices & Contacts.....	87
Appendix C — Residential Communities Reference	88
Appendix D — Sample Forms & Templates.....	89
Appendix E — Understanding the Legal Framework	91
Appendix F — Frequently Asked Questions	92
Appendix G — Residential Community Profiles	93
Appendix H — Sample Year-Long Programming Calendar.....	95
Appendix I — Resident Success Tips.....	96
Appendix J — Resident Bill of Rights and Responsibilities	96
Appendix K — Who to Contact: Quick Reference	97
Appendix L — A Full Case Study Walkthrough.....	98
Appendix M — Topic Index.....	99
Appendix N — Community Contact Information	101

Appendix O — Additional Legal and Regulatory Context	103
Appendix P — How Housing & Residence Life Measures Success	104
Appendix Q — Sample RA Rounds and Duty Log.....	105
Appendix R — Campus-Specific Terms Glossary	105
Appendix S — THRIVE Values in Action.....	106
Appendix T — Key Dates and Deadlines Reference.....	106
Appendix U — Sample Floor Meeting Agenda	107
Appendix V — Extended Glossary of Conduct and Billing Terms.....	107
Appendix W — Sample Consolidation Notice and Response Guide	108
Appendix Y — Sample Roommate Conflict De-escalation Language	109
Appendix Z — Document Revision Notes	109
Appendix AA — Housing Policy Violations, Administrative Charges, Damage Assessments, and Cost Recovery Schedule	118
Appendix AB — Housing Policy Violations & Administrative Charge List.....	118
Appendix AC — What Not to Bring: Complete Prohibited Items List.....	152
Appendix AD — Move-In Tips and Bathroom Cleaning Responsibilities	136
Appendix AE — Complete Housing Agreement Provisions (Verbatim).....	138
Appendix AF — Parking	158
Appendix AH — Personal Property, Move-Out, and Occupancy Policies (Verbatim)...	161
Appendix AI — Maintenance, Roommates, and Community Living (Verbatim)	169
Appendix AJ — Residence Hall Conduct: Prohibited Conduct (Verbatim)	177
Appendix AK — Hall Operations: Meetings, Visitation, Pest Control, and Posting (Verbatim).....	188
Appendix AL — Service Animals, Smoking, Cleaning, and Facility Policies (Verbatim)197	
Appendix AM — Health & Safety Inspections, Drug Policy, and Move-In/Move-Out Procedures (Verbatim).....	202
Appendix AN — HRL Conduct Process (Verbatim)	208
Appendix AO — Title IX & Sexual Misconduct (Verbatim).....	213
Appendix AP — Additional Prohibited Conduct Policies (Verbatim).....	214
Appendix AQ — Formal Residential Code of Conduct (Numbered Format, Verbatim) 245	
Appendix AR — Semester Checklist for Residents	280

Chapter 1

Welcome

Mission, Vision, Values, and Why Housing Exists

Welcome to Jackson State University's residential community. Whether this is your first semester on campus or your fourth year returning to a familiar hallway, you are now part of a living, learning environment that thousands of Tigers have called home before you. This chapter introduces the philosophy behind Housing & Residence Life (HRL) and explains why the policies in the chapters that follow exist — not as a list of restrictions, but as the shared agreements that make it possible for hundreds of students to live, study, and grow together under one roof.

Mission

The mission of Housing & Residence Life is to provide safe, well-maintained, and inclusive residential facilities that support the academic success, personal development, and holistic well-being of Jackson State University students. We do this by cultivating communities where residents feel a sense of belonging, are held accountable to shared standards, and are given the tools and support needed to grow into engaged citizens of the University and the world beyond it.

Housing exists to do more than provide a bed and a roof. Our residence halls are intentionally designed learning environments, staffed by trained professionals and peer leaders who are invested in your success. Every policy in this Code, every inspection, every conduct meeting, and every late-night duty round exists in service of that mission.

Vision

Housing & Residence Life envisions residential communities at Jackson State University that are recognized as national models of student-centered, values-driven living — places where residents leave more capable, more self-aware, and more prepared for life after Jackson State than when they arrived. We aspire to communities where safety and accountability coexist with warmth and belonging, and where every resident, regardless of background, feels that these halls are truly home.

Our Values — THRIVE

At Jackson State University's Housing and Residence Life, we empower students to THRIVE. The following core values guide every decision made by Housing & Residence Life staff, from the design of a training session to the resolution of a conduct case. Residents are encouraged to hold these same values as their own while living in University housing.

T — Teamwork

We are committed to fostering collaboration and unity, where everyone contributes to shared goals, leveraging collective strengths for success.

H — Holistic Growth

We are committed to nurturing academic, emotional, social, and personal development, ensuring individuals have the tools to thrive in every aspect of life.

R — Respect & Responsibility

We are committed to promoting a culture of mutual respect and integrity, where individuals are accountable for their actions and commitments.

I — Inclusivity & Innovation

We are committed to celebrating diversity and fostering openness, where innovative solutions and diverse perspectives drive progress.

V — Visionary Leadership

We are committed to inspiring and empowering proactive, forward-thinking leaders who drive positive change and growth.

E — Excellence & Empathy

We are committed to striving for excellence while creating a compassionate environment that values understanding and support for others.

Community Commitment

By choosing to live in Jackson State University housing, every resident enters into more than a legal agreement — they enter into a community commitment. This commitment is the informal, values-based counterpart to the formal Housing Agreement, and it asks each resident to affirm the following:

- I will treat my roommate(s), suitemates, and neighbors with courtesy and respect, even when we disagree.
- I will take ownership of my living space and the shared spaces I use, keeping them clean, safe, and welcoming.
- I will follow the policies outlined in this Code and the Housing Agreement, understanding that they exist to protect the whole community.
- I will speak up — to staff, to my RA, or to my Community Director — when something in my community isn't right, rather than staying silent or handling it in ways that put others at risk.
- I will extend grace to those around me, recognizing that everyone is adjusting, learning, and occasionally making mistakes.
- I will represent Jackson State University with pride, both within the residence halls and in the broader Jackson community.

What This Means for You: You don't have to memorize every policy in this Code before move-in day. But you are expected to have read this chapter and to understand that the community commitment above is the spirit behind every rule that follows. When in doubt about how to handle a situation, ask yourself: does this choice honor my community commitment?

Why Housing Exists

Some students view on-campus housing purely as a transaction — a place to sleep between classes. Jackson State University takes a different view. Decades of research on student success consistently show that students who live on campus, particularly during their first year, are more likely to persist to graduation, report higher satisfaction with their college experience, and build the kind of peer networks that support them long after they move out.

Housing & Residence Life exists to make that research a reality for JSU students. Our residence halls are staffed twenty-four hours a day, seven days a week, by professional and student staff trained in crisis response, conflict mediation, and community development. We partner with academic departments, the Office of Accessible Education and Resources (OAER), the Department of Public Safety, Counseling Services, and Auxiliary Enterprises to make sure that residents have access to the full range of support the University offers.

Beyond the practical, housing exists because where you live shapes who you become. The relationships formed over a shared bathroom, the late-night study sessions in a common lounge,

and the disagreements worked through with a roommate are, in many ways, as formative as anything that happens in a classroom. This Code exists to make sure that formation happens in an environment that is safe, fair, and genuinely supportive.

A Day in the Life of a Resident

It can be difficult to picture what community living actually feels like from a policy document alone. Consider a typical Tuesday: a resident wakes up to a suitemate's alarm, grabs breakfast at the dining hall using their meal plan before an 9:00 a.m. class, and returns mid-afternoon to find a maintenance technician finishing a work order they submitted two days earlier for a slow drain. That evening, their RA stops by to remind the floor about an upcoming Health & Safety Inspection, and later a small group gathers in the common lounge to study before a floor program on financial literacy draws most of the hall together for pizza and a short presentation from Auxiliary Enterprises.

Later that night, quiet hours begin, and a neighbor two doors down turns their music low after a simple, friendly knock on the door. The resident falls asleep with their door unlocked to a hallway they know is monitored by key card access, in a building where an RA is on call if anything goes wrong. None of this happens by accident — every part of that ordinary Tuesday reflects a specific policy or practice described somewhere in this Code, working quietly in the background so that residents can focus on being students first.

This is the real purpose behind everything documented in the chapters that follow: not rules for their own sake, but the invisible infrastructure that makes an ordinary, safe, connected day possible for every resident, every day, across every community Housing & Residence Life operates.

The Role of Your RA and Community Director

Every residential community is supported by a team of staff members whose entire job is to help you succeed. Understanding who these people are — and what they can (and cannot) do — helps residents get the right kind of help quickly.

Resident Assistant (RA)

Your RA is a trained, upper-class peer leader who lives on your floor or in your building. RAs are your first point of contact for nearly everything: roommate conflict, a maintenance concern

you're not sure how to report, a question about a policy, or simply someone to talk to during a hard week. RAs complete extensive training before each academic year covering crisis response, mediation, active bystander intervention, and University policy, and they carry an on-call phone on a rotating basis so a staff member is always reachable.

Community Director (CD)

Your Community Director is the full-time professional staff member responsible for the overall operation of your residential community, including staff supervision, conduct case management, and building operations. CDs handle situations that RAs escalate, including more serious conduct matters, room change requests, and consolidation decisions.

Assistant Director of Housing and Residence Life

The Assistant Director of Housing and Residence Life supports department-wide operations, working closely with Community Directors to ensure consistency in policy application, staff training, and day-to-day administration across all residential communities.

Executive Director of Housing and Residence Life

The Executive Director of Housing and Residence Life holds overall leadership responsibility for the department, setting strategic direction, chairing the Housing Appeals Board, and serving as the final point of escalation for the most serious administrative and conduct matters, including emergency removal authorization.

Front Desk and Night Staff

Most communities staff a front desk during business hours and maintain overnight or weekend coverage through a combination of student staff and professional on-call rotations. Front desk staff can assist with lockouts, package questions, and general building information.

Who Do I Contact?: Roommate conflict or a general question → your RA. Room change or consolidation → your Community Director. Maintenance emergency → front desk or on-call staff immediately. Safety threat or crime in progress → Department of Public Safety or 911 first, then notify Housing staff.

A Typical Semester Timeline

While each community publishes its own detailed calendar, most residential communities follow a similar rhythm across the academic year. Knowing this rhythm in advance helps residents plan ahead for room changes, consolidation, and move-out.

Point in Semester — What to Expect

Move-In Week: Check-in, Room Condition Report completion, initial floor meeting, Roommate Agreement.

First Six Weeks: RA one-on-ones, first Health & Safety Inspection, community-building programs.

Mid-Semester: Room change window opens; consolidation process begins for under-occupied rooms.

End of Fall Semester: Winter Break closing procedures; Spring cancellation deadline for eligible students.

Spring Semester: Room selection for returning students; continued inspections and programming.

End of Spring Semester: Standard checkout, express checkout option, and move-out deadlines.

Frequently Asked Questions

Do I have to participate in floor programs?

Most floor and building programs are optional, though some — such as mandatory safety meetings or floor meetings called by your RA — require attendance because they communicate policy or safety information that affects the whole community.

What if I don't get along with my RA?

RAs are trained professionals-in-training, but they are still students, and personality differences can happen. If a concern with your RA arises, bring it to your Community Director, who can mediate or, where appropriate, involve a different staff member.

Is this Code legally binding like the Housing Agreement?

This Code operates under the Housing Agreement and the Policy Hierarchy described earlier in this document. While it is not itself the primary contractual document, violations of this Code can result in the conduct outcomes described in Chapters 7 and 8, including sanctions that affect your housing status and financial obligations.

Chapter 1 Quick Reference

Topic — Key Takeaway

Mission: Support academic success, development, and well-being through safe, inclusive housing.

Core Values: THRIVE — Teamwork, Holistic Growth, Respect & Responsibility, Inclusivity & Innovation, Visionary Leadership, Excellence & Empathy.

Community Commitment: A values-based promise every resident makes to their neighbors.

Why It Matters: On-campus living is linked to higher persistence and graduation rates.

Chapter 2

Living in Community

Resident Rights, Responsibilities, Respect, Inclusion, Shared Living, and Community Citizenship

Community living is a skill. For many residents, this is the first time sharing a bedroom, a bathroom, or a kitchen with someone who is not family. This chapter lays out the rights every resident can expect, the responsibilities every resident must uphold, and the practical habits of respect, inclusion, and citizenship that make shared living possible.

Resident Rights

Every resident of Jackson State University housing is entitled to the following baseline rights. These rights are not conditional on popularity, personality, or conformity — they belong equally to every resident in the community.

- The right to read and study free from undue interference in one's own room.
- The right to sleep without undue disturbance from noise, guests, or roommate conflict.
- The right to a reasonable expectation of privacy within the bounds of University policy and the right of entry described in Chapter 5.
- The right to host guests, subject to the visitation and guest policies described in Chapter 4.
- The right to free access to one's room and facilities without pressure or intimidation from a roommate or others.
- The right to a clean and safe living environment.
- The right to fair treatment when conflicts arise, including access to mediation and, where appropriate, the formal conduct process described in Chapter 7.
- The right to be free from harassment, discrimination, and retaliation.
- The right to address grievances through appropriate University channels without fear of reprisal.

A Note on Rights and Roommates: Your rights end where your roommate's rights begin. A shared room means shared ownership of the give-and-take that community living requires. If you ever feel that your rights are not being respected, contact your Resident Assistant (RA) or Community Director (CD) — do not wait until the situation escalates.

Resident Responsibilities

Rights come paired with responsibilities. Every resident agrees, by accepting a housing assignment, to uphold the following responsibilities toward their community:

- Know and follow the Housing Agreement, this Code, and all posted community policies.
- Respect the rights, property, and personal space of roommates, suitemates, and neighbors.
- Contribute to a clean, safe, and welcoming living environment, including shared and common spaces.
- Attend mandatory floor, house, or building meetings called by RA or CD staff.
- Report maintenance issues, safety hazards, and policy violations to appropriate staff.
- Resolve conflicts constructively, using available resources like RA mediation before conflicts escalate.
- Accept responsibility for one's own choices, including the consequences of guests' behavior.
- Treat all staff — professional, paraprofessional, and student — with courtesy and comply with reasonable staff directives.

Respect

Respect is the foundation of every other expectation in this Code. In a residential community, respect shows up in small, daily choices: lowering your voice after 10:00 p.m., knocking before entering a shared space, not touching a roommate's belongings without permission, and speaking to conflict rather than around it.

Respect also means honoring differences in background, belief, and lived experience. Jackson State University's residence halls bring together students from across Mississippi, the country, and the world. Residents are expected to engage across difference with curiosity and civility, even — especially — when they disagree.

What Disrespect Looks Like

- Name-calling, mocking, or belittling a roommate or neighbor.
- Ignoring quiet hours or courtesy hours after being asked to stop.
- Using or moving a roommate's belongings without asking.

- Excluding a suitemate from shared decision-making about common space.
- Making comments, jokes, or gestures that target a person's identity.

Inclusion

Jackson State University is a Historically Black College and University with a proud legacy of educating students from every walk of life. Housing & Residence Life is committed to residential communities where every student — regardless of race, ethnicity, national origin, religion, sex, gender identity or expression, sexual orientation, age, disability, or veteran status — feels a genuine sense of belonging.

Inclusion is an active practice, not a passive absence of discrimination. Residents are encouraged to participate in floor and building programming designed to build cross-cultural understanding, to be mindful of how their words and actions affect residents from different backgrounds, and to intervene as an active bystander when they witness exclusionary behavior.

Bias Incidents: Jackson State University takes seriously any incident in which a resident is targeted because of their identity. Residents who experience or witness a bias-related incident should report it immediately to their RA, CD, or through the University's official bias incident reporting channel. Reports are reviewed promptly and may result in referral to the student conduct process described in Chapter 7.

Shared Living

Nearly every resident will, at some point, share a room, suite, or apartment with another student. Shared living works best when expectations are set early and revisited often.

Roommate Agreements

Within the first two weeks of each semester, roommates and suitemates are expected to complete a Roommate Agreement with the guidance of their RA. This agreement is not a legal document, but a working conversation covering topics such as:

- Guest and visitation expectations, including advance notice for overnight guests.
- Study hours and sleep schedules.
- Sharing (or not sharing) food, toiletries, and personal belongings.
- Cleaning responsibilities and how chores will be divided.
- Noise tolerance, including music, calls, and gaming.

- How the roommates will handle disagreements when they arise.

Roommate Agreements should be revisited whenever a conflict arises or circumstances change. RAs keep a copy on file and can reference it during mediation.

Conflict Resolution

Conflict between roommates and neighbors is normal — it is not, by itself, a sign of failure. What matters is how conflict is handled. Housing & Residence Life expects residents to attempt to resolve disagreements directly and respectfully before escalating them to staff, except in situations involving safety, harassment, or repeated policy violations, which should be reported immediately.

Steps for Resolving Roommate Conflict

1. Revisit the Roommate Agreement together and identify where expectations diverged.
2. Have a direct, private conversation using "I" statements rather than accusations.
3. If the conversation does not resolve the issue, request mediation through your RA.
4. If mediation is unsuccessful, contact your Community Director to discuss further options, which may include a room change consistent with the Housing Agreement's Room Change Policy.

See Room changes are governed by the Housing Agreement, Room Change Requests section. A non-refundable administrative fee of \$75 applies to approved room changes.

Active Bystander Intervention

Community citizenship sometimes means stepping in — safely and appropriately — when you witness behavior that harms another resident or the community. Housing & Residence Life trains all staff, and encourages all residents, in the basic principles of active bystander intervention, often summarized as the "Four Ds":

- Direct — Address the situation calmly and directly, if it is safe to do so ("Hey, that's not okay — let's dial it back.")
- Distract — Interrupt the situation with an unrelated comment or question to de-escalate without direct confrontation.
- Delegate — Ask someone else — an RA, a friend of the person involved, or Public Safety — to step in.

- Delay — If you can't act in the moment, check in with the affected person afterward and encourage them to report the incident.

Safety First: Active bystander intervention never requires putting yourself in physical danger. If a situation feels unsafe, the right move is always to delegate — contact your RA, Community Director, or the Department of Public Safety rather than intervening directly.

Communicating Across Difference

Jackson State University residence halls bring together students from different hometowns, family structures, religious backgrounds, and life experiences. Learning to communicate respectfully across those differences is one of the most valuable — and most transferable — skills a resident will develop in the halls.

- Ask genuine questions instead of making assumptions about someone's background or beliefs.
- Recognize that a joke landing badly is still worth apologizing for, regardless of intent.
- Give roommates and neighbors the benefit of the doubt during a first disagreement, and address it directly rather than gossiping about it.
- Attend at least one program hosted by a student organization or floor community different from your own during the year.

Sample Roommate Conversation Starters

Many roommate conflicts happen simply because two people never had an early, honest conversation about expectations. The prompts below are useful starting points for the Roommate Agreement conversation described earlier in this chapter, or for revisiting expectations mid-semester.

Topic — Conversation Starter

Sleep & Study: "What time do you usually go to sleep, and what helps you fall asleep with someone else in the room?"

Guests: "How much notice do you want before I have a guest over, and how do you feel about overnight guests?"

Cleanliness: "What does a 'clean enough' room look like to you, and how do we want to divide chores?"

Belongings: "Is there anything of mine you'd like to be able to borrow, and anything that's off-limits?"

Conflict: "If something's bothering you about how I'm living, how would you want me to bring it up?"

Diversity, Equity, and Belonging in Practice

Jackson State University's residential communities are, in many ways, a microcosm of the broader University: students arrive from small Mississippi Delta towns and major metropolitan cities, from military families and multi-generational Jackson State legacies, from a wide range of income levels, faith traditions, and life circumstances. This diversity is a genuine strength of community living, but it does not automatically translate into belonging — belonging has to be built, floor by floor and conversation by conversation.

Housing & Residence Life asks every resident to take an active role in building that belonging. This looks different depending on the moment: it might mean introducing yourself to the new student who just moved in down the hall, it might mean noticing when a floormate seems isolated and inviting them to a floor program, or it might mean simply listening without judgment when a neighbor shares an experience very different from your own.

First-Generation and Nontraditional Students

A significant number of JSU residents are the first in their family to attend college, and others are returning to school after time in the workforce, the military, or raising a family. These residents bring valuable perspective to the community, and Housing & Residence Life encourages all residents to be mindful that not everyone arrives on campus with the same prior exposure to college systems, deadlines, and unwritten expectations. Patience, mentorship, and a willingness to explain rather than assume are hallmarks of a strong residential community.

Financial Stress and Community

Financial pressure is one of the most common — and most often invisible — stressors residents carry. A roommate who seems distant may be managing a financial hardship rather than a personal grievance. While Housing & Residence Life cannot waive housing charges due to financial hardship, as described in Chapter 10, RAs and Community Directors can connect residents to campus financial aid resources, and residents are encouraged to extend patience and discretion to peers who may be navigating financial stress.

In Their Own Words: "My first semester, I didn't know anyone on my floor. It was my RA who knocked on my door during the first week just to introduce herself, and my suitemates who

invited me to study with them before I ever asked. That's when the hall started to feel like home instead of just a building." — A returning Jackson State resident, reflecting on the first-year experience.

Media and Photo Release

By residing in University housing, residents consent to the University's use of photographs or video taken in common areas for educational, informational, or marketing purposes. This includes images captured during move-in, community programming, floor events, and other activities that take place in shared or public residential spaces.

Residents who wish to opt out of media use must submit written notice to Housing and Residence Life at the beginning of the academic year. The University cannot guarantee exclusion from incidental or group imagery captured in public or shared spaces, since photographs and video taken during community-wide events often include many residents at once.

See Housing Agreement, Media and Photo Release section.

Community Citizenship

A resident's obligations extend beyond their own room to the community as a whole. Community Citizenship means showing up for the people around you: attending floor meetings, participating in move-in and move-out efforts respectfully, supporting building programming, and holding your peers to the same standard you hold yourself.

- Vote in and support Hall Council and Residence Hall Association activities where available.
- Report safety concerns, even when they don't directly affect you.
- Model respectful behavior for newer residents, particularly first-year students.
- Take pride in shared spaces — a clean lounge or study room benefits everyone.

Frequently Asked Questions

What if my roommate and I are simply too different to live together?

Difference alone is not a problem to be solved — it is often the most valuable part of the roommate experience. But if, after genuine effort at communication and mediation, a roommate pairing is simply not working, a room change through the process described in Chapter 3 remains available.

Who enforces the expectations in this chapter?

Primarily, residents enforce these expectations on each other through direct, respectful communication — most disrespect, exclusion, or shared-living friction never needs to reach a staff member. When residents cannot resolve an issue directly, RAs and Community Directors are available to mediate and, where appropriate, refer a matter to the formal conduct process described in Chapter 7.

Is reporting a bias incident the same as filing a conduct complaint against someone?

Not necessarily. Reporting a bias incident ensures the University is aware of a pattern or event affecting the community and allows staff to respond appropriately, which may include support for the affected resident, community-wide education, or, where warranted, referral to the conduct process.

Chapter 2 Quick Reference**Topic — Key Takeaway**

Resident Rights: Privacy, safety, fair process, freedom from harassment and discrimination.

Resident Responsibilities: Know policy, respect others, report issues, resolve conflict constructively.

Roommate Agreements: Completed within the first two weeks of each semester with RA support.

Conflict Escalation: Direct conversation → RA mediation → Community Director → possible room change.

Chapter 3

Housing Policies

Eligibility, Assignments, Room Changes, and Cancellation

The foundational contractual policies governing your housing status — eligibility, assignments, room changes, and cancellation — are established in the Housing & Residence Life Housing Agreement. Rather than repeating that language here, this chapter provides a short orientation to each topic and directs residents to the controlling section of the Agreement for full detail, deadlines, and fees.

Eligibility

Housing eligibility is governed by the Housing Agreement, including minimum age, enrollment, GPA, and financial standing requirements, as well as building-specific credit-hour thresholds for communities such as Campbell College Suites and One University Place.

See Housing Agreement, Eligibility section.

Assignments

Room, roommate, and building assignments — including administrative reassignment authority, consolidation, and temporary housing — are governed by the Housing Agreement. Housing & Residence Life retains final authority over all assignment decisions.

See Housing Agreement, Assignment Policy and Administrative Reassignment Authority sections.

Room Changes

Residents who wish to change rooms or buildings must submit a Room Change Request through the official Housing Portal and receive written approval before moving. Unauthorized room changes may result in conduct referral in addition to the financial and administrative consequences described in the Agreement.

See Housing Agreement, Room Change Requests section. A non-refundable \$75 administrative fee applies to approved changes.

Cancellation

Cancellation of a Housing Agreement — whether initiated by the resident or by Housing & Residence Life — follows the deadlines, fees, and qualifying-reason criteria set out in the Agreement. Residents considering cancellation should review that section carefully before

submitting a request, as approval is not guaranteed and fees may apply even when a request is approved.

See Housing Agreement, Housing Agreement Cancellation Policy section. A \$400 cancellation fee generally applies.

Why This Chapter Is Short: This Code intentionally avoids repeating language that already appears in the Housing Agreement. Duplicated language creates the risk that the two documents drift out of sync over time. Whenever this Code and the Housing Agreement appear to conflict, the Housing Agreement controls, consistent with the Policy Hierarchy on page one.

Frequently Asked Questions

If this Code doesn't cover eligibility, assignments, or cancellation in detail, why does it mention them at all?

Because residents shouldn't need to hold two documents in their head at once to understand how their housing status works. This chapter exists as a signpost — a short, reliable starting point that always points to the right, current source of truth in the Housing Agreement.

What if the Housing Agreement is updated mid-year — does this Code automatically update too?

This Code is reviewed and updated periodically, but the Housing Agreement remains the controlling document at all times for the policies described in this chapter, consistent with the Policy Hierarchy. Residents should always treat the most current version of the Housing Agreement, published on the Housing & Residence Life website, as authoritative.

Chapter 3 Quick Reference

Topic — Controlling Section

Eligibility: Housing Agreement, Eligibility section.

Assignments: Housing Agreement, Assignment Policy section.

Room Changes: Housing Agreement, Room Change Requests section — \$75 fee.

Cancellation: Housing Agreement, Cancellation Policy section — \$400 fee generally applies.

Chapter 4

Residential Expectations

Guests, Visitation, Quiet Hours, and Daily Life in the Halls

This chapter covers the day-to-day expectations that shape residential life — from hosting guests to managing shared bathrooms. These are the policies residents encounter most often, and understanding them well prevents the majority of avoidable conflicts and conduct referrals.

Guests

Residents are responsible for the behavior of their guests at all times. A guest who violates University or Housing policy may be asked to leave, and the hosting resident may face conduct action and financial responsibility for any damage the guest causes.

Hosting a guest is a privilege extended to residents in good standing, not an unconditional right. Because a guest's presence directly affects roommates, suitemates, and neighbors who did not choose to share their space with that guest, hosts are expected to plan ahead: confirm with roommates before a guest arrives, keep guests within common, appropriate areas of the building, and be mindful that a guest unfamiliar with the community's norms is easy to overlook as a source of noise, mess, or disruption. When in doubt about whether a planned guest visit fits within community expectations, ask your RA before the visit rather than after a complaint is filed.

- Guests must be escorted by their host at all times while in residential facilities.
- Hosts are responsible for informing guests of applicable policies, including quiet hours and visitation limits.
- A resident may not have more guests in a room than can be reasonably and safely accommodated.
- Roommates retain the right to deny a guest's presence in a shared room; hosts must respect that decision.

See Housing Agreement, Financial Responsibility, and Facilities & Administrative Charge Schedule, Community Damage Billing.

Visitation

Visitation policy governs when and how guests — including non-resident students and members of the public — may be present in residence hall rooms and common areas. Specific visitation hours are published by each community at the start of the semester and posted in common areas.

- Guests of any gender may be hosted during published visitation hours, consistent with roommate agreements.
- Overnight guests are prohibited unless expressly authorized under Housing & Residence Life policy.
- Visitation privileges may be suspended for a resident or an entire community following repeated violations.

See Housing Agreement, Guest and Security Policy.

Quiet Hours

Quiet hours exist to protect every resident's right to sleep and to study. During quiet hours, noise should not be audible outside a resident's own room or suite.

Period — Hours

Sunday – Thursday: 10:00 p.m. – 8:00 a.m.

Friday – Saturday: 12:00 a.m. (midnight) – 10:00 a.m.

Final Exam Periods: 24-hour quiet hours, as announced by Housing & Residence Life

Individual communities may extend quiet hours through a house or floor vote facilitated by an RA, but may not shorten the minimum hours published above.

Courtesy Hours

Courtesy hours are in effect twenty-four hours a day, every day, including during posted visitation and non-quiet-hour periods. At any time, a resident may ask a neighbor to reduce noise or disruptive behavior, and that request must be honored. Courtesy hours exist because reasonable consideration for neighbors should not depend on the clock.

Trash

Residents are responsible for removing personal trash from their assigned space to designated disposal areas on a regular basis. Trash may not accumulate in hallways, stairwells, or common areas, and may not be left outside a room door.

Beyond the immediate unpleasantness of accumulated trash, improperly stored waste attracts pests, creates fire code violations when it blocks hallways or stairwells, and can quickly become a shared community's most visible sign of neglect. A single overflowing trash bag left in a hallway rarely stays a single bag for long — other residents tend to follow the example already set, for better or worse. Taking trash directly to the designated disposal area, even at an inconvenient hour, is one of the simplest ways a resident can protect their whole floor's shared environment.

- Dispose of trash only in designated receptacles or compactor rooms.
- Break down cardboard boxes before disposal, particularly during move-in and move-out.
- Improper disposal of trash may result in a cleaning charge to the responsible resident or, where the responsible party cannot be identified, to the community.

Laundry

Laundry facilities are provided in each residential community for personal use only. Residents should remove clothing promptly once a cycle finishes to allow equitable access for neighbors, and should report malfunctioning machines to the posted maintenance vendor rather than attempting repairs.

Furniture

University-provided furniture must remain in the room to which it is assigned. Furniture may not be removed from a room, disassembled, or relocated to a common area, hallway, or another resident's room.

- Bed risers and lofting equipment must be approved by Housing & Residence Life before use.
- Residents may not paint, alter, or otherwise permanently modify University furniture.
- Residents found missing assigned furniture at checkout will be billed for replacement.

See Facilities & Administrative Charge Schedule, Section 9, Replacement Costs.

Decorations

Decorating your space is encouraged as a way to make it feel like home — within limits that protect safety and University property.

- Use removable adhesive strips rather than nails, screws, tape, or push pins that damage walls.
- Do not cover more than 50% of any wall surface, and never cover smoke detectors, sprinkler heads, or exit signage.
- Open flame decorations, including candles and incense (even unlit, for decorative purposes) are prohibited; see Chapter 5, Health & Safety.
- Holiday lights must be UL-listed and may not be affixed with nails or staples.

Pets

With the exception of non-poisonous fish kept in tanks not exceeding five gallons, pets are prohibited in University housing. Approved Emotional Support Animals (ESAs) and service animals are permitted only after registration and approval through the Office of Accessible Education and Resources (OAER).

See Housing Agreement, Animal and Pet Policy.

Bathrooms

In communities with shared or community-style bathrooms, residents are expected to maintain reasonable cleanliness, respect posted cleaning schedules, and avoid leaving personal belongings in shared stalls or shower areas. In suite-style bathrooms, all assigned residents share responsibility for cleanliness, and charges for excessive cleaning may be split among residents when a responsible party cannot be identified.

Who Cleans What? Community vs. Suite/Apartment Bathrooms

One of the most common questions new residents ask is, "Am I responsible for cleaning my bathroom?" The answer depends entirely on which type of bathroom your community has.

Community Bathroom Residence Halls

If you live in a traditional residence hall with community bathrooms, the answer is no. Custodial staff clean and sanitize the community bathrooms on a regular schedule. Residents in these communities are responsible for:

- Keeping their room clean
- Removing personal trash regularly
- Taking trash to the designated outdoor dumpsters
- Maintaining sanitary living conditions within their assigned room

Suite-Style or Apartment Residence Halls

If you live in a suite or apartment with a shared or private bathroom, the answer is yes. Residents in these communities are responsible for cleaning and maintaining:

- Bathrooms
- Toilets
- Showers and tubs
- Bathroom sinks and mirrors
- Kitchen areas
- Appliances provided by the University
- Living room/common areas
- Floors and countertops
- Trash removal

What Housing & Residence Life Does Not Provide

Regardless of community type, residents should plan to bring their own supply of the following items, as Housing & Residence Life does not provide:

- Toilet paper for suite/apartment bathrooms
- Paper towels
- Dish soap
- Bathroom cleaners

- Toilet bowl cleaner
- Trash bags
- Sponges
- Cleaning cloths
- Mops or brooms
- Vacuums
- Laundry detergent

Hallways

Hallways must remain clear at all times to comply with fire code. Personal belongings, trash, furniture, shoes, and decorations may not be stored or displayed in hallways. Hallways may not be used for recreational activity that creates noise or safety hazards, including but not limited to skateboarding, ball games, or bicycle riding.

Balconies

In communities with balconies, residents may use balcony space for personal enjoyment but may not use balconies for storage, grilling, smoking, hanging laundry or flags over railings, or throwing any object. Furniture on balconies must be appropriate for outdoor or University-approved use. Climbing on or over balcony railings is strictly prohibited and treated as a serious safety violation.

Windows

Window screens must remain in place at all times and may not be removed, propped open, or used to pass items between rooms or to the outside. Nothing may be thrown, dropped, or hung from a window. Residents may not enter or exit a room through a window at any time; doing so is treated as both a safety violation and, where it bypasses key card access, a security violation.

Window-related violations are treated seriously because they carry a disproportionate risk relative to how minor they can feel in the moment. A propped screen on an upper floor is a fall risk; an item passed between windows can drop unpredictably onto a walkway below; and using a window as an unofficial entrance defeats the access-control systems that keep an entire

building secure. Residents who observe a damaged or malfunctioning window or screen should report it as a maintenance concern rather than attempting a workaround.

Common Areas

Lounges, kitchens, study rooms, and other common areas belong to the whole community and are maintained by custodial staff for shared use. Residents should leave common areas as clean as they found them, and may not "claim" common furniture for a private room.

- Reserve programmable spaces (multipurpose rooms, study rooms) through your Community Director when required.
- Report damage or malfunctioning equipment in common areas promptly.
- Excessive mess or repeated misuse of common areas may result in restricted access for an individual or a floor.

Kitchens

In communities with shared kitchens, residents are responsible for washing and putting away their own dishes and cookware promptly, labeling and dating food stored in shared refrigerators, and disposing of expired food. Unlabeled or expired food in shared refrigerators may be discarded during routine cleaning without notice. Ovens and stovetops must be attended at all times while in use, and residents should never leave the kitchen while food is cooking.

Elevators

Elevators, where present, are provided for the safety and accessibility of all residents. Overloading an elevator, forcing doors open or closed, or using an elevator for horseplay is prohibited. Elevators must never be used during a fire alarm or building evacuation — use stairwells only, as described in Chapter 5.

Study Rooms and Lounges

Study rooms and lounges are intended to support quiet, focused work and casual community gathering, respectively. Reservations for bookable study rooms should be honored by all residents; a resident who reserved a space has priority for that time slot. Lounges are shared by the entire floor or building and may not be used for private events, overnight sleeping, or storage of personal items.

Roommate Agreements

As introduced in Chapter 2, Roommate Agreements are a required part of community living and are facilitated by RA staff within the first two weeks of each semester. They cover guests, cleanliness, study time, and conflict expectations, and serve as a reference point if disagreements later require mediation.

Conflict Resolution

Refer to Chapter 2, Conflict Resolution, for the University's expected process: direct conversation, RA mediation, Community Director involvement, and — where appropriate — a room change consistent with the Housing Agreement.

Common Violations and How to Avoid Them

Common Violation — How to Avoid It

Unauthorized overnight guest: Confirm visitation and overnight guest policy with your RA before hosting.

Trash left outside room door: Take trash directly to the designated disposal area, even late at night.

Unapproved wall damage from decorations: Use removable adhesive strips instead of nails, tape, or push pins.

Furniture removed from room: Keep all University furniture in your assigned space at all times.

Unregistered pet: Only fish (≤ 5 gal.) or an approved ESA/service animal through OAER.

Scenario Corner

Scenario: The Late-Night Guest: Your roommate's partner has been staying over three nights a week without asking you first. What should you do? Start with a direct conversation using your Roommate Agreement as a reference point. If the pattern continues, bring the issue to your RA, who can facilitate a mediated conversation about overnight guest expectations under the Visitation policy.

Scenario: The Loud Neighbor: Someone down the hall is playing music loudly at 11:30 p.m. on a Tuesday. What should you do? This falls within quiet hours — you may knock and ask directly, since courtesy hours apply 24/7. If the noise continues or you're not comfortable approaching them directly, contact your RA or the on-call staff member.

Scenario: The Messy Suite: One suitemate consistently leaves dishes and trash in the shared common room. What should you do? Address it as a suite early, ideally through a suite-wide conversation facilitated by your RA. If it continues and creates a health or safety concern, it may be documented during a Health & Safety Inspection under Chapter 5.

Frequently Asked Questions

Can my RA write me up for a messy room?

A messy room, by itself, is typically addressed through the Health & Safety Inspection process described in Chapter 5 rather than the conduct process — unless the mess rises to the level of a health or safety hazard, such as significant pest attraction or blocked emergency egress.

What if my roommate and I just don't get along, but there's no specific violation?

Personality conflict alone is not, by itself, grounds for cancellation of a Housing Agreement, but it is absolutely a valid reason to request mediation or, if mediation doesn't resolve things, a room change through the standard Room Change Request process.

Chapter 4 Quick Reference

Topic — Key Takeaway

Quiet Hours: Sun–Thu 10 p.m.–8 a.m.; Fri–Sat midnight–10 a.m.; 24-hr during finals.

Courtesy Hours: In effect 24/7 — reasonable requests to reduce noise must be honored.

Overnight Guests: Prohibited unless expressly authorized by Housing & Residence Life.

Furniture & Decorations: University furniture stays in place; no nails/screws; no open flame.

Pets: Fish only (≤ 5 gal.) unless an approved ESA or service animal.

Windows & Balconies: No entry/exit through windows; no throwing/hanging objects; no grilling.

Chapter 5

Health & Safety

Fire Safety, Prohibited Items, Emergencies, Inspections, and Room Entry

No residential expectation matters more than the safety of the community. This chapter covers fire safety, prohibited substances and items, emergency procedures, and the University's right to enter and inspect residential spaces. Violations in this chapter carry some of the most serious consequences in this Code because they place the entire community, not just the individual resident, at risk.

Fire Safety

Residents must comply with all fire safety and emergency procedures, including immediate evacuation upon alarm activation or staff instruction, use of designated stairwells only, and full compliance with directives issued by emergency personnel and Housing & Residence Life staff.

- Never ignore a fire alarm — treat every alarm as real, even during a semester with frequent false alarms.
- Elevators are prohibited during any evacuation.
- Tampering with or misusing fire safety equipment, including pull stations, extinguishers, smoke detectors, and sprinkler heads, is strictly prohibited.
- Fire extinguishers must remain in their designated locations and may be used only in genuine emergencies.

Fine Schedule: Fire safety violations, including tampering with alarms or safety equipment, carry a fine of \$200 per violation in addition to further disciplinary action, up to and including immediate removal from housing under the Zero-Tolerance provision described in Chapter 8.

Candles and Open Flame

Candles, incense, and any open-flame or high-heat decorative item are prohibited in University housing, regardless of whether they are lit. This includes decorative or unused candles kept for appearance only — possession alone is a violation, because it signals an intent or ability to use the item and creates confusion during inspection.

Smoking and Vaping

Jackson State University maintains a smoke-free and vape-free residential environment. Smoking, vaping, and the use of tobacco or nicotine products of any kind — including e-cigarettes and vape pens — is prohibited inside all residential facilities, including private rooms, bathrooms, and stairwells. Smoking is permitted only in designated outdoor locations, at least twenty-five feet from any building entrance.

Controlled Substances

Illegal drug use, possession, distribution, or the misuse of prescription medication is strictly prohibited in University housing. Alcohol use or possession is prohibited where restricted by University policy or law, including for any resident under the age of twenty-one. Drug paraphernalia, even without the presence of an illegal substance, is treated as evidence of a violation.

Substance-related violations are treated with particular seriousness in a residential setting because their effects rarely stay confined to a single room. Impaired judgment contributes disproportionately to fire safety incidents, physical altercations, and medical emergencies within residence halls. Residents who witness a substance-related medical emergency should call for emergency assistance immediately — Housing & Residence Life prioritizes getting a resident in crisis the medical help they need over the conduct implications of the situation itself.

See Housing Agreement, Prohibited Conduct and Prohibited Items sections.

Weapons

Weapons, ammunition, explosives, and any dangerous device are strictly prohibited in University housing, including realistic replicas and decorative weapons. This prohibition applies regardless of whether the resident holds a personal firearm license, except as otherwise required by Mississippi law and University policy for designated storage locations coordinated through the Department of Public Safety.

Because weapons policy sits at the intersection of state law and University policy, residents with specific questions about lawful firearm storage should contact the Department of Public Safety directly rather than assuming a personal license or permit creates an exception within residential facilities. A weapons violation is treated as a Zero-Tolerance matter, discussed further in Chapter 8, regardless of the resident's intent or prior conduct history.

Hoverboards and Scooters

Hoverboards, e-scooters, and other lithium battery-powered transportation or recreational devices are prohibited inside residential facilities due to the fire risk associated with lithium-ion battery failure. This prohibition includes storage and charging of such devices, even when not in use.

Cooking

Cooking appliances — including hot plates, air fryers, toasters, electric skillets, and similar devices — are prohibited in traditional residence hall rooms. Cooking is permitted only in designated kitchen facilities or in suite/apartment-style communities equipped with University-approved kitchen appliances. Microfridge units are permitted in standard rooms up to 3.7 cubic feet; full-size refrigerators are provided as standard furnishings in Campbell College Suites and One University Place.

See Housing Agreement, Microfridge and Appliances section.

What Not to Bring

Beyond the categories above, Housing & Residence Life maintains a comprehensive, itemized packing reference covering alcohol and drug-related items, weapons, electrical and cooking appliances, bathroom and personal care items, candles and flammable items, furniture, decorations, electronics and networking equipment, pets, transportation devices, and noise/entertainment equipment.

See Appendix AC, What Not to Bring: Complete Prohibited Items List, for the full itemized reference.

Emergencies

In any emergency — fire, severe weather, medical crisis, or security threat — residents should immediately follow instructions from Housing staff, Department of Public Safety officers, or emergency responders. Every residential community posts emergency procedures and evacuation routes on each floor.

General Emergency Steps

1. Remain calm and assess whether the immediate area is safe.

2. If instructed to evacuate, use the nearest safe stairwell and proceed to the designated outdoor assembly area.
3. Call the Department of Public Safety or 911 for any life-threatening emergency.
4. Notify your RA or the professional staff member on duty as soon as it is safe to do so.

Evacuations

All residents and guests must evacuate immediately upon alarm activation or staff instruction, regardless of whether the alarm appears to be a drill or false activation. Residents may not re-enter the building until authorized by emergency personnel or Housing staff. Failure to evacuate is treated as a serious health and safety violation.

Room Entry

Housing & Residence Life reserves the right to enter any residential space at any time deemed reasonably necessary, for purposes including health and safety inspections, maintenance, fire safety compliance, welfare checks, emergency response, and enforcement of University policy. Entry may occur with or without prior notice and with or without the resident present.

Law enforcement may enter residential spaces when supported by valid legal authority, including a warrant, consent, or exigent circumstances. The University will fully comply with lawful orders and will not interfere with legally authorized law enforcement action.

See Housing Agreement, Room Entry, Health & Safety Inspections, and Entry by Law Enforcement sections.

Inspections

Health and Safety Inspections are conducted on a regular basis, typically twice per semester, with a possible third inspection when warranted. Residents receive at least twenty-four hours' notice when practicable, though advance notice is not guaranteed for every entry.

What Inspectors Look For

- Cleanliness of living spaces and proper waste disposal.
- Absence of prohibited items, including those listed throughout this chapter.
- Functionality and safety of fixtures, outlets, and HVAC equipment.
- Proper HVAC usage, maintained between 68°F and 74°F and set to "Auto."

- Absence of pests, hazards, or unsanitary conditions.
- Proper condition and placement of University-issued furniture.

Residents who fail an inspection receive a twenty-four-hour correction period followed by a follow-up inspection. Continued noncompliance may result in fines, administrative sanctions, disciplinary action, damage charges, or referral for reassignment or removal from housing.

Severe Weather Sheltering

Mississippi's severe weather season brings a real risk of tornadoes and high-wind events, particularly in the spring. Every residential community designates interior shelter locations away from windows, typically on lower floors or in interior hallways and stairwells.

Steps to Take During a Severe Weather Warning

1. Move immediately to your building's designated shelter location.
2. Stay away from windows, exterior doors, and large open spaces such as lounges with glass walls.
3. Get as low as possible and cover your head and neck if you can.
4. Remain sheltered until an all-clear is announced by Housing staff, Public Safety, or official University communication.

Know Before the Storm: Take a moment during your first week in the halls to locate your building's posted severe weather shelter location. Waiting until a warning is issued to figure out where to go costs valuable time.

Pest Reporting Protocol

Pests — including insects, rodents, and bed bugs — are addressed quickly and confidentially when reported promptly. Residents should never attempt to treat a suspected infestation themselves with store-bought pesticides, as improper treatment can worsen an infestation and create additional health hazards.

1. Report the concern immediately through a work order marked urgent, or directly to your RA or front desk.
2. Avoid moving personal belongings between rooms until the concern has been assessed, particularly for suspected bed bugs.

3. Cooperate fully with any inspection, treatment, or follow-up protocol directed by Housing & Residence Life.

See Housing Agreement, Pest, Bed Bug, and Infestation Policy section.

Health & Safety Inspection Checklist

The checklist below reflects the general categories evaluated during a routine Health & Safety Inspection. Reviewing it before an announced inspection date can help residents avoid an easily preventable follow-up.

Category — What Is Checked

Cleanliness: Floors, surfaces, and trash disposal are reasonably maintained.

Prohibited Items: No candles, cooking appliances, weapons, or other prohibited items present.

HVAC: Vents unobstructed; thermostat between 68°F–74°F and set to "Auto."

Fire Safety: Clear pathways; smoke detector unobstructed; no tampering evident.

Furniture: University furniture present, in original condition, and in place.

Pests/Moisture: No visible pests, mold, or standing water.

Common Violations and How to Avoid Them

Common Violation — How to Avoid It

Candle possession (unlit, decorative): Keep candles and incense out of University housing entirely — even unused.

Hot plate or air fryer in a standard room: Use designated community kitchens or an approved microfridge unit instead.

Vaping in a residence hall bathroom: Use designated outdoor smoking/vaping areas, 25 ft. from building entrances.

Propped exterior door: Never prop a secured door, even briefly — report broken door hardware instead.

Failure to evacuate during a drill: Treat every alarm as real; evacuate immediately using the stairs.

Room Entry — Frequently Asked Questions

Does Housing staff need my permission to enter my room?

No. As described above, Housing & Residence Life reserves the right to enter residential spaces for legitimate University purposes, with or without prior notice and with or without the resident present, consistent with the Housing Agreement.

Will I be told what was found during an inspection?

Yes. If a violation or maintenance concern is found, residents typically receive written notice, either through the conduct process described in Chapter 7 or through a maintenance follow-up communication.

Confiscated Items

Any prohibited item confiscated by Housing & Residence Life staff — whether discovered during a Health & Safety Inspection, a conduct investigation, an RA duty round, a search conducted under this Code, or any other legitimate encounter with staff — is subject to the retrieval process described below. This process applies regardless of the item's value, the circumstances of its confiscation, or the resident's conduct history, and it admits no exceptions other than those expressly granted in writing by the Executive Director of Housing and Residence Life.

Documentation at the Time of Confiscation

When an item is confiscated, the staff member confiscating it documents the item, the date, time, and location of confiscation, and the circumstances under which it was found. Where practical, the item is photographed before storage. This documentation protects both the resident and the University: it creates a clear record of exactly what was taken and when, so there is no ambiguity later about what a resident is — or is not — entitled to retrieve. The resident is issued a written confiscation notice, typically via JSU email, summarizing the item and referencing this policy.

How to Request Pickup

A resident seeking to retrieve a confiscated item must send a written request from their official JSU email account to the Executive Director of Housing and Residence Life to schedule a pickup appointment. Requests made verbally, requests submitted to an RA, front desk staff, Community Director, or any staff member other than the Executive Director, and requests submitted through any channel other than direct email to the Executive Director will not be accepted and will not schedule a pickup.

At the scheduled pickup appointment, the resident must present a valid JSU student ID or government-issued photo identification. A resident may not send another person to retrieve a confiscated item on their behalf, consistent with the third-party retrieval restrictions described elsewhere in this Code, except through the same extraordinary-circumstances process described in Appendix AE for abandoned property.

When Items Can Be Claimed

Confiscated items may be claimed only at the end of each semester, during the retrieval window designated by Housing & Residence Life. This applies to the Fall semester, the Spring semester, and any Summer session in which the resident was confiscated an item — each term has its own end-of-term retrieval window, and an item confiscated in the Fall is not held over informally until the Spring window. Confiscated items will not be released to a resident at any other point during the semester, regardless of the reason for the request, unless the Executive Director of Housing and Residence Life expressly authorizes an earlier release in writing. A resident's academic standing, travel plans, financial hardship, or personal circumstances do not, by themselves, constitute grounds for an earlier release.

The specific dates of each semester's retrieval window are published by Housing & Residence Life and communicated via JSU email in advance. Residents who moved out, withdrew, or were removed from housing before the retrieval window opens remain subject to the same window and the same email-only request process; departure from housing does not accelerate or bypass this timeline.

Unclaimed Items

Any confiscated item not claimed within fourteen (14) calendar days of the start of the end-of-semester retrieval window will be considered abandoned and will be discarded, donated, or otherwise disposed of in accordance with University policy, consistent with the Abandoned Property provisions described elsewhere in this Code. Housing & Residence Life is not required to provide any notice beyond the original confiscation notice, and a resident's failure to monitor their JSU email for retrieval window announcements does not extend the fourteen-day period.

Items That Will Not Be Returned

Certain confiscated items will not be returned to a resident under any circumstances, including but not limited to weapons, ammunition, explosives, illegal drugs and drug paraphernalia, alcohol, and any other item whose possession itself violates law or University policy. Items in this category are documented and then disposed of, destroyed, or referred to the Department of Public Safety or other law enforcement, consistent with the nature of the item — they are never placed into the end-of-semester retrieval process in the first place, since a resident has no right to reclaim contraband.

Beyond this baseline, the Executive Director of Housing and Residence Life retains sole and final discretion to determine that any other confiscated item — including otherwise lawful personal property, such as a cooking appliance, a candle, or unauthorized furniture — will not be returned, whether because of safety concerns, repeated violations, the nature of the item, or any other reason the Executive Director deems sufficient. This determination is not subject to appeal through the conduct process described in Chapter 7.

Category — How It's Handled

Never eligible for return: Weapons, ammunition, explosives, illegal drugs and paraphernalia, alcohol, and any item whose possession itself violates law or policy.

Eligible for return at the ED's discretion: Otherwise lawful personal property confiscated for a policy violation — for example, an unauthorized appliance, candle, or piece of furniture.

Retrieval process: Email request to the Executive Director → end-of-semester window only → 14-day claim period.

No Exceptions: This policy admits no informal exceptions. A resident may not retrieve a confiscated item early, through a third party, through a staff member other than the Executive Director, or after the fourteen-day unclaimed-property window has closed, regardless of the circumstances. The only path to an exception is written authorization from the Executive Director of Housing and Residence Life, granted at the Executive Director's sole discretion.

Scenario

Example: A resident's hot plate is confiscated during a February Health & Safety Inspection. The resident emails the Executive Director in March asking to pick it up before Spring Break because they'd like to use it at home. Under this policy, that request is denied — the hot plate is not eligible for release until the end-of-semester retrieval window in May, and financial or personal convenience is not grounds for an early release. If the resident does not submit a pickup request and appear during the first fourteen days of the May window, the hot plate will be discarded or donated.

Frequently Asked Questions

Can I get my item back the same day it's confiscated if I explain why I need it?

No. There is no same-day, next-day, or mid-semester return process for confiscated items outside of written authorization from the Executive Director, which is granted only in genuinely extraordinary circumstances — not simply because a resident would prefer to have the item back sooner.

What happens to my confiscated item over the summer if I only live on campus in the Fall and Spring?

The item is held until the end-of-semester retrieval window for the term in which it was confiscated. If a resident does not return to campus housing to claim it within that term's

fourteen-day window, it is treated as unclaimed and disposed of according to this policy, regardless of the resident's future enrollment plans.

Does this policy apply to items taken during a criminal investigation?

No. Items seized by the Department of Public Safety or another law enforcement agency as part of a criminal investigation are governed by that agency's evidence and property procedures, not this Housing & Residence Life policy.

Chapter 5 Quick Reference

Topic — Key Takeaway

Fire Safety Fine: \$200 per violation, plus possible disciplinary action.

Smoking/Vaping: Prohibited indoors; designated outdoor areas only, 25 ft. from entrances.

Cooking Appliances: Prohibited in standard rooms; permitted in designated kitchens/suites.

HVAC Setting: Must remain between 68°F–74°F and set to "Auto."

Inspections: Typically twice per semester; 24-hr notice when practicable.

Room Entry: May occur with or without notice for safety, maintenance, or policy enforcement.

Confiscated Item Pickup: Email the Executive Director only; end-of-semester retrieval window only.

Unclaimed Confiscated Items: Discarded after 14 days; some items are never returned (ED's discretion).

Chapter 6

Facilities & Operations

Keys, Access, Maintenance, Internet, Mail, and Parking

This chapter covers the operational systems that keep residential facilities running: how you get into your room, how you request a repair, how you receive mail, and how you park on campus. Understanding these systems helps residents resolve day-to-day issues quickly and avoid avoidable charges.

Keys

Residents are issued a physical key, an access card, or both, depending on their assigned community. Keys are strictly personal and may never be shared, duplicated, or transferred to another individual, including a roommate's guest.

- Report a lost or stolen key to Housing & Residence Life immediately.
- Lost keys result in a rekeying charge to protect the security of the entire room or suite.
- All keys must be returned at checkout; unreturned keys result in a replacement and rekeying charge.

See Facilities & Administrative Charge Schedule, Section 5, Access Control.

Access Cards

The JSU ID Card serves as both official University identification and the primary access credential for residential facilities. Residents must carry their ID at all times while in or around residential facilities and must present it upon request by University officials.

See Housing Agreement, Student Identification (JSU ID Card) and Access Control section.

Lockouts

Housing staff assist with lockouts when available. Every lockout, including a resident's first lockout of the semester, is subject to the administrative lockout fee described in the Facilities & Damages Charge Schedule. Housing & Residence Life does not offer "courtesy" or fee-waived lockouts under any circumstance, regardless of the reason for the lockout, the time of day, the resident's conduct history, or whether the resident has previously been locked out. Residents experiencing a lockout should contact their front desk, on-call RA, or the number posted at each

building entrance, and should expect the applicable fee to be assessed to their student account for every lockout without exception.

See Appendix AA, Lock, Key & Lock Change Policy, for the current lockout fee amount.

Why There Is No Courtesy Lockout

Some residents assume that a first-time lockout, a lockout during business hours, or a lockout caused by circumstances outside their control (a broken bag strap, a roommate who left without notice, a fire drill that interrupted them mid-shower) will be waived as a one-time courtesy. It will not. Every lockout requires a staff member to stop their other duties, verify the resident's identity, and physically let them into their assigned space — the fee reflects that staff time and exists regardless of how sympathetic the circumstances are. Treating every lockout consistently, without case-by-case exceptions, is also what keeps the policy fair: a resident who is granted a free pass for a good story is treated differently than a resident whose story simply wasn't as compelling, and Housing & Residence Life does not make those judgment calls.

Lockout Process

1. Contact your front desk during business hours, or the on-call RA number posted at your building entrance after hours.
2. Be prepared to verify your identity. A staff member cannot let you into a room without confirming you are the assigned resident — bring your JSU ID if at all possible, or be ready to answer verifying questions if you do not have it with you.
3. A staff member will meet you at your room and let you in. Response time varies based on staff availability and concurrent duties, particularly late at night.
4. The lockout fee is automatically assessed to your student account; no separate notice is required for a resident to be billed.

Repeated Lockouts

Because every lockout already carries a fee, Housing & Residence Life does not use an escalating fee schedule for repeated lockouts within a semester. However, a pattern of frequent lockouts can itself become a conduct concern — for example, if a resident is chronically propping or bypassing their door to avoid the lockout process, consistent with the security violations described in Chapter 5 and Appendix AP. Residents who find themselves locked out often are encouraged to keep a spare key or fob in a consistent, secure location, such as with a

trusted roommate, rather than relying on staff assistance as a routine substitute for carrying their own key.

What This Means for You: Get in the habit of carrying your key or fob the same way you carry your phone. If you're locked out at 2:00 a.m. because you left your key inside, the on-call RA will still come let you in — but the fee will be on your account the next morning, first-time or fiftieth.

Frequently Asked Questions

I was locked out because maintenance was working on my door — do I still pay?

No. A lockout caused directly by a maintenance or facilities issue with your door, lock, or access hardware is not billed to the resident, since the resident did not cause the lockout. Report the circumstances to the staff member who assists you so it can be noted accurately.

Can my roommate be charged instead of me?

The lockout fee is assessed to the resident who was locked out and required staff assistance to re-enter, regardless of whether a roommate was responsible for the door being locked.

What if I genuinely cannot afford the fee?

Financial hardship does not exempt a resident from the lockout fee, consistent with the Housing Agreement's general position on financial hardship described in Chapter 3. Residents facing financial difficulty are encouraged to contact the resources described in Chapter 11, Wellness & Support Resources.

Maintenance

Residents are expected to promptly report maintenance issues — leaks, electrical problems, broken fixtures, pest sightings, or HVAC malfunctions — as soon as they are discovered. Prompt reporting protects both the resident and the building from more serious damage.

Work Orders

Non-emergency maintenance requests are submitted through the official Housing Work Order system. Emergency issues — active flooding, exposed wiring, no heat during winter weather, or a security-compromising door or lock — should be reported immediately to the front desk or on-call staff rather than submitted as a routine work order.

Submitting a Work Order

1. Log in to the Housing Portal and select "Submit a Work Order."

2. Describe the issue in specific, factual terms and note the exact location within the room or suite.
3. Note whether the issue is urgent; urgent issues should also be reported directly to staff.
4. Allow maintenance staff reasonable access to the space to complete the repair.

Internet

Residential Wi-Fi and wired network access is provided in all University housing at no additional cost beyond standard housing charges. Residents may not install personal routers, switches, mesh network extenders, or other networking equipment that could interfere with the University network unless expressly authorized.

Network security matters for the whole building, not just the individual resident who installs unauthorized equipment. An unsecured personal router can create a vulnerability that affects every device connected to the building's network, and multiple competing wireless signals in close proximity — as is common when several residents each attempt to install their own equipment — can degrade internet quality for an entire floor. Residents experiencing persistent connectivity issues should submit a work order rather than attempting a personal networking fix.

See Housing Agreement, Prohibited Items.

Laundry

As described in Chapter 4, laundry facilities are provided for personal use in each community. Malfunctioning machines should be reported to the vendor contact posted in the laundry room, and residents should retain proof of any lost payment for reimbursement.

Mail

All residential students are required to rent a University P.O. Box through JSU Postal Services. Mail and packages must be addressed to a student's assigned P.O. Box; direct delivery to residence halls is not permitted. Residential students also have access to twenty-four-hour, contactless smart parcel lockers, with automated email notification upon delivery.

Third-party food and grocery deliveries may not be sent to Housing offices, front desks, or the University mailing address. Students must arrange direct delivery and receipt with the vendor for these items.

See Housing Agreement, Postal Services and Mailboxes and Third-Party Deliveries sections.

Parking References

Any resident operating a motor vehicle on University property must register the vehicle with the JSU Department of Public Safety and display a valid parking decal. Residential students may park only in designated residential parking areas or other authorized non-reserved lots consistent with their permit type.

See Housing Agreement, Parking Regulations section, and the JSU Department of Public Safety parking guide for full rate and zone information.

See Appendix AF, Parking, for the complete verbatim parking policy, including unauthorized parking areas, One University Place parking, traffic control equipment, move-in parking expectations, and guest parking responsibility.

Bicycle and Micro-Mobility Storage

Bicycles are welcome as a transportation option and should be stored only in designated bicycle racks or storage areas rather than in hallways, stairwells, or residential rooms, where they create both a safety hazard and a fire code violation. Residents are encouraged to register bicycles with the Department of Public Safety and to use a quality lock, as bicycle theft is one of the most common property crimes reported near residential communities nationally.

Vending and Convenience Services

Many residential communities offer vending machines or small convenience services in common areas. Residents experiencing an issue with a vending machine — a lost payment or a machine malfunction — should note the machine's location and identification number, typically posted on the machine itself, and report it through the vendor contact information posted nearby or to their front desk.

Common Work Order Categories

Understanding how work orders are categorized helps residents choose the right urgency level and set realistic expectations for response time. Emergency issues should always be reported directly to staff in addition to any electronic submission.

Category — Examples

Emergency: Active flooding, no heat/AC during extreme temperatures, exposed wiring, broken exterior door lock.

Urgent: Toilet not flushing, no hot water, non-functioning refrigerator.

Routine: Dripping faucet, loose cabinet hardware, light bulb replacement, minor cosmetic issues.

Pest-Related: Insect or rodent sightings, suspected bed bugs — treated as urgent regardless of category.

In Practice: A Maintenance Story

Scenario: A resident notices a small water stain forming on the ceiling of their room after a heavy rainstorm. It isn't actively dripping, so they consider waiting until the weekend to submit a work order. What should they do instead? Report it immediately as an urgent work order. A small stain today can indicate a slow leak that causes significant structural or mold damage within days. Prompt reporting protects both the resident's health and the University's property — and residents who report promptly are never billed for the resulting damage, since it was not caused by their negligence.

Frequently Asked Questions

Am I charged for routine maintenance repairs?

No. Routine wear-and-tear repairs — a dripping faucet, a worn door hinge, a burnt-out light bulb — are the University's responsibility and carry no charge to the resident, provided the issue was reported and not caused by resident negligence or misuse.

Can I bring my own furniture instead of using what's provided?

Residents may bring limited personal furniture items (such as a small bookshelf or floor lamp) as space allows, but University-provided furniture must remain in the room; it may not be removed to make room for personal items.

What if I lose my parking decal?

Contact the Department of Public Safety directly for decal replacement procedures and any applicable fee; parking is administered by Public Safety rather than Housing & Residence Life.

Seasonal Facilities Calendar

Certain facilities tasks occur on a predictable seasonal schedule. Awareness of this rhythm helps residents anticipate temporary inconveniences, such as brief water shutoffs for HVAC servicing, and plan accordingly.

Season — Typical Facilities Activity

Late Summer: HVAC system checks and filter replacement before move-in.

Fall: Fire safety equipment inspection; smoke detector battery checks.

Winter Break: Building-wide walkthroughs; heating system monitoring during closure.

Spring: Severe weather system testing; elevator and life-safety equipment certification.

End of Spring: Move-out inspections and turnover preparation for the following year.

Chapter 6 Quick Reference**Topic — Key Takeaway**

Lost Key: Report immediately; rekeying charge applies.

Lockouts: Contact front desk or on-call RA; a fee is assessed for every lockout — no courtesy lockouts.

Work Orders: Submit via Housing Portal; report emergencies directly to staff.

Networking Equipment: Personal routers/switches prohibited without authorization.

Mail: P.O. Box required; no direct hall delivery; no third-party food delivery.

Parking: Vehicle registration and valid decal required through Public Safety.

Chapter 7

Conduct Process

How a Housing Conduct Case Moves from Report to Resolution

When a policy in this Code is violated, Housing & Residence Life follows a structured, fair process to investigate, review, and resolve the matter. This chapter walks through that process step by step so that residents know what to expect if they are ever involved in a conduct case — whether as a reporting party, a responding party, or a witness.

Incident Reports

A conduct case typically begins with an Incident Report, filed by an RA, professional staff member, Department of Public Safety officer, or another resident. Incident Reports document what was observed, when and where it occurred, and who was involved. Filing an Incident Report is not itself a finding of responsibility — it is the starting point for review.

Investigations

Once an Incident Report is received, a Conduct Specialist or Community Director reviews the report to determine whether it describes a potential violation of this Code, the Housing Agreement, or other University policy. The investigation may include reviewing written statements, interviewing witnesses, examining physical evidence, and reviewing camera footage where available and relevant.

Notice

A resident identified as a responding party in a conduct case will receive written notice, typically via their official JSU email account. Notice includes the nature of the alleged violation, the date and time of any scheduled meeting or hearing, and a description of the resident's rights within the process.

Monitor Your JSU Email: Official notice is sent exclusively to your JSU email account. Failure to check email does not excuse a missed meeting or deadline. If you believe you did not receive proper notice, contact the Housing Conduct Office immediately.

Administrative Review

The majority of housing conduct cases are resolved through Administrative Review — a meeting between the responding resident and a Conduct Specialist or Hearing Officer. During this meeting, the resident is given the opportunity to respond to the allegation, provide context, and present any relevant information before a determination is made.

Hearings

More serious cases, including those that could result in housing suspension, removal, or a permanent housing ban, may be referred to a formal hearing rather than resolved through Administrative Review. Hearings follow a more structured format and may involve a Hearing Officer or a Housing Conduct Board, depending on the severity and nature of the allegation.

Evidence

Conduct determinations are based on a preponderance of the evidence standard — meaning it is more likely than not that a violation occurred. Evidence may include, but is not limited to, incident reports, written statements, photographs, physical evidence recovered during an inspection or search, and relevant camera footage.

Witnesses

Both the reporting and responding parties may identify relevant witnesses for consideration during Administrative Review or a hearing. Witnesses are expected to provide truthful, firsthand accounts; a witness found to have provided false information may face separate conduct action.

Interim Measures

In situations where a resident's continued presence in housing may pose a risk to the community, Housing & Residence Life may implement interim measures while a case is pending, including no-contact directives, temporary relocation, or restricted access to specific facilities. Interim measures are not a finding of responsibility; they are protective steps taken while the process is ongoing.

Emergency Removal

In the most serious circumstances — where a resident's behavior poses an immediate threat to the safety of themselves, others, or University property — Housing & Residence Life may authorize the emergency removal of a resident prior to the completion of the full conduct

process. Emergency removal may be authorized by the Vice President of Student Affairs, the Executive Director of Housing and Residence Life, or their designee, and is followed as promptly as possible by a formal review of the case.

See Housing Agreement, Contract Cancellation and Housing Removal section.

Appeals

A resident found responsible for a violation and assessed a sanction under this Code may, in most circumstances, submit a formal appeal. Appeals must be submitted in writing within the timeframe specified in the outcome letter and must be based on one or more of the following grounds:

- A procedural error occurred that materially affected the outcome of the case.
- New evidence has become available that was not reasonably available at the time of the original review.
- The sanction imposed is substantially disproportionate to the violation found.

Appeals are not an opportunity to simply repeat arguments already considered during Administrative Review or a hearing. Appeals of housing-specific sanctions are typically reviewed by the Housing Appeals Board, described further in Chapter 8; appeals of Housing Agreement cancellation decisions follow the separate process described in the Housing Agreement.

See Housing Agreement, Housing Appeals Process section. All appeal decisions issued by the Housing Appeals Board are final.

Rights of the Responding Party

- The right to receive written notice of the allegation prior to any meeting or hearing.
- The right to review the information that will be considered before Administrative Review or a hearing.
- The right to respond, in person or in writing, to the allegation.
- The right to identify relevant witnesses and present relevant information.
- The right to a determination based on a preponderance of the evidence, not assumption or rumor.

- The right to appeal a finding or sanction on the grounds described later in this chapter.

Rights of the Reporting Party

- The right to submit an Incident Report without fear of retaliation.
- The right to be informed, in general terms, of the outcome of a case where the reporting party was directly affected.
- The right to request interim measures, such as a no-contact directive, while a case is pending.
- The right to participate in Administrative Review or a hearing as a witness, where relevant.

Roles in the Conduct Process

Role — Function in the Process

Resident Assistant (RA): Documents incidents; may facilitate informal resolution for low-level community concerns.

Conduct Specialist: Reviews reports, conducts Administrative Review meetings, and issues most first-level outcomes.

Hearing Officer / Housing Conduct Board: Reviews more serious cases through a formal hearing process.

Community Director: Oversees case management within a community; may issue interim measures.

Assistant Director of Housing and Residence Life: Supports department-wide conduct consistency; escalation point above the Community Director level.

Executive Director of Housing & Residence Life: Authorizes emergency removal in the most serious circumstances; chairs the Housing Appeals Board.

Vice President for Student Affairs: May authorize emergency removal; serves as an escalation point for the most serious matters.

Sample Conduct Case Timeline

While every case is different, the timeline below illustrates a typical, non-emergency conduct case from report to resolution.

Timeframe — Typical Step

Day 0: Incident occurs; Incident Report filed.

Day 1–3: Case reviewed; notice sent to responding resident if a violation is alleged.

Day 5–10: Administrative Review meeting held.

Day 10–14: Written outcome issued, including any sanction.

Within 5 business days of outcome: Deadline to submit a formal appeal, if grounds exist.

In Practice: Understanding the Process

Scenario: A resident receives an email notifying them that they have been named in an Incident Report for an alcohol policy violation and are scheduled for an Administrative Review meeting. They're nervous and unsure what to expect. What should they know? First, notice is not a finding of guilt — it is the start of a fair process where they will have the opportunity to share their perspective. Second, they may prepare a written statement or bring relevant information to the meeting. Third, the Conduct Specialist's job is to gather the full picture, not to assume responsibility before the meeting occurs. Residents are encouraged to attend the meeting honestly and directly; taking responsibility promptly, where appropriate, is treated as a mitigating factor under Chapter 8.

Frequently Asked Questions

Do I need a lawyer or advisor at Administrative Review?

The housing conduct process is administrative in nature, not a legal proceeding, and most cases are resolved through direct conversation between the resident and a Conduct Specialist.

Residents should check current University policy regarding advisors for more serious cases referred to a formal hearing.

What happens if I miss my scheduled meeting?

Failing to attend a scheduled Administrative Review meeting does not stop the process. A decision may be made based on the information available, including the original Incident Report, without the benefit of the resident's own account.

Will my parents be notified?

Parental notification depends on the nature of the violation, the resident's age, and applicable University policy (including notification provisions related to alcohol and drug violations for students under 21). Residents with specific questions should ask their Conduct Specialist directly.

The Conduct Process at a Glance

1. Incident occurs and is documented in an Incident Report.
2. A Conduct Specialist or Community Director reviews the report and opens an investigation if warranted.
3. The responding resident receives written notice via JSU email.

4. The case is resolved through Administrative Review or, for more serious matters, a formal hearing.
5. A written outcome is issued, including any sanction assessed under Chapter 8.
6. The resident may submit a formal appeal within the stated deadline, if grounds exist.

Chapter 7 Quick Reference

Topic — Key Takeaway

Standard of Proof: Preponderance of the evidence — more likely than not.

Notice: Delivered via official JSU email; students must monitor it regularly.

Interim Measures: Protective, not punitive; may apply while a case is pending.

Appeal Grounds: Procedural error, new evidence, or disproportionate sanction.

Appeal Decisions: Reviewed by the Housing Appeals Board; all decisions are final.

Chapter 8

Housing Sanctions

The Range of Outcomes Available Through the Conduct Process

When a resident is found responsible for a violation of this Code, Housing & Residence Life applies a sanction proportionate to the severity, history, and impact of the violation. This chapter explains the full range of available sanctions, from an educational warning to a permanent ban from University housing, and the philosophy guiding how these sanctions are chosen.

A Progressive, Not Purely Punitive, Approach

Housing & Residence Life generally follows a progressive discipline model: first-time, low-severity violations typically result in educational sanctions, while repeated or more serious violations result in escalating consequences. This progression is not automatic — certain violations, described in the Zero-Tolerance provision below, may result in immediate, serious sanctions regardless of a resident's prior conduct history.

Warning

A Warning is the most common sanction and is typically issued for first-time, low-severity violations. A Warning is documented in the resident's conduct file and serves as notice that future violations will result in more serious consequences.

Example: A resident's first quiet hours complaint, with no prior conduct history, typically results in a documented Warning paired with a brief educational conversation about community noise expectations.

Educational Sanctions

Educational Sanctions are designed to help a resident understand the impact of their behavior and build the skills to avoid repeating it. Examples include reflection papers, required meetings with a Conduct Specialist, completion of an online education module, or participation in a restorative conversation with an affected party.

Example: A resident found responsible for a first alcohol policy violation might be assigned an online alcohol education module and a follow-up meeting with a Conduct Specialist to discuss decision-making and campus resources.

Restitution

Where a violation results in damage, loss, or additional cost to the University or another resident, Restitution requires the responsible resident to reimburse the actual cost of repair, replacement, or cleaning. Restitution is billed to the resident's University account in accordance with the Facilities & Administrative Charge Schedule.

See Facilities & Administrative Charge Schedule, Section 2, Billing Standards.

Probation

Housing Probation is a defined period during which a resident's continued presence in housing is conditional on strict compliance with all policies. Any further violation during a probationary period is treated with heightened seriousness and may result in relocation, suspension, or removal, even where the new violation alone would not typically warrant such a sanction.

Example: A resident on Housing Probation following a second noise-related violation who is then found responsible for an unrelated guest policy violation may face relocation or suspension review, even though a guest violation alone would typically result only in a Warning.

Relocation

Relocation requires a resident to move to a different room, suite, or building, either as a corrective sanction or to protect the safety and well-being of the broader community. Relocation may be immediate or may occur within a specified timeframe determined by Housing & Residence Life.

Restricted Access

Restricted Access limits a resident's ability to enter specific facilities, floors, or buildings — for example, a resident may be restricted from a building where an incident occurred, other than their own assigned space, or may lose guest privileges for a defined period.

Housing Suspension

Housing Suspension removes a resident from University housing for a defined period, after which the resident may reapply for a future housing assignment subject to space availability and Housing & Residence Life approval. A student under Housing Suspension remains financially responsible for housing charges as described in the Housing Agreement unless an official release is granted.

Housing Removal

Housing Removal permanently removes a resident from their current housing assignment for the remainder of the academic year. Unlike Suspension, Removal does not include an automatic path back into University housing in a subsequent term; any future application is reviewed as a new request under the policies in effect at that time.

Permanent Housing Ban

A Permanent Housing Ban is reserved for the most severe violations — including those involving serious threats to safety, repeated Zero-Tolerance violations, or conduct resulting in University suspension or expulsion — and permanently bars a resident from applying for or occupying University housing in the future.

Zero-Tolerance Violations

Certain behaviors may result in immediate removal from University housing regardless of a resident's prior conduct history, consistent with the Housing Agreement's Immediate Administrative Termination provision. These include, but are not limited to:

- Health and safety violations that create a risk to residents, staff, or property.
- Violence or threats of violence.
- Weapons violations.
- Serious property misconduct, including vandalism, theft, or significant damage.
- Unauthorized access or security violations.
- Severe or repeated substance-related violations.
- Chronic or escalating policy violations.

See Housing Agreement, Immediate Administrative Termination (Zero-Tolerance Violations) section.

Sanction Duration Guidelines

While every case is reviewed individually, the general durations below illustrate how long a given sanction typically remains in effect. Actual duration is determined by the Conduct Specialist or Hearing Officer based on the specific facts of each case.

Sanction — Typical Duration

Warning: Remains in a resident's conduct file for the duration of their enrollment; no fixed expiration.

Educational Sanction: Completed within a defined timeframe, typically two to four weeks from the outcome date.

Probation: Typically one semester to one full academic year, depending on severity.

Restricted Access: Duration set individually, ranging from a few weeks to a full semester.

Housing Suspension: Defined period after which the resident may reapply, typically one semester to one year.

Housing Removal: Remains in effect for the balance of the current academic year.

Permanent Housing Ban: Indefinite; reserved for the most severe circumstances described in this chapter.

Aggravating and Mitigating Factors

Conduct Specialists and Hearing Officers consider a range of factors when determining an appropriate sanction within the ranges described above. These factors can move a case toward a more or less severe outcome within the progressive discipline model.

Aggravating Factors (may increase severity)

- Prior conduct history, particularly related or repeated violations.
- Harm caused to another resident, staff member, or the community.
- Dishonesty during the investigation or conduct process.
- Retaliation against a reporting party or witness.

Mitigating Factors (may decrease severity)

- No prior conduct history.
- Taking responsibility promptly and honestly.
- Voluntary corrective action taken before the case was resolved.
- Cooperation with the investigation.

Sanction Summary Table

Sanction — Financial / Duration Notes

Warning: Documented notice; no direct financial cost; generally not appealable alone.

Educational Sanction: May include a small program fee; appealable as part of the overall outcome.

Restitution: Billed to student account per actual cost; appealable through billing appeal process.

Probation: Defined time period; heightened consequences for any further violation.

Relocation: May involve a room change fee; appealable through the conduct appeal process.

Restricted Access: No direct fee; duration set by Conduct Specialist or Hearing Officer.

Housing Suspension: Continued financial responsibility unless formally released; appealable.

Housing Removal: Continued financial responsibility unless formally released; appealable.

Permanent Housing Ban: Reserved for the most severe cases; appealable through the formal hearing process.

In Practice: Progressive Discipline

Scenario: A resident receives a Warning early in the fall semester for a first-time quiet hours violation. In the spring, the same resident is involved in a second, more disruptive noise complaint. Why is the second outcome more serious than the first, even though neither incident alone was severe? Because Housing & Residence Life's progressive discipline model considers conduct history. A pattern of repeated, similar violations signals that an educational Warning alone was not sufficient to change behavior, so the second incident is likely to result in an Educational Sanction or Probation rather than a second Warning.

Illustrative Sanction Guide

The following table illustrates typical first-offense outcomes. Actual sanctions depend on the specific facts of each case, the resident's conduct history, and any aggravating or mitigating circumstances, and may differ from the illustrations below.

Violation Type — Typical First-Offense Range

Quiet hours violation (1st offense): Warning + educational conversation with RA

Unauthorized guest / visitation violation: Warning or Educational Sanction

Prohibited item (e.g., candle, hot plate): Item confiscation + Warning or fine

Fire safety equipment tampering: \$200 fine + Probation or Relocation review

Alcohol/drug policy violation: Educational Sanction + Probation; escalates on repeat

Property damage / vandalism: Restitution + Probation or Relocation

Weapons possession: Zero-Tolerance — immediate removal review

Threats or violence: Zero-Tolerance — immediate removal review

Chapter 8 Quick Reference

Topic — Key Takeaway

Sanction Model: Progressive for most violations; immediate for Zero-Tolerance.

Restitution: Billed to student account per the Charge Schedule.

Suspension vs. Removal: Suspension allows future reapplication; Removal does not, within the year.

Permanent Ban: Reserved for the most severe or repeated Zero-Tolerance violations.

Chapter 9

Administrative Procedures

Consolidation, Relocation, Building Closures, and Emergency Operations

Beyond individual conduct matters, Housing & Residence Life must sometimes take building-wide or University-wide administrative action to keep residential facilities safe, functional, and efficiently occupied. This chapter explains those procedures — most of which are operational rather than disciplinary in nature.

Consolidation

After the designated room change period concludes each semester, residents occupying a double space without a roommate participate in the consolidation process. Housing & Residence Life may assign a new roommate, relocate the resident, or offer a private room conversion where available. Failure to comply with consolidation directives may result in administrative relocation without appeal and additional housing charges.

See Housing Agreement, Consolidation Policy section.

Temporary Housing

Residents may be assigned to temporary housing when necessary due to operational needs, conduct-related concerns, facility issues, or occupancy management. Temporary placements are billed at the resident's permanent assignment rate, not the temporary space rate, and may be modified at any time to support operational needs.

See Housing Agreement, Temporary Housing Assignments section.

Emergency Relocation

In the event of a facility emergency — flooding, fire damage, structural concerns, or a similar urgent condition — Housing & Residence Life may relocate affected residents on short notice to protect their safety. Emergency relocation may occur with minimal advance notice, and Housing staff will work to communicate updated assignments and move logistics as quickly as possible.

Occupancy Changes

Housing & Residence Life continuously manages occupancy across all residential communities to balance safety, space utilization, and student needs. This may include converting a double

room to a triple during periods of high demand, or consolidating underutilized floors during periods of lower demand, always consistent with fire code and licensed occupancy limits.

Building Closures

Individual buildings or floors may be temporarily or permanently closed for renovation, repair, or safety reasons. Affected residents receive advance notice where possible and are relocated to comparable University housing at no additional cost beyond their existing housing rate.

Construction

Residents acknowledge that construction, renovation, and infrastructure projects may occur within or adjacent to residential facilities during the academic year, potentially resulting in noise, dust, temporary utility interruptions, or restricted access to certain areas. The University makes reasonable efforts to minimize disruption, but such conditions are an inherent part of campus operations and do not, by themselves, constitute grounds for termination of a Housing Agreement or a reduction in charges.

See Housing Agreement, Construction, Maintenance, and Operational Disruptions section.

Natural Disasters

In the event of severe weather or a natural disaster affecting the Jackson, Mississippi area — including tornadoes, severe storms, or flooding — residents should follow all instructions issued by Housing staff, the Department of Public Safety, and University emergency communications. Each residential community posts severe weather shelter locations, typically interior hallways or designated lower-level spaces away from exterior windows.

Pandemic Procedures

Housing & Residence Life reserves the right to implement and enforce public health directives — including face coverings, testing protocols, isolation housing, or occupancy restrictions — in response to a declared public health emergency. Compliance with these directives, including updates issued during the term of the Housing Agreement, is mandatory and constitutes a continuing condition of occupancy.

See Housing Agreement, Resident Conduct Expectations and Force Majeure Clause sections.

Roles and Responsibilities During Emergencies

Party — Responsibility

Resident: Follow instructions promptly; report hazards; know shelter and evacuation routes.

Resident Assistant: Direct residents to safety; account for floor residents when feasible; relay information.

Community Director: Coordinate building-level response; communicate with residents and University leadership.

Department of Public Safety: Lead emergency response, coordinate with external first responders.

Facilities/Maintenance: Assess and remediate physical damage; restore utilities and access.

Building Closure Communication Timeline

When a planned or emergency closure affects a residential facility, Housing & Residence Life follows a general communication timeline, adjusted as circumstances require:

1. Initial notification to affected residents as soon as the decision is confirmed.
2. Follow-up communication with relocation assignments and move logistics.
3. On-the-ground support from RA and CD staff during the physical move.
4. Final confirmation once all affected residents are safely relocated.

In Practice: A Building Closure

Scenario: A burst pipe floods the first floor of a residence hall overnight. Several residents' rooms are uninhabitable by morning. What happens next? Facilities staff assess the damage immediately, and Housing & Residence Life begins identifying temporary or permanent relocation options for affected residents that same day. Affected residents are notified as soon as possible, RA and CD staff assist with the physical move, and residents are billed at their original assignment's rate, not a higher rate for any temporary space, consistent with the Temporary Housing Assignments policy in Chapter 9.

Frequently Asked Questions

Do I get a refund if my building closes temporarily?

Temporary closures and relocations do not, by themselves, entitle a resident to a refund or fee reduction, consistent with the Housing Agreement's Force Majeure Clause. Extended or permanent closures are evaluated individually by Housing & Residence Life.

How much notice will I get before a planned closure?

Planned closures, such as scheduled renovations, are communicated as far in advance as possible — often a full semester or more. Emergency closures, by contrast, may require same-day relocation.

Chapter 9 Quick Reference

Topic — Key Takeaway

Consolidation: Occurs after room change period; failure to comply may result in relocation.

Temporary Housing: Billed at permanent assignment rate, not temporary space rate.

Building Closures: Relocation to comparable housing at no additional cost.

Construction/Disruption: Not, by itself, grounds for Agreement termination or fee reduction.

Emergency Directives: Compliance with public health and safety directives is mandatory.

Chapter 10

Financial Responsibility & Administrative Charges

Understanding How and Why Housing Charges Are Assessed

Nearly every chapter of this Code references a charge, fee, or financial consequence tied to a policy violation or administrative action. Rather than repeating specific dollar amounts throughout this document, Housing & Residence Life maintains a single official financial reference: the Facilities & Administrative Charge Schedule.

Why Charges Exist

Charges assessed under this Code are not punitive fines designed to generate revenue. They exist to recover the University's actual cost of repair, replacement, cleaning, administrative processing, and emergency response caused by a resident's action or inaction. Every category of charge in the Facilities & Administrative Charge Schedule is tied to a real, recoverable cost.

How Charges Are Assessed

Residents may be assessed charges for damages, excessive cleaning, lost or unreturned keys, lock changes, furniture replacement, policy violations, administrative processing, emergency response, contractor services, and other costs associated with maintaining University housing. Charges are applied to the student's University account in accordance with the Housing Agreement and the Facilities & Administrative Charge Schedule.

The published Charge Schedule serves as the official source for all housing-related assessments and may be updated periodically by Housing & Residence Life. Residents should refer to the current version, published on the Housing & Residence Life website, rather than relying on prior years' amounts.

Individual vs. Community Billing

Where a specific resident can be identified as responsible for damage or excessive cleaning, that resident is billed individually. Where damage occurs in a shared or communal space and no responsible individual can be identified, the University may allocate the cost equally among residents with access to that space, consistent with Housing & Residence Life's billing and accountability procedures.

See Housing Agreement, Shared and Communal Property Responsibility section.

Categories of Charges

The Facilities & Administrative Charge Schedule organizes charges into the following categories. Residents are encouraged to review the full schedule for specific amounts:

- Billing Standards — individual billing, community billing, joint liability, appeals, and collections.
- Damage Recovery — furniture, walls, flooring, windows, appliances, plumbing, and electrical.
- Cleaning Charges — bathrooms, kitchens, trash removal, biohazard cleanup, and pest remediation.
- Access Control — lost keys, lockouts, lock changes, access cards, and fobs.
- Administrative Charges — unauthorized room changes, improper checkout, failure to return keys, false alarm response, and related processing fees.
- Life Safety Charges — fire extinguishers, smoke detectors, exit signs, and emergency equipment.
- Technology — network damage, cameras, access control, and internet equipment.
- Replacement Costs — furniture, mattresses, beds, desks, doors, windows, blinds, and appliances.
- Emergency Response & Contractor Costs — flood response, biohazard cleanup, emergency locksmith services, and after-hours labor.

Each of these categories reflects a real, recoverable cost incurred by the University rather than an arbitrary penalty. Damage Recovery and Replacement Costs, for example, are tied directly to vendor and materials pricing for repairing or replacing University property — the same cost the University would pay regardless of who caused the damage. Administrative Charges, by contrast, reflect the staff time and processing cost associated with handling a non-routine situation, such as an unauthorized room change or a late checkout, and exist in part to encourage residents to follow standard, published processes rather than informal workarounds that create extra work for the whole team.

Property Damage, Liability & Insurance

Residents are responsible for any damage to University property caused by negligence or intentional conduct, including damage caused by their guests. The University is not responsible for loss or damage to personal property resulting from theft, utility failure, or environmental events. Residents are strongly encouraged to obtain personal property insurance to protect against such losses.

The University shall not be liable for any loss, theft, or damage to personal property. Residents agree to indemnify and hold the University harmless for any damages or losses caused by their conduct or the conduct of their guests. Responsibility for obtaining and maintaining insurance coverage for personal property rests solely with the resident.

See Housing Agreement, Property Damage and Liability and Indemnification and Insurance sections.

Appeals of Charges

A resident who believes a charge was applied in error may submit a billing appeal through the process described in the Facilities & Administrative Charge Schedule, Section 11. Appeals must include supporting documentation and are subject to published deadlines. The Charge Schedule's Appeals section governs final authority over billing disputes.

In Practice: Understanding a Charge

Scenario: A resident checks out at the end of the spring semester and later notices a cleaning charge on their University account. What should they do? First, review the Room Condition Report completed at move-in and the checkout inspection notes, if available, to understand what was documented. If the resident believes the charge does not reflect the actual condition of the room at move-out — or was already documented as pre-existing damage at move-in — they should submit a billing appeal with any supporting documentation, such as move-in photos, before the published deadline in the Facilities & Administrative Charge Schedule.

Frequently Asked Questions

Why wasn't I told about a charge before it appeared on my account?

Most charges are documented through an inspection, checkout process, or conduct outcome that includes written notice. If a resident does not recall receiving notice, they should contact Housing & Residence Life to request documentation before pursuing a billing appeal.

Can I set up a payment plan for a large charge?

Payment plan options are administered through the University's Office of Student Accounts rather than Housing & Residence Life directly. Residents with concerns about their ability to pay a charge should contact Student Accounts as soon as possible.

Do charges affect my ability to register for future classes?

Outstanding balances, including housing charges, can result in a financial hold that affects registration and other University services. Residents are strongly encouraged to resolve charges promptly or pursue an appeal before the balance becomes overdue.

Guest and Community Cross-References

Because financial responsibility touches nearly every chapter of this Code, the following cross-references collect the most common scenarios in one place.

Guest Policy

Residents are responsible for the behavior and actions of their guests. Guests who violate University policy may be removed from residential facilities, and residents may be financially responsible for damage caused by their guests.

See Housing Agreement, Financial Responsibility; Facilities & Administrative Charge Schedule, Community Damage Billing.

Unauthorized Room Changes

Unauthorized room changes are prohibited and may result in conduct action in addition to financial consequences.

See Housing Agreement, Room Change Policy; Facilities & Administrative Charge Schedule, Administrative Compliance Charges.

Damages

Residents are financially responsible for damages to assigned spaces and common areas resulting from negligence or intentional conduct.

See Housing Agreement, Financial Responsibility; Facilities & Administrative Charge Schedule, Damage Recovery.

Lost Keys

Residents who lose keys or access credentials may be billed replacement and re-keying costs.

See Housing Agreement, Keys & Access; Facilities & Administrative Charge Schedule, Lock Shop Services.

Chapter 10 Quick Reference

Topic — Key Takeaway

Official Financial Source: Facilities & Administrative Charge Schedule.

Individual vs. Community Billing: Individual when identifiable; split when not.

Charge Appeals: Submitted per Charge Schedule, Section 11, with documentation.

Guest Damage: Host resident is financially responsible for guest-caused damage.

Chapter 11

Wellness & Support Resources

Supporting the Whole Student — Mental, Physical, Financial, and Academic Well-Being

Residence halls are not just where students sleep — they are where academic stress, homesickness, financial pressure, and personal growth all collide at once. This chapter introduces the network of support resources available to residents and explains how Housing & Residence Life staff partner with the broader University to make sure no resident has to navigate those challenges alone.

Mental Health and Emotional Well-Being

College is a season of significant transition, and it is common — not a sign of weakness — for residents to experience stress, anxiety, homesickness, or difficulty adjusting, particularly during the first semester. Housing & Residence Life staff are trained to recognize signs that a resident may be struggling and to connect that resident with appropriate support, but staff are not a substitute for professional counseling.

- Counseling Services offers confidential support for residents navigating stress, anxiety, grief, relationship concerns, and other personal challenges.
- RAs are trained to have supportive conversations and to make warm referrals to Counseling Services when appropriate.
- Residents in crisis should never hesitate to contact on-call staff, Counseling Services, or the Department of Public Safety — asking for help is always the right call.

You Are Not a Burden: If you are struggling, reaching out is not an imposition on your RA, your roommate, or campus resources — it is exactly what they are there for. A brief, honest conversation with your RA or a call to Counseling Services can be the first step toward things feeling more manageable.

Physical Health

Residents are encouraged to establish care with University health services early in the semester rather than waiting for an illness or injury. Residence hall staff can help residents navigate basic first aid for minor issues and will always connect a resident with appropriate medical care for anything beyond that, including emergency transport when necessary.

- Report communicable illness concerns to your RA so that appropriate cleaning and communication can occur without breaching your privacy.
- Keep a basic first-aid kit and any personal medications in a secure, accessible location within your room.
- Know the location of the nearest campus health facility and how to reach emergency services from your building.

Financial Wellness

Financial stress is one of the most common — and most under-discussed — pressures residents face. While Housing & Residence Life cannot alter a resident's financial obligations under the Housing Agreement based on hardship, as described in Chapter 10, the University offers a range of resources to help residents manage their finances and access available aid.

- Financial Aid and Scholarships can help residents understand their aid package and explore additional funding opportunities.
- Student Accounts can discuss payment plan options for outstanding balances.
- Campus food pantries and emergency assistance funds, where available, can provide short-term relief during a financial crisis.

Academic Support

Residence hall staff regularly partner with the Office of Academic Affairs, tutoring centers, and individual academic departments to bring academic support directly into residential communities. Residents experiencing academic difficulty are strongly encouraged to reach out early — most academic support resources are far more effective when engaged before a crisis point, such as mid-term or finals week, than during it.

- Attend study hall programming or academic workshops hosted within your community.
- Connect with your academic advisor early in the semester, not only when a problem arises.
- Ask your RA about tutoring resources specific to your major or common first-year courses.

Spiritual and Cultural Life

Jackson State University supports a range of spiritual and cultural organizations that many residents find to be an important source of community and grounding during their college years. RAs can help connect residents with campus ministries, cultural student organizations, and identity-based support groups relevant to their interests and background.

Crisis Resources

In any situation involving an immediate threat to life or safety, residents should contact emergency services (911) or the Department of Public Safety immediately. Housing staff are available around the clock to support a resident during and after a crisis, but emergency responders should always be the first call in a true emergency.

Chapter 11 Quick Reference

Topic — Key Takeaway

Mental Health Support: Counseling Services; RAs provide warm referrals, not clinical care.

Physical Health: Establish care early; know your nearest health facility.

Financial Wellness: Financial Aid, Student Accounts, and campus emergency resources.

Academic Support: Engage early — tutoring and advising are most effective before a crisis point.

Emergencies: Always call 911 or Public Safety first for an immediate threat to life or safety.

Chapter 12

Getting Involved

Leadership, Governance, and Community Opportunities Within Residential Life

Some of the most valuable experiences a resident will have at Jackson State University happen outside the classroom entirely — through leadership roles, community governance, and involvement opportunities built directly into residential life. This chapter introduces the pathways available to residents who want to do more than simply live in the halls.

Hall Council

Each residential community elects or appoints a Hall Council composed of resident volunteers who plan programming, represent resident interests to Housing & Residence Life staff, and build floor and building traditions. Hall Council is often the first leadership opportunity a resident encounters at Jackson State University, and participation is open to any interested resident in good standing.

Residence Hall Association (RHA)

The Residence Hall Association serves as the University-wide governing and advocacy body for on-campus residents, bringing together representatives from each community's Hall Council to coordinate large-scale programming, advocate for resident interests at the institutional level, and build cross-community connection. RHA elections and involvement opportunities are announced at the start of each academic year.

National Residence Hall Honorary (NRHH)

For residents who distinguish themselves through sustained leadership and service within residential life, invitation to the National Residence Hall Honorary recognizes the top tier of student leadership within on-campus housing nationally. NRHH membership is by invitation and application, typically extended to residents with a demonstrated record of Hall Council or RHA involvement.

Becoming a Resident Assistant

Many residents' most formative Jackson State University experience is serving as a Resident Assistant in a later year. The RA role combines peer leadership, crisis response training,

community development, and administrative responsibility, and is widely regarded — including by graduate schools and employers — as one of the most substantive leadership roles a student can hold during college.

General RA Qualifications

- Good academic and conduct standing with the University and Housing & Residence Life.
- A minimum cumulative GPA as published in the annual RA application.
- Completion of at least one full semester as a Jackson State University resident.
- Willingness to complete mandatory training, including crisis response and mediation training, prior to each academic year.

RA applications typically open in the spring semester for the following academic year. Interested residents should watch for announcements from their Community Director and are encouraged to speak with a current RA about their experience before applying.

Peer Mentorship and Community Programming Roles

Beyond Hall Council and the RA role, many communities offer additional involvement opportunities such as peer mentor programs for first-year residents, programming committees for specific interest areas (academic success, wellness, cultural programming), and desk assistant or office assistant positions that offer part-time employment within Housing & Residence Life.

Why Involvement Matters

Beyond the resume value, involvement in residential leadership consistently correlates with stronger senses of belonging, higher persistence to graduation, and lasting friendships that many alumni describe as among the most meaningful relationships of their college years. Residents are encouraged to explore at least one involvement opportunity during their time in University housing, even if only for a single semester.

Chapter 12 Quick Reference

Topic — Key Takeaway

Hall Council: Community-level leadership open to any resident in good standing.

RHA: University-wide resident governance and advocacy body.

NRHH: Invitation-based recognition for top residential student leaders.

Resident Assistant: Applications typically open in spring for the following academic year.

Chapter 13

Move-In and Move-Out Guide

A Practical, Step-by-Step Walkthrough of Arrival and Departure

Move-in and move-out are two of the highest-traffic, highest-stress days of the residential calendar. This chapter walks through both processes in practical, step-by-step detail so residents can arrive prepared and depart without unnecessary charges or complications.

Before You Arrive

- Confirm your assigned building, room, and move-in date and time through the Housing Portal.
- Complete financial clearance and any outstanding immunization or health requirements before your scheduled move-in date.
- Review the list of prohibited items in Chapter 5 before packing, so you don't arrive with something that will need to go right back home.
- Pack a "first-night bag" with essential toiletries, bedding, and chargers separate from boxes you won't need immediately.

Move-In Tips

- Bring a hand cart or collapsible wagon to assist with move-in.
- Label all boxes and containers with your name and room number before arriving.
- Adjustable spring-loaded curtain rods are recommended for hanging curtains.
- Coordinate with your roommate(s) before purchasing shared items to avoid duplicates.

Move-In Day, Step by Step

1. Check in at your building's designated move-in location and receive your key or access credential.
2. Locate your assigned room and begin unloading, following any traffic flow or elevator guidance from move-in staff and volunteers.
3. Complete your Room Condition Report within the first 48 hours, documenting any existing damage before you unpack completely.

4. Attend your floor's initial meeting, where you'll meet your RA and neighbors and review building-specific expectations.
5. Complete your Roommate Agreement with your RA within the first two weeks, as described in Chapter 2.

Move-In Tip: Take dated photos of your room's condition — including any existing scuffs, stains, or damage — as you complete your Room Condition Report. These photos can be invaluable if a billing question arises at checkout.

Mid-Year Transitions

Not every move happens at the start or end of a semester. Residents approved for a room change, consolidation, or administrative reassignment should follow the same basic principles: complete a new Room Condition Report for the new space, return keys for the old space promptly, and confirm the effective date of the move with Housing staff to ensure billing is prorated correctly.

Preparing for Move-Out

- Review your community's posted move-out deadline well before it arrives — deadlines vary for non-graduating residents, graduating seniors, and students under disciplinary action, as described in the Housing Agreement.
- Begin removing personal belongings gradually rather than waiting until the final day.
- Coordinate with your roommate(s) on cleaning shared spaces so responsibility doesn't fall to whoever leaves last.
- Decide between a standard checkout (with inspection) or express checkout (without inspection) — remembering that express checkout waives your right to dispute the resulting condition assessment.

See Appendix AE, Complete Housing Agreement Provisions (Verbatim), for the exact Failure to Vacate hourly charge and trespassing provisions.

See Appendix AD, Move-In Tips and Bathroom Cleaning Responsibilities, for a full breakdown of what residents versus custodial staff are responsible for cleaning.

Move-Out Day, Step by Step

1. Remove all personal belongings and trash from your assigned space.
2. Clean your space, including floors, surfaces, and — where applicable — your microfridge unit.

3. Complete your scheduled check-out inspection, or submit an express checkout if you are comfortable waiving your right to be present for inspection.
4. Return all issued keys, key cards, and access fobs to Housing staff.
5. Confirm your checkout is complete before leaving — an incomplete checkout can result in continued occupancy charges.

Avoid the Most Common Move-Out Charges: The charges Housing & Residence Life sees most often at move-out are entirely avoidable: unreturned keys, leftover furniture or trash, and un-defrosted microfridge units. Building in an extra hour before your deadline to double-check these three items can save a real amount of money.

Chapter 13 Quick Reference

Topic — Key Takeaway

Room Condition Report: Complete within 48 hours of move-in; photograph existing damage.

Roommate Agreement: Complete with your RA within the first two weeks of each semester.

Move-Out Deadlines: Vary by student type (standard, graduating, suspended); confirm early.

Express Checkout: Faster, but waives the right to dispute resulting charges.

Most Avoidable Charges: Unreturned keys, leftover items/trash, un-defrosted microfridge.

Chapter 14

Sustainability and Environmental Responsibility

Conserving Resources and Building Environmentally Responsible Habits

Residence halls consume significant energy, water, and materials to keep hundreds of students comfortable, safe, and connected. This chapter introduces the sustainability expectations and opportunities available to residents who want to reduce their environmental footprint while living in University housing.

Energy Conservation

Small daily habits, multiplied across hundreds of rooms, make a measurable difference in a building's energy consumption. Residents are encouraged to turn off lights, televisions, and personal electronics when leaving a room, even for a short period, and to rely on natural light when practical during daytime hours.

- Unplug chargers, appliances, and electronics that are not in active use, as many devices draw standby power even when switched off.
- Keep the thermostat within the 68°F–74°F range described in Chapter 5 rather than adjusting it to extremes and then opening windows to compensate.
- Report malfunctioning lighting, outlets, or HVAC equipment promptly, since inefficient equipment wastes significantly more energy than a normal fixture.

Water Conservation

Mississippi's climate and Jackson State University's aging and modernizing infrastructure both make water conservation a meaningful, practical priority. Residents can reduce water usage through simple daily choices without any loss of comfort or cleanliness.

- Take shorter showers and turn off the water while brushing teeth or shaving.
- Report dripping faucets and running toilets immediately as a maintenance concern rather than allowing them to continue.
- Run washing machines only with full loads when using community laundry facilities.

Recycling and Waste Reduction

Many residential communities participate in campus recycling programs for paper, cardboard, plastics, and aluminum. Residents should familiarize themselves with their building's recycling collection points, typically located near trash disposal areas, and separate recyclable materials accordingly.

- Break down cardboard boxes during move-in and move-out and place them in designated recycling areas rather than general trash.
- Donate gently used clothing, furniture, and non-perishable food items to community donation drives, particularly common during move-out season, rather than discarding usable items.
- Reduce single-use plastic consumption by using a reusable water bottle and reusable food containers where dining facilities allow.

Move-Out Donation Drives: Many residential communities partner with local charitable organizations to collect gently used items during move-out week. Watch for donation collection bins in your building lobby before discarding items you no longer need — what feels like trash to you may be exactly what someone else needs.

Sustainable Living in Shared Spaces

Sustainability in a residential community is inherently collective — one resident's careful habits can be undone by a roommate's indifference, and vice versa. Residents are encouraged to have a brief conversation with roommates and suitemates about shared sustainability goals, similar to the Roommate Agreement conversation described in Chapter 2, covering topics such as thermostat settings, lighting habits, and shared recycling responsibilities.

Partnering with Campus Sustainability Initiatives

Housing & Residence Life coordinates with the University's broader sustainability initiatives to bring conservation programming directly into residential communities, including energy-reduction competitions between floors or buildings, educational programming around environmental stewardship, and campus-wide clean-up events. Residents interested in environmental leadership are encouraged to ask their RA about current sustainability programming and involvement opportunities.

Chapter 14 Quick Reference

Topic — Key Takeaway

Energy: Turn off and unplug devices not in active use; report malfunctioning equipment.

Water: Shorter showers; report leaks and running toilets immediately.

Recycling: Use designated recycling areas; break down cardboard; donate rather than discard.

Shared Responsibility: Discuss sustainability habits with roommates, similar to a Roommate Agreement.

Chapter 15

Technology and Digital Citizenship

Social Media, Online Conduct, and Digital Safety in Residential Life

A resident's community footprint no longer stops at the front door of their room — it extends into group chats, social media, and the broader digital spaces where much of college social life now happens. This chapter addresses the expectations and risks that come with that reality.

Social Media and Community Expectations

The same standards of respect, honesty, and community citizenship described throughout this Code apply to a resident's online conduct as it relates to their residential community. Posting content that harasses, threatens, or targets a roommate, neighbor, or staff member — even off official University platforms — can result in referral to the conduct process described in Chapter 7 when that conduct affects the residential community.

- Think before posting about a roommate or neighbor conflict publicly; a private conversation or RA-facilitated mediation resolves far more than a public post ever will.
- Do not photograph or record roommates, suitemates, or guests inside private living spaces without their knowledge and consent.
- Never post another resident's personal information, schedule, or location without their permission.

Recording and Photography in Shared Spaces

Residents should be especially mindful of recording or photographing others in bathrooms, bedrooms, and other private areas of residential facilities, where an expectation of privacy is at its highest. Unauthorized recording in these spaces may constitute both a Code violation and, depending on the circumstances, a criminal matter referred to the Department of Public Safety.

Cyberbullying and Online Harassment

Cyberbullying — repeated, hostile online conduct directed at a specific person — is treated with the same seriousness as in-person harassment described in Chapter 2. Residents experiencing online harassment connected to their residential community should document the conduct

(screenshots, dates, and platforms involved) and report it to their RA, Community Director, or, where appropriate, the Title IX Office or Department of Public Safety.

When to Report Immediately: If online harassment includes a specific threat of violence, residents should contact the Department of Public Safety immediately rather than waiting to document the full pattern first. Safety concerns are always the priority.

Digital Footprint and Professionalism

Many residents are, for the first time, building a digital presence that future employers, graduate programs, and professional contacts may see. RAs and Community Directors periodically offer programming on managing a professional digital footprint, and residents are encouraged to consider how content posted during college — including content related to their residential community — may be perceived years later.

Network Security and Personal Devices

As described in Chapter 6, residents may not install unauthorized networking equipment. Beyond that policy, residents are encouraged to practice basic digital hygiene: using strong, unique passwords, avoiding public file-sharing of personal documents over the residential network, and reporting suspected phishing attempts referencing Housing & Residence Life to the IT Help Desk before clicking any links or providing personal information.

Chapter 15 Quick Reference

Topic — Key Takeaway

Online Conduct: Same respect and community standards apply online as in person.

Recording Consent: Never record roommates or guests in private spaces without consent.

Cyberbullying: Document and report to your RA, CD, Title IX Office, or Public Safety.

Immediate Threats: Always contact Public Safety or 911 first for any specific threat.

Digital Hygiene: Use strong passwords; report suspected phishing to the IT Help Desk.

Chapter 16

Preparing for Life After Campus Housing

Transitioning Off-Campus and Staying Connected as a Tiger

At some point, every resident's time in University housing comes to an end — whether through graduation, a transition to off-campus living, or another life change. This chapter offers practical guidance for that transition and reflects on the lasting value of the residential experience.

Deciding Whether to Move Off-Campus

Many upperclass students weigh the decision between remaining in University housing and moving to off-campus housing. Both paths are valid, and the right choice depends on a resident's financial situation, desired level of independence, and personal priorities. Residents considering a move off-campus are encouraged to compare the full cost of off-campus living — rent, utilities, furniture, transportation, and renter's insurance — against the all-inclusive cost of University housing before deciding.

Understanding Off-Campus Leases

Unlike the Housing Agreement, which is a license to occupy University housing, an off-campus lease is a legally binding contract governed by Mississippi landlord-tenant law. Residents signing their first off-campus lease are strongly encouraged to read the full lease carefully, understand the security deposit and move-out inspection process, and clarify utility responsibilities before signing.

- Confirm what is included in rent (utilities, internet, parking) versus billed separately.
- Understand the lease term and any penalties for early termination.
- Document the property's condition at move-in with photos, similar to a Room Condition Report, to protect your security deposit.
- Clarify renter's insurance requirements and obtain coverage even if not required, since off-campus landlords typically carry no responsibility for a tenant's personal property.

Budgeting for Independent Living

Moving off-campus often introduces a resident to costs that University housing bundles automatically: separate utility bills, renter's insurance, furniture, and groceries beyond a meal

plan. Residents planning this transition are encouraged to build a realistic monthly budget well before move-out, accounting for the full range of costs rather than rent alone.

Transferring Campus Services

Several services tied to on-campus residency require action when a resident moves off-campus, including updating a mailing address with JSU Postal Services, confirming continued access to campus resources such as the library and recreation facilities, and updating parking registration if a resident's commute changes.

What Residential Life Leaves You With

Long after the specific policies in this Code are forgotten, most residents carry forward the less tangible lessons of community living: how to resolve conflict with someone you can't simply walk away from, how to extend grace to people different from yourself, and how to hold yourself accountable within a community that depends on everyone doing their part. These are the same skills that serve Jackson State University graduates in workplaces, families, and communities long after they leave the halls.

Staying Connected as an Alumnus

Former residents remain part of the Jackson State University and Housing & Residence Life community long after graduation. Alumni are encouraged to stay connected through the JSU National Alumni Association, to mentor current residents through RA and Hall Council programming when opportunities arise, and to carry the THRIVE values described in Chapter 1 into their post-graduate lives.

Chapter 16 Quick Reference

Topic — Key Takeaway

Off-Campus Leases: Legally binding under Mississippi law; read carefully before signing.

Security Deposits: Document property condition at move-in, similar to a Room Condition Report.

Budgeting: Account for utilities, renter's insurance, furniture, and groceries beyond rent.

Transferring Services: Update mailing address and parking registration when moving off-campus.

Staying Connected: Alumni can stay involved through the JSU National Alumni Association.

Chapter 17

Family and Community Partnership

Supporting Residents While Respecting Student Independence

Family involvement plays a meaningful role in many Jackson State University residents' success, particularly during the transition into University housing. This chapter explains how families can stay appropriately engaged, what information Housing & Residence Life can and cannot share, and how family members can support a resident's growing independence.

The Balance Between Support and Independence

Moving into University housing is often a resident's first sustained experience managing their own daily life — waking up on their own schedule, resolving conflict without a parent stepping in, and making decisions about their time and money. Family members play an important supporting role, but Housing & Residence Life encourages families to resist the instinct to solve every problem on a resident's behalf. Part of what makes residential life valuable is the space it gives students to practice solving problems themselves, with staff support available when needed.

What Housing & Residence Life Can and Cannot Share

As described in Appendix E, FERPA protects the privacy of a student's education records, including most housing and conduct records, once a student is enrolled. This means Housing & Residence Life generally cannot share conduct outcomes, grades, or many other details with a parent or family member without the student's written consent, even when the family member is paying the bill.

- Students can complete a FERPA release authorizing specific information to be shared with a specific family member, available through the Office of the Registrar.
- Housing & Residence Life can generally discuss general policies, billing procedures, and publicly available information with any caller.
- In a genuine health or safety emergency, University officials may share necessary information with family members regardless of a FERPA release, consistent with FERPA's health and safety exception.

Encourage Direct Communication: The single most effective thing a family member can do is encourage their student to communicate directly with their RA, Community Director, or other campus resources, rather than a family member contacting Housing & Residence Life on the student's behalf for routine matters.

How Families Can Support a Successful Transition

- Encourage your student to attend floor meetings and community programming, especially in the first few weeks.
- Ask open-ended questions about roommate dynamics and community life rather than assuming a conflict needs immediate parental intervention.
- Review this Code together before move-in so expectations are clear from day one.
- Support your student in contacting their RA or Community Director directly when a concern arises, rather than contacting the office on their behalf for matters the student is capable of raising themselves.

Family and Community Weekend

Housing & Residence Life typically partners with the broader University to host a Family and Community Weekend each fall, offering families the opportunity to visit campus, tour residential facilities, and connect with Housing staff. Specific dates and registration details are published through the Office of Student Affairs and the Housing & Residence Life website each year.

Financial Communication

Because many housing charges described in Chapter 10 are billed directly to a student's University account, families who are financially responsible for a resident's housing costs are encouraged to discuss account monitoring directly with their student, since Housing & Residence Life billing communications are sent to the student's official JSU email account by default.

Chapter 17 Quick Reference

Topic — Key Takeaway

FERPA: Protects student records; most information requires student consent to share.

FERPA Release: Available through the Office of the Registrar for specific family members.

Emergency Exception: Health and safety emergencies allow information sharing without a release.

Family Weekend: Hosted each fall; details published by Student Affairs and Housing & Residence Life.

Chapter 18

Recreation, Dining, and Campus Life Integration

Connecting Residential Life to the Broader Jackson State Experience

Residential life does not exist in isolation from the rest of campus. This chapter highlights how residents can connect their on-campus living experience with dining, recreation, and campus life resources available across Jackson State University.

Dining and Meal Plans

As described in the Housing Agreement, all residential students are required to maintain an active meal plan. Understanding how to make the most of your meal plan — including Tiger Bucks usage, dining hall hours, and available retail dining locations — helps residents avoid running short on meals or funds before the semester ends.

- Track your remaining Tiger Bucks balance regularly through the University's dining portal or app, where available.
- Learn your dining hall's peak and off-peak hours to avoid long lines during common between-class windows.
- Reach out to Auxiliary Enterprises early in the semester if you have dietary restrictions or food allergies requiring accommodation.

Recreation and Fitness

Campus recreation facilities offer residents a built-in way to manage stress, build community, and stay physically active without leaving campus. Many residential communities organize intramural sports teams, fitness programming, or group trips to campus recreation facilities as part of regular community programming.

- Ask your RA about floor or building intramural teams forming each semester.
- Take advantage of free or discounted group fitness classes typically offered through campus recreation.
- Use campus recreation facilities as a healthy, accessible outlet during high-stress periods like midterms and finals.

Student Organizations and Campus Involvement

Residence halls are often where students first hear about student organizations, cultural groups, Greek life, and academic clubs through floor programming, bulletin boards, and word of mouth from neighbors. Residents are encouraged to explore involvement opportunities beyond residential life itself — Hall Council and RA roles are valuable, but they are only one piece of the broader Jackson State University experience.

Campus Events and Traditions

From Homecoming to Founder's Day, Jackson State University's campus traditions bring energy and connection to residential communities. Housing & Residence Life often coordinates community programming and viewing events around major campus traditions, and residents are encouraged to participate fully — these shared experiences are frequently cited by alumni as some of the most memorable parts of their time at JSU.

Balancing Involvement with Academic and Personal Well-Being

With so many opportunities available, residents sometimes overcommit to activities at the expense of academic performance or rest. RAs and Community Directors can help residents think through realistic time commitments, and residents are encouraged to revisit their involvement level each semester rather than assuming a first-semester schedule will remain sustainable throughout their time at JSU.

Chapter 18 Quick Reference

Topic — Key Takeaway

Meal Plans: Track Tiger Bucks regularly; contact Auxiliary Enterprises for dietary needs.

Recreation: Ask your RA about floor intramurals and group fitness opportunities.

Involvement: Explore organizations and clubs beyond residential life leadership roles.

Balance: Revisit your involvement level each semester to protect academics and well-being.

Appendices

The appendices below provide quick-access reference material: a glossary of terms used throughout this Code, a directory of key offices and contacts, and a residential community reference guide.

Appendix A — Glossary of Terms

Term — Definition

Administrative Review: A meeting between a responding resident and a Conduct Specialist or Hearing Officer to resolve a conduct case.

Assistant Director of Housing and Residence Life: The staff member who supports department-wide operations and policy consistency across Community Directors and residential communities.

Community Director (CD): The professional staff member responsible for the overall operation of a residential community.

Conduct Specialist: A staff member trained to investigate and adjudicate housing conduct cases.

Consolidation: The process of reassigning residents in under-occupied double rooms after the room change period ends.

Courtesy Hours: The 24-hour standard requiring residents to reduce noise upon a neighbor's reasonable request.

Executive Director of Housing and Residence Life: The senior administrator holding overall leadership responsibility for Housing & Residence Life, including chairing the Housing Appeals Board.

Housing Agreement: The binding contract between a student and the University governing occupancy of University housing.

Interim Measures: Protective steps, such as no-contact directives or temporary relocation, implemented while a conduct case is pending.

No-Show: A student who fails to occupy an assigned space and does not provide required written notice.

Preponderance of the Evidence: The standard of proof used in housing conduct cases — more likely than not that a violation occurred.

Quiet Hours: Designated hours during which noise must not be audible outside a resident's own room.

Resident Assistant (RA): A trained peer leader living within the community who supports residents and enforces community standards.

Restitution: A sanction requiring a resident to reimburse the University for the actual cost of damage or loss they caused.

Zero-Tolerance Violation: A category of serious violations that may result in immediate removal from housing regardless of conduct history.

Abandoned Property: Personal belongings left behind after a resident vacates without completing proper checkout.

Administrative Reassignment: A staff-initiated change to a resident's room or building assignment for operational or safety reasons.

Bias Incident: An act motivated by a person's actual or perceived identity that does not rise to the level of a crime but still harms the community.

Community Directive: A building- or floor-specific instruction issued by Housing & Residence Life that operates within the bounds of the Housing Agreement and this Code.

Emergency Removal: The immediate removal of a resident from housing prior to completion of the full conduct process, used only when necessary to protect safety.

Express Check-Out: A checkout option in which a resident waives the right to be present for inspection and to dispute resulting charges.

Health & Safety Inspection: A scheduled review of a resident's room for cleanliness, safety, and policy compliance, typically conducted twice per semester.

Interim Suspension: A temporary removal or restriction imposed while a serious conduct matter is under review.

No-Contact Directive: An interim measure prohibiting contact between two or more residents while a conduct matter is pending or resolved.

Room Condition Report (RCR): The document created at move-in and reviewed at move-out to record the physical condition of an assigned space.

Trespass Notice: A formal notice barring a suspended, removed, or otherwise ineligible individual from entering residential facilities.

Work Order: A formal request submitted for a non-emergency maintenance repair.

Appendix B — Key Offices & Contacts

Office — Purpose / Contact

Housing & Residence Life Main Office: housing@jsums.edu

Department of Public Safety: Emergency: 911 | Non-emergency: campus dispatch

Office of Accessible Education and Resources (OAER): Housing accommodation review and approval

Auxiliary Enterprises (Meal Plans): 3rd Floor, J.L. Reddix Hall

JSU Postal Services: P.O. Box rental and package processing

Counseling Services: Confidential mental health support for residents

Title IX Office: Reports involving discrimination, harassment, or related concerns

Appendix C — Residential Communities Reference

Community — Notes

Alexander Center East & West: Traditional-style community housing.

Campbell College Suites North (CCN): Suite-style; 30 passed institutional credit hours required.

Campbell College Suites South (CCS): Suite-style; 30 passed institutional credit hours required.

Dixon Hall: Returning male students.

Stewart Hall: Returning male students.

Transitional Hall: Returning female students.

One University Place: 90 passed credit hours or graduate-student status required; full-size refrigerators provided.

McAllister Whiteside: General residential community; confirm current eligibility criteria with Housing & Residence Life.

University Pointe: General residential community; confirm current eligibility criteria with Housing & Residence Life.

Appendix D — Sample Forms & Templates

The templates below illustrate the general structure of forms residents may encounter throughout the year. Official, fillable versions of each form are distributed through the Housing Portal, your RA, or your Community Director; the versions below are for orientation purposes only.

Sample: Room Condition Report (Excerpt)

Completed collaboratively by the resident and staff within 48 hours of move-in, and again at checkout, to document the condition of the assigned space.

Section — What to Document

Walls & Ceiling: Note any existing marks, holes, or damage.

Flooring: Note stains, tears, or damage to carpet/tile.

Windows & Screens: Confirm screens are present and windows open/close/lock properly.

Furniture Inventory: List each furniture item and its condition (bed, desk, chair, dresser, closet).

Bathroom Fixtures (if applicable): Note condition of sink, toilet, shower/tub, and mirror.

Appliances (if applicable): Note condition of any provided refrigerator, microwave, or HVAC unit.

Resident Signature & Date: Confirms the resident has reviewed and agrees with the documented condition.

Sample: Roommate Agreement Worksheet (Excerpt)

Category — Agreement Details

Sleep Schedule: Preferred bedtime/wake time; noise tolerance during sleep hours.

Guests: Notice expected before guests visit; policy on overnight guests.

Cleaning: How chores will be divided; expectations for shared spaces.

Shared Items: What may be borrowed with permission; what is strictly off-limits.

Study Time: Preferred quiet study hours beyond posted quiet hours.

Conflict Plan: How the roommates agree to raise and resolve disagreements.

Sample: Incident Report Summary (Excerpt)

Field — Description

Date, Time & Location: When and where the incident occurred.

Individuals Involved: Names and roles of residents, guests, or others involved.

Description of Incident: Objective, factual summary of what was observed.

Staff Actions Taken: Any immediate steps taken, including interim measures.

Reporting Staff Member: Name and role of the staff member completing the report.

Sample: Housing Appeal Form (Excerpt)

Field — Description

Case Reference: Case or outcome letter reference number.

Grounds for Appeal: Procedural error, new evidence, or disproportionate sanction (select one).

Written Statement: Explanation of the grounds for appeal, in the resident's own words.

Supporting Documentation: Any attachments supporting the appeal.

Resident Signature & Date: Confirms the appeal is submitted by the resident named in the case.

Sample: Maintenance Work Order Request (Excerpt)

Field — Description

Building & Room Number: Location of the issue.

Category: Emergency, Urgent, or Routine (see Chapter 6).

Description: Specific, factual description of the issue.

Best Time for Access: Resident's preferred window for staff to access the room, if not urgent.

Appendix E — Understanding the Legal Framework

Several federal and state laws shape how Housing & Residence Life operates, even though this Code translates those legal frameworks into everyday, practical policy. The plain-language summaries below are intended to build general awareness; they are not a substitute for the full text of each law or for legal advice.

FERPA (Family Educational Rights and Privacy Act)

FERPA protects the privacy of a student's education records, which can include certain housing and conduct records. This is part of why conduct outcomes are communicated directly to the resident's JSU email rather than shared broadly, and why parents are not automatically notified of most conduct matters involving adult students.

The Clery Act

The Clery Act requires universities to disclose campus crime statistics and to issue timely warnings about certain safety threats. This is why Housing & Residence Life and the Department of Public Safety communicate quickly and directly with residents when a safety concern affecting the residential community arises.

Title IX

Title IX prohibits discrimination on the basis of sex, including sexual harassment and sexual violence, in University programs and activities, including housing. Reports involving these concerns are directed to the University's Title IX Office and may run in parallel with, rather than in place of, the housing conduct process described in Chapter 7.

The Americans with Disabilities Act (ADA) and Section 504

These laws require the University to provide reasonable housing accommodations for students with documented disabilities. As described in Chapter 3 and the Housing Agreement, accommodation requests are reviewed through the Office of Accessible Education and Resources (OAER), which coordinates with Housing & Residence Life on implementation.

The Fair Housing Act

While University housing is generally treated differently from off-campus rental housing, the principles of the Fair Housing Act — prohibiting discrimination based on race, color, religion, sex, national origin, disability, or familial status — inform Housing & Residence Life's

commitment to equitable treatment of all residents in assignments, conduct outcomes, and community policy.

Mississippi State Law

As described in the Housing Agreement, the Housing Agreement is a license to occupy University housing and does not create a landlord-tenant relationship under Mississippi law. This distinction affects how certain disputes are resolved and is one reason the Housing Appeals Process, rather than a court-based landlord-tenant process, is the primary avenue for resolving housing disputes.

Appendix F — Frequently Asked Questions

Can I switch rooms if I don't like my building?

Room change requests are reviewed on a case-by-case basis and are subject to space availability, the timing of your request, and administrative review. See Chapter 3 and the Housing Agreement's Room Change Requests section for the full process and fee.

What happens if my roommate is never actually in the room?

If a roommate is consistently absent, that is worth raising with your RA — it may indicate the space is a candidate for the consolidation process described in Chapter 9, or it may simply reflect a busy roommate's schedule. Either way, staff can help clarify expectations.

Am I allowed to have a mini fridge and a microwave?

A combined microfridge unit is permitted in standard rooms up to 3.7 cubic feet. Standalone full-size refrigerators are only standard in Campbell College Suites and One University Place. Microwaves not built into an approved microfridge unit should be confirmed with your Community Director before bringing them to campus.

What if I need a housing accommodation for a medical condition?

Housing accommodation requests are reviewed by the Office of Accessible Education and Resources (OAER), not by Housing & Residence Life directly. Submit documentation to OAER as early as possible — ideally before the start of the academic year — to allow time for review and coordination.

Who do I talk to if I feel unsafe in my building?

Contact the Department of Public Safety immediately for any safety threat, and notify your RA or Community Director as soon as it is safe to do so. Housing & Residence Life can implement interim measures, including relocation, while a concern is reviewed.

Does this Code apply during breaks?

Yes, for any resident authorized to remain in University housing during a break period. Standard community expectations, including quiet hours, guest policy, and safety requirements, remain in effect.

What if I disagree with a charge on my account?

Submit a billing appeal through the process described in the Facilities & Administrative Charge Schedule, Section 11, including any supporting documentation, before the published appeal deadline.

Can I request a specific roommate?

Roommate preference requests can typically be submitted through the Housing Portal during the application process, and Housing & Residence Life makes reasonable efforts to honor mutual requests where both students select each other, though placement is never guaranteed and remains subject to space availability.

What happens to my belongings if I'm removed from housing during the semester?

Residents removed from housing are expected to complete standard check-out procedures within the timeframe specified in their notice. If belongings cannot be removed within that window, the Notification and Claiming of Personal Property process described in the Housing Agreement applies, including a five-calendar-day window to arrange retrieval before items are considered abandoned.

Is renter's insurance required for on-campus housing?

Renter's insurance is not required for on-campus housing, but it is strongly encouraged. The University is not responsible for loss or damage to personal property resulting from theft, utility failure, or environmental events, as described in the Housing Agreement's Indemnification and Insurance section.

Can I live in University housing during the summer?

Summer housing is available to students meeting minimum summer enrollment requirements and maintaining a zero balance from the prior Fall and Spring semesters, as described in the Housing Agreement's Eligibility for Summer Housing section.

Appendix G — Residential Community Profiles

The profiles below provide a general orientation to each residential community. Residents should always confirm current, community-specific details with their Community Director, as building-specific programming, staffing, and amenities may be updated from year to year.

Alexander Center East & West

Alexander Center East and West offer traditional-style residence hall living, typically housing a mix of first-year and returning students. These communities emphasize strong floor-level community building and close RA support, making them a common starting point for students new to residential life.

Campbell College Suites North (CCN)

Campbell College Suites North offers suite-style living for residents who have met the required 30 passed institutional credit hours by the end of the prior Spring semester. CCN residents typically enjoy greater independence alongside continued access to RA and CD support.

Campbell College Suites South (CCS)

Campbell College Suites South mirrors CCN's suite-style format and the same 30 passed institutional credit-hour requirement, offering another option for upperclass students seeking a more independent living arrangement.

Dixon Hall

Dixon Hall is designated for returning male students. As a returner-focused community, Dixon Hall programming often emphasizes leadership development, academic support, and preparation for post-graduate life.

Stewart Hall

Stewart Hall is likewise designated for returning male students and shares many of the same community priorities as Dixon Hall, with its own distinct floor culture and traditions built by returning residents over time.

Transitional Hall

Transitional Hall is designated for returning female students and offers a residential experience tailored to the needs and interests of upperclass women navigating the middle and later years of their academic journey.

One University Place

One University Place requires 90 passed credit hours or graduate-student status and offers the most independent living arrangement among traditional residential communities, including full-size refrigerators as a standard furnishing. This community is popular with graduate students and seniors preparing for post-graduate independence.

McAllister Whiteside

McAllister Whiteside offers residential community living as part of Jackson State University's housing portfolio. Residents should confirm current eligibility criteria, room configurations, and amenities with their Community Director, as details may be updated from year to year.

University Pointe

University Pointe offers residential community living as part of Jackson State University's housing portfolio. Residents should confirm current eligibility criteria, room configurations, and amenities with their Community Director, as details may be updated from year to year.

Building Amenities Comparison

The table below offers a general, at-a-glance comparison of amenities across communities. Residents should confirm current amenities with their Community Director, as offerings may change from year to year.

Community — Typical Amenities

Alexander Center East & West: Traditional-style rooms; community bathrooms; shared kitchen and lounge spaces.

Campbell College Suites (N & S): Suite-style rooms; full-size refrigerator; semi-private bathrooms.

Dixon Hall / Stewart Hall: Traditional-style rooms for returning male students; community bathrooms.

Transitional Hall: Traditional-style rooms for returning female students; community bathrooms.

One University Place: Apartment-style living; full-size refrigerator; greater independence.

McAllister Whiteside: Confirm current room configuration and amenities with your Community Director.

University Pointe: Confirm current room configuration and amenities with your Community Director.

Appendix H — Sample Year-Long Programming Calendar

Residential communities host regular programming designed to build community, support academic success, and promote wellness. The sample calendar below illustrates the general rhythm of programming a resident might expect across a full academic year; actual program names, dates, and offerings vary by community and are published by each building's staff.

Month — Typical Programming Focus

August: Move-in welcome events; floor meet-and-greets; safety orientation.

September: Academic success workshops; Roommate Agreement follow-ups.

October: Midterm wellness programming; cultural heritage programming.

November: Gratitude and community-service events; Winter Break preparation.

January: Spring welcome-back programming; goal-setting workshops.

February: Black History Month programming; leadership development events.

March: Severe weather preparedness programming; spring wellness week.

April: Room selection support; end-of-year community celebrations.

May: Move-out preparation workshops; graduating senior send-off events.

Appendix I — Resident Success Tips

The following tips, gathered from experienced Resident Assistants and Community Directors across JSU's residential communities, reflect the practical habits that consistently correlate with a smoother, more successful residential experience.

- Introduce yourself to your immediate neighbors within the first week — you'll want to know them before you need them.
- Keep a small toolkit of command strips, a mini first-aid kit, and a flashlight in your room.
- Back up important documents and photos of your Room Condition Report to your phone or email.
- Attend at least one RA-hosted program per semester, even if it's outside your comfort zone.

- Set a recurring weekly reminder to check your JSU email for official Housing communications.
- If a conflict with a roommate starts to feel unmanageable, reach out to your RA before it escalates — early intervention is almost always easier than late intervention.
- Keep a copy of your Roommate Agreement somewhere easy to find, and revisit it after school breaks.
- Learn your building's evacuation route and severe weather shelter location during your first week, not during an actual emergency.

Appendix J — Resident Bill of Rights and Responsibilities

The following consolidated Bill of Rights and Responsibilities draws together the individual rights and responsibilities described throughout this Code into a single, easy-to-reference statement.

Every Resident Has the Right To:

- Live in a clean, safe, and well-maintained residential space.
- Study and sleep free from undue disturbance.
- Be free from harassment, discrimination, and retaliation.
- Fair notice and a fair process before facing a conduct sanction.
- Host guests within published visitation policy.
- Address grievances through appropriate University channels without fear of reprisal.

Every Resident Is Responsible For:

- Knowing and following the Housing Agreement, this Code, and posted community policies.
- Respecting the rights, property, and personal space of others.
- Contributing to a clean, safe, and welcoming living environment.
- Resolving conflicts constructively and reporting concerns to appropriate staff.
- Accepting responsibility for their own choices, including the conduct of their guests.
- Treating staff and neighbors with courtesy, even during disagreements.

Appendix K — Who to Contact: Quick Reference

Situation — Who to Contact

Roommate conflict or general question: Your Resident Assistant (RA)

Room change or consolidation question: Your Community Director (CD)

Non-emergency maintenance issue: Housing Portal work order system

Emergency maintenance issue: Front desk or on-call staff, immediately

Safety threat or crime in progress: Department of Public Safety or 911

Housing accommodation request: Office of Accessible Education and Resources (OAER)

Billing question or charge appeal: Housing & Residence Life Business Office

Discrimination or harassment concern: Title IX Office

Mental health or personal crisis: Counseling Services

Meal plan question: Auxiliary Enterprises, 3rd Floor, J.L. Reddix Hall

Confiscated item pickup: Email the Executive Director of Housing and Residence Life — no other channel accepted

Appendix L — A Full Case Study Walkthrough

The narrative below walks through a single, illustrative housing conduct case from start to finish, showing how the concepts from Chapters 7 and 8 work together in practice. Names and details are fictional and provided for educational purposes only.

The Incident

At approximately 11:45 p.m. on a Thursday during the fall semester, an RA conducting rounds hears loud music coming from a suite in a traditional-style residence hall. Upon knocking, the RA discovers several residents and non-resident guests present, along with the smell of alcohol. The RA documents the observation, asks the guests to leave, reminds residents of quiet hours, and files an Incident Report the same night describing the time, location, individuals present, and observations made.

The Review

The following business day, a Conduct Specialist reviews the Incident Report and determines that it describes potential violations of both the quiet hours policy described in Chapter 4 and the alcohol policy described in Chapter 5. Because both residents of the suite were present, both are identified as responding parties. The Conduct Specialist sends written notice to each resident's JSU email account, describing the alleged violations and scheduling separate Administrative Review meetings within the following week.

Administrative Review

At their respective meetings, each resident has the opportunity to share their account. One resident acknowledges hosting the gathering and takes responsibility; the other explains they were present but not involved in organizing the gathering or providing alcohol. The Conduct Specialist considers each account individually, along with the original Incident Report, using the preponderance of the evidence standard described in Chapter 7.

The Outcome

Because this is a first-time violation for both residents, and both cooperated honestly with the process — a mitigating factor described in Chapter 8 — the Conduct Specialist issues an Educational Sanction to the resident who hosted the gathering, including a required meeting to discuss alcohol policy and decision-making, and a documented Warning to the second resident for the quiet hours violation and their presence during a policy violation. Neither sanction

includes Housing Probation, consistent with the progressive discipline model for first-time, non-Zero-Tolerance violations.

The Appeal Decision

One resident considers submitting an appeal but, after reviewing the appeal grounds described in Chapter 7 — procedural error, new evidence, or disproportionate sanction — determines that none apply to their case, since the process was followed correctly and the sanction is consistent with the Illustrative Sanction Guide in Chapter 8. The resident instead completes the assigned Educational Sanction, and no further conduct action is taken.

Why This Case Study Matters: This case illustrates several core principles at once: notice and process are followed carefully even for a routine case; multiple residents in the same incident can receive different outcomes based on their individual role and conduct history; and taking responsibility honestly is treated as a meaningful mitigating factor rather than a reason for a harsher outcome.

Appendix M — Topic Index

Use the index below to quickly locate where a specific topic is addressed within this Code.

Topic — Where to Find It

Appeals: Chapter 7; Chapter 10 (billing appeals)

Bias Incidents: Chapter 2

Cancellation of Housing: Chapter 3

Candles / Open Flame: Chapter 5

Consolidation: Chapter 9

Cooking Appliances: Chapter 5

Decorations: Chapter 4

Emergency Removal: Chapter 7

Fire Safety: Chapter 5

Guests / Visitation: Chapter 4

Health & Safety Inspections: Chapter 5

Keys & Access Cards: Chapter 6

Mail & Packages: Chapter 6

Meal Plans: Cross-referenced via Housing Agreement, Chapter 10

Parking: Chapter 6

Pets / ESAs: Chapter 4

Probation: Chapter 8

Quiet & Courtesy Hours: Chapter 4

Room Changes: Chapter 3

Room Entry: Chapter 5

Roommate Agreements: Chapter 2

Sanctions: Chapter 8

Weapons: Chapter 5

Wellness Resources: Chapter 11

Getting Involved / RA Applications: Chapter 12

Work Orders: Chapter 6

Zero-Tolerance Violations: Chapter 8

Appendix N — Community Contact Information

The directory below lists the primary contact point for each residential community and key Housing & Residence Life offices. Housing & Residence Life maintains the authoritative, current version of this directory; residents should confirm details on the Housing & Residence Life website or with their Community Director, as staff and contact information may change between printings of this Code.

Office / Community	Email	Purpose
Housing & Residence Life Main Office	housing@jsums.edu	Housing applications, room assignments and changes, housing eligibility, housing charges and billing questions, cancellations, occupancy, and general housing assistance.
Residence Life	reslife@jsums.edu	Residence hall operations, Community Director and Resident Assistant support, roommate/suitemate concerns, community living concerns, residential policies, student conduct concerns, and the on-campus residential experience.
Alexander Center East & West	alexandercenter@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
Campbell College Suites North (CCN)	campbell.north@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
Campbell College Suites South (CCS)	campbell.south@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
Dixon Hall	dixonhall@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.

Office / Community	Email	Purpose
Stewart Hall	stewart@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
Transitional Hall	transitional@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
One University Place	oneuniversity@jsums.edu	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
McAllister Whiteside	To be confirmed	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
University Pointe	To be confirmed	Hall-specific questions, Community Director/RA support, room and community concerns, key/access assistance, check-in/check-out matters, programming, and general residential support.
Assistant Director of Housing and Residence Life	Review Housing Website	Housing and residential operations oversight, escalated housing and residence life concerns, occupancy and assignment matters, policy administration, and student residential support.
Executive Director of Housing and Residence Life	Review Housing Website	Escalated administrative and appeals matters.

A completed, current version of this directory — including direct phone numbers and building office hours — should be distributed to residents at the start of each academic year and posted in each community's lobby or front desk area.

Appendix O — Additional Legal and Regulatory Context

Beyond the frameworks introduced in Appendix E, several additional federal laws and regulatory frameworks shape residential operations. The summaries below are provided for general awareness and are not a substitute for the full text of each law.

The Drug-Free Schools and Communities Act

This federal law requires universities receiving federal funding to maintain policies addressing the unlawful possession, use, or distribution of drugs and alcohol on campus, including in residential facilities. It is part of the basis for the controlled substances policy described in Chapter 5 and the associated conduct outcomes described in Chapter 8.

The Campus SaVE Act

An amendment to the Clery Act, the Campus SaVE Act specifically requires universities to address dating violence, domestic violence, sexual assault, and stalking, including prevention education and clear reporting pathways. Housing & Residence Life staff receive training on recognizing and responding to these concerns and on making appropriate referrals to the Title IX Office.

The Violence Against Women Act (VAWA)

VAWA reinforces protections related to gender-based violence and requires certain protective measures, including access to no-contact directives and interim housing accommodations, for students affected by dating violence, domestic violence, sexual assault, or stalking — protections that operate alongside the interim measures described in Chapter 7.

Mississippi Landlord-Tenant Distinctions

As referenced in Chapter 16, off-campus housing in Mississippi is generally governed by state landlord-tenant law, while on-campus University housing operates under the license-to-occupy framework described in the Housing Agreement. Residents transitioning off-campus should be aware that protections and procedures differ meaningfully between the two contexts.

Appendix P — How Housing & Residence Life Measures Success

Housing & Residence Life continuously evaluates its own performance to ensure that residential communities are meeting the needs of JSU students. Understanding how this evaluation works helps residents see how their feedback translates into real change.

Resident Satisfaction Surveys

Residents are typically invited to complete at least one satisfaction survey per academic year, covering topics such as facility condition, staff responsiveness, programming quality, and overall sense of community. Results are reviewed by Community Directors and department leadership and inform priorities for the following year.

Occupancy and Retention Data

Housing & Residence Life tracks occupancy rates, room change patterns, and year-over-year retention within University housing as indicators of resident satisfaction and operational effectiveness. Communities or policies associated with unusually high room change requests or low retention are reviewed for potential improvement.

Conduct and Safety Trends

Aggregate, de-identified conduct data is reviewed periodically to identify patterns — for example, a spike in a particular violation type in a specific community — that may indicate a need for additional programming, policy clarification, or facility intervention rather than purely individual accountability.

Staff Performance and Training Evaluation

RA and professional staff performance is evaluated regularly, and training curricula are updated based on emerging needs, past incident trends, and feedback from residents and staff themselves. This Code itself is reviewed on a similar cycle, consistent with the note at the end of this document.

Your Feedback Matters: Completing satisfaction surveys, participating in Hall Council, and speaking honestly with your RA or Community Director are not symbolic gestures — they are direct inputs into how Housing & Residence Life allocates resources and adjusts policy from year to year.

Appendix Q — Sample RA Rounds and Duty Log

The template below illustrates the general structure RAs use to document nightly rounds and on-call duty coverage. It is provided here so residents understand what staff document during rounds and why a knock at the door during rounds is a routine, expected part of community safety — not a sign that something is wrong.

Field — Description

Date & Shift: Date and time range covered by the duty shift.

Staff on Duty: Name(s) of RA(s) and any professional staff on call.

Rounds Completed: Time and general area covered during each round through the building.

Observations: Noise levels, common area condition, safety hazards, or policy concerns observed.

Incidents: Reference to any Incident Report filed during the shift, if applicable.

Maintenance Concerns: Any facilities issues observed and referred for repair.

Handoff Notes: Information passed to the next on-call staff member.

Appendix R — Campus-Specific Terms Glossary

Throughout this Code, several Jackson State University-specific terms and references appear. The glossary below explains these terms for residents new to campus.

Term — Definition

Auxiliary Enterprises: The University department overseeing meal plans, dining services, and related campus services.

J.L. Reddix Hall: Campus building housing Auxiliary Enterprises, where meal plan changes are processed.

JSUOnline: Jackson State University's fully online academic program; students enrolled exclusively in JSUOnline are not eligible for on-campus housing.

OAER: The Office of Accessible Education and Resources, which reviews and approves housing accommodation requests.

Tiger Bucks: Declining-balance funds included with meal plans, usable at campus dining and retail locations.

Tigers: The common nickname for Jackson State University students, athletes, and alumni.

Title IX Office: The University office responsible for addressing discrimination, harassment, and related concerns.

Appendix S — THRIVE Values in Action

The THRIVE values introduced in Chapter 1 are meant to be lived, not just read. The table below offers concrete examples of what each value looks like in the daily practice of residential life, along with sample programming ideas Hall Councils and RAs can use to bring each value to life within their community.

THRIVE Value — Sample Practices and Programming Ideas

Teamwork: Floor-wide move-in buddy system; collaborative floor cleanup competitions; group study sessions.

Holistic Growth: Wellness Wednesday programming; academic success workshops; financial literacy sessions.

Respect & Responsibility: Roommate Agreement workshops; restorative conversation circles; accountability check-ins.

Inclusivity & Innovation: Cultural heritage programming; identity-based support group tabling; innovation showcase nights.

Visionary Leadership: Hall Council leadership training; RA shadow days; goal-setting workshops each semester.

Excellence & Empathy: Peer recognition programs; community service partnerships; empathy-building dialogue sessions.

Community Directors and RAs are encouraged to reference THRIVE explicitly when planning programming and when recognizing residents for positive community contributions, so that the values described in Chapter 1 remain visible and active throughout the year rather than confined to a single page of this Code.

Appendix T — Key Dates and Deadlines Reference

The categories below reflect the general types of deadlines residents encounter across a typical academic year. Exact dates change annually and are published on the Housing Portal and the Housing & Residence Life website — residents should treat this appendix as a checklist of deadline categories to watch for, not a source of specific dates.

Deadline Category — General Timing

Housing Application & Agreement: Published each spring for the following academic year; completed via the Student Housing Portal.

Room Selection: Typically held in the spring for returning students selecting Fall assignments.

Fall Move-In: Published on the University academic calendar; varies by class year.

Fall Cancellation Deadline: Before move-in and key issuance, per the Housing Agreement Cancellation Policy.

Room Change Window: Opens after the official enrollment census date each semester.

Spring Cancellation Deadline: Last day of Fall semester classes, per the Housing Agreement.

Winter Break Closing: Published on the University academic calendar; halls close for the break period.

Spring Move-Out: Varies by student type (standard, graduating, suspended); see Chapter 13.

Summer Housing Deadlines: Published separately for each summer session, where applicable.

Appendix U — Sample Floor Meeting Agenda

Floor and building meetings are one of the primary ways RAs communicate policy updates, safety information, and community-building opportunities. The sample agenda below illustrates the general structure of a typical floor meeting, provided so residents know what to expect and can prepare questions in advance.

Agenda Item — Purpose

Welcome & Icebreaker: Brief warm-up activity to build rapport, particularly early in the semester.

Safety & Policy Updates: Reminders about upcoming inspections, policy changes, or recent community concerns.

Maintenance & Facilities Updates: Status of any open work orders or planned facility work affecting the floor.

Upcoming Programming: Preview of upcoming floor or building events and how to get involved.

Open Floor: Time for residents to raise questions, concerns, or suggestions.

Closing & Next Steps: Recap of action items and the date of the next scheduled meeting.

Attendance expectations for floor meetings are set by each community and communicated by RA staff; some meetings — particularly those covering safety or policy information — may be mandatory, as described in Chapter 2.

Appendix V — Extended Glossary of Conduct and Billing Terms

The terms below supplement the general glossary in Appendix A with additional vocabulary specific to the conduct and billing processes described in Chapters 7, 8, and 10.

Term — Definition

Aggravating Factor: A circumstance that may justify a more severe sanction, such as prior conduct history or harm caused.

Billing Appeal: A formal request to review a charge a resident believes was applied in error.

Community Billing: Allocation of a charge equally among residents with access to a shared space when no individual can be identified.

Conduct File: The record maintained by Housing & Residence Life documenting a resident's conduct history.

Emergency Removal Authorization: Approval by senior administration to remove a resident before the full conduct process concludes.

Individual Billing: A charge assessed to a specific, identified resident responsible for damage or a violation.

Mitigating Factor: A circumstance that may justify a less severe sanction, such as taking responsibility promptly.

Outcome Letter: The official written notice of a conduct decision, including any sanction and appeal deadline.

Progressive Discipline: An approach in which sanctions generally escalate with repeated or more severe violations.

Responding Party: The resident against whom an alleged policy violation is being reviewed.

Reporting Party: The individual who filed or is otherwise connected to an Incident Report as the affected party.

Appendix W — Sample Consolidation Notice and Response Guide

Residents affected by the consolidation process described in Chapter 9 typically receive a notice outlining their options and a deadline to respond. The structure below illustrates the general format of that notice and the information residents should have ready when responding.

Notice Section — Description

Notice Date & Deadline: Date the notice was issued and the deadline for the resident to respond.

Current Assignment: The resident's current room and building assignment.

Available Options: Typically: select a new roommate, relocate, or convert to a private room where available.

Response Method: How to respond, generally through the Housing Portal or by contacting the Community Director.

Consequence of No Response: Automatic assignment of a roommate or relocation if the deadline passes without a response.

Residents who receive a consolidation notice and have questions about their options are encouraged to contact their Community Director promptly rather than waiting until close to the deadline, since available options — particularly private room conversions — are limited by space availability and are addressed on a first-response basis.

Appendix Y — Sample Roommate Conflict De-escalation Language

Finding the right words in the middle of a roommate conflict can be difficult. The sample language below, organized by common conflict scenario, is offered as a starting point — not a

script to follow word for word — for residents working through the direct-conversation step described in Chapter 2's Conflict Resolution process.

Scenario — Sample Opening Language

Noise or Sleep Schedule: "I want to make sure we're both getting good sleep — can we figure out a plan for late-night noise?"

Cleanliness: "I think we have different ideas of what 'clean' looks like — can we agree on some basics together?"

Guests: "I'd like a heads-up before guests come over so I can plan around it — does that work for you?"

Borrowing Belongings: "I'd rather you ask before using my things — can we agree on what's okay to share?"

Feeling Unheard: "I don't think we're on the same page, and I want us to actually work this out together."

If a direct conversation using language like the above does not resolve the concern, or if a resident does not feel safe or comfortable having that conversation directly, the next step is RA-facilitated mediation, as described in Chapter 2. There is no expectation that residents resolve serious or safety-related concerns on their own before involving staff.

Appendix Z — Document Revision Notes

This Code is a living document, reviewed and updated periodically by Housing & Residence Life to reflect current policy, facility changes, and community feedback. The revision summary below is intended to help returning residents, staff, and family members understand what has changed from year to year; Housing & Residence Life maintains the complete revision history.

Item — Current Detail

Academic Year: 2026–2027

Residential Communities Covered: Alexander Center East & West, Campbell College Suites North & South, Dixon Hall, Stewart Hall, Transitional Hall, One University Place, McAllister Whiteside, and University Pointe

Core Values Framework: THRIVE — Teamwork, Holistic Growth, Respect & Responsibility, Inclusivity & Innovation, Visionary Leadership, Excellence & Empathy

Companion Documents: Housing & Residence Life Housing Agreement; Facilities & Administrative Charge Schedule

Appendix AA — Housing Policy Violations, Administrative Charges, Damage Assessments, and Cost Recovery Schedule

Purpose and Scope

The Jackson State University Housing & Residence Life Residential Code of Conduct establishes the behavioral, safety, administrative, sanitation, security, facility-use, and community-living expectations applicable to all residents of University housing.

This Code establishes:

- Standards of conduct for residents and their guests;
- Administrative requirements associated with living in University housing;
- Financial assessments associated with policy violations;
- Damage and replacement charges;
- Cleaning and sanitation charges;
- Access control and security charges;
- Emergency response and contractor recovery charges;
- Procedures for assessing responsibility;
- Community damage billing procedures; and
- The relationship between financial assessments and the University's student conduct process.

All residents are responsible for understanding and complying with the Housing Agreement, this Residential Code of Conduct, applicable University policies, and reasonable directives issued by Housing & Residence Life personnel.

Residents are responsible for the conduct of their guests and visitors while those individuals are present in University housing. A resident may be held financially responsible for damage, cleaning, removal, or other costs caused by the resident, the resident's guest, visitor, or any person whom the resident permits to access the assigned residential space.

Nothing in this Code limits the University's ability to address conduct through the applicable student conduct process.

General Conduct and Financial Responsibility

Residents are expected to conduct themselves in a manner that supports a safe, secure, sanitary, respectful, and educational residential environment.

A violation may result in one or more of the following:

- Administrative charge;
- Damage assessment;
- Cleaning or restoration charge;
- Removal fee;

- Replacement cost;
- Contractor or vendor recovery;
- Conduct referral;
- Housing probation;
- Loss or restriction of housing privileges;
- Relocation;
- Housing Agreement termination;
- Removal from University housing; or
- Other action authorized by University policy.

Financial charges and conduct sanctions are separate forms of accountability. A resident may receive both a financial assessment and a conduct referral for the same incident when appropriate.

A financial assessment does not replace a required conduct referral.

A conduct referral does not eliminate the resident's responsibility to reimburse the University for damage, labor, cleaning, replacement, emergency response, or other costs.

Assessment and Billing Standards

Housing & Residence Life may assess charges based on the circumstances of an incident and the extent of responsibility established through available information.

Charges may be assessed:

- Per resident;
- Per guest or responsible party;
- Per room;
- Per bedroom;
- Per suite;
- Per apartment;
- Per item;
- Per occurrence;
- Per day;
- Per hour;
- Per incident;
- Per floor;
- Per wing;
- Per building; or
- Across a residential community.

Where responsibility can be reasonably attributed to a specific resident, the University will generally assess the responsible resident.

Where multiple residents share responsibility, charges may be divided among the responsible residents based upon the circumstances.

Where responsibility for damage to a shared space cannot reasonably be determined, Housing & Residence Life may assess the residents assigned to the affected area collectively, consistent with the Community Damage Billing provisions of this Code.

Basis for Charges

Housing-related charges may include, but are not limited to:

- Labor;
- Maintenance services;
- Materials;
- Replacement parts;
- Replacement equipment;
- Vendor services;
- Contractor services;
- Emergency response;
- Locksmith services;
- Cleaning;
- Sanitization;
- Disposal;
- Transportation;
- Storage;
- Moving;
- Restoration;
- Remediation;
- Equipment rental;
- Security personnel;
- Temporary relocation;
- Administrative processing; and
- Other reasonable costs incurred by the University.

The listed amounts in this Code represent standard assessments unless otherwise stated.

When the actual cost of repair, replacement, labor, remediation, or emergency response exceeds the listed amount, the University may assess the actual cost.

The University may also assess a charge when no standard rate is listed and the University incurs a reasonable expense as a result of a resident's conduct, negligence, violation, or failure to comply with University requirements.

Actual Cost Assessments

"Actual Cost" means the amount reasonably incurred by Jackson State University to repair, replace, clean, restore, remove, secure, transport, store, remediate, or otherwise address an incident.

Actual Cost may include:

- University labor;
- Contractor labor;
- Vendor invoices;
- Materials;
- Replacement equipment;
- Equipment rental;
- Transportation;
- Disposal;
- Emergency service;
- After-hours service;
- Specialized remediation;
- Security response;
- Locksmith response;
- Environmental remediation;
- Temporary relocation; and
- Other directly related expenses.

An Actual Cost assessment may exceed a listed standard charge when the circumstances require additional services.

Minimum Charges

A charge identified as a "minimum" establishes the lowest standard assessment.

The University may assess additional actual costs when the cost of restoration, replacement, labor, emergency response, or other services exceeds the minimum amount.

For example, a biohazard cleanup with a \$200 minimum may result in a higher assessment when specialized remediation or contractor services are required.

Administrative Compliance

Administrative Compliance violations involve failure to follow University Housing & Residence Life procedures, instructions, deadlines, directives, or operational requirements.

Item / Action	Charge	Notes / Assessment Basis
Failure to Present University ID	\$100	Assessed when a resident fails to present valid University identification when reasonably requested by authorized University personnel.

Failure to Comply with University Staff or Official Directive	\$100	Applies to failure to comply with a reasonable directive issued by authorized University personnel. Additional conduct action may apply.
Failure to Attend Mandatory Hall Meeting	\$100	Applies when attendance is required and the resident fails to attend without an approved exception.
Failure to Follow Official Housing Instructions	\$100	Applies to failure to follow written or verbal Housing & Residence Life instructions.
Failure to Report Safety Concern	\$100	Applies when a resident knows or reasonably should know of a safety concern and fails to report it.
Failure to Complete Required Housing Forms	\$100	Applies to required housing documents, forms, acknowledgments, or verification requirements.
Failure to Follow Move-In Procedures	\$100	Applies to failure to follow established move-in procedures or instructions.
Failure to Follow Move-Out Procedures	\$100	Applies to failure to comply with established move-out requirements.
Failure to Complete Checkout	\$100	Applies when the resident fails to complete the required checkout process. Damage and cleaning charges may also apply.
Failure to Maintain Housing Eligibility	Daily Housing Rate	Applies when a resident no longer satisfies housing eligibility requirements.
Failure to Vacate After Loss of Eligibility	Daily Rate + Fees	Applies until the resident vacates as directed. Conduct referral may also apply.
Unauthorized Stay After Assignment Cancellation	\$100/night + Fees	Applies when a resident remains in housing after cancellation or termination of the housing assignment.
Unauthorized Subletting or Transfer of Assignment	\$250 + Conduct Referral	Applies when a resident transfers use or possession of assigned housing without authorization.
Unauthorized Assignment Transfer	\$100	Applies when a resident attempts to transfer an assignment without authorization.

Housing Administration

Item / Action	Charge	Notes / Assessment Basis
Housing Cancellation Prior to Opening	\$400	Standard housing cancellation fee when cancellation occurs before the applicable housing opening date.
Cancellation On or After Housing Opening	Full Financial Responsibility	Resident remains financially responsible under the Housing Agreement, subject to applicable University procedures.
Failure to Check In / No-Show	Actual Housing Charges	Assignment may be cancelled after the applicable 48-hour check-in period.

Abandoned Property Removal	Actual Cost	Includes labor, transportation, handling, disposal, and other costs associated with removing property.
Abandoned Property Storage	Actual Cost	Applies when property is stored rather than immediately disposed of.
Abandoned Property Disposal	Actual Cost	Includes labor, transportation, disposal, hauling, and related costs.
Failure to Return University Property	Replacement Cost + Fees	Applies to furniture, equipment, keys, access credentials, appliances, and other University property.
Failure to Vacate After Housing Agreement Termination	Daily Rate + Fees	Applies until the resident vacates as directed.
Unauthorized Occupancy	\$100/night + Conduct Referral	Applies when an individual occupies University housing without an authorized assignment.
Break Closure Violation / Failure to Vacate	Daily Rate + Fees	Applies when a resident remains in housing during a required closure period without authorization.
Early Arrival / Late Stay	\$100/day	Applies when a resident arrives before or remains after an authorized housing period without approval.
Late Checkout	\$50/hour	Applies for each hour or portion thereof that a resident remains beyond the authorized checkout time.
Improper Checkout	\$200	Applies when a resident fails to follow required checkout procedures. Additional damage or cleaning charges may apply.

Access Control, Keys, Locks, and Credentials

Housing & Residence Life considers residential keys and access credentials to be security instruments.

Residents must safeguard University-issued keys, fobs, cards, chips, and other access credentials.

Keys and access credentials may not be:

- Duplicated;
- Loaned;
- Shared;
- Transferred;
- Altered;
- Modified;
- Given to unauthorized individuals; or

- Used to provide unauthorized access.

Standard Access Charges

Item / Action	Charge	Notes / Assessment Basis
Lockout	\$50	Standard lockout service charge per occurrence.
Repeat Lockout	\$50/occurrence	Applies to each additional lockout. Repeated lockouts may also result in administrative intervention.
Lost Access Card	\$50	Applies to replacement of a lost University residential access card.
Room Key	\$100	Standard replacement charge for a University room key, subject to applicable re-core charges.
Lost Room Key Requiring Re-Core	\$100 + \$170/core + \$170 labor	Applies when a lost key requires re-coring of an affected lock.
Lost Key Requiring Multiple Cores	\$100/key + \$170/core + \$170 labor	Actual number of affected cores will determine total cost.
Room Core Replacement	\$170/core	Standard charge for replacement of a residential lock core.
Room Lock Change Labor	\$170	Based on the established labor assessment for lock-change service.
Lost, Stolen, or Damaged Fob/Door Access Chip	\$300	Includes credential replacement, system reprogramming, and associated security measures.
Failure to Return Temporary Key	Key Cost + Lock Change Fees	Applies when a temporary key is not returned as required.
Damage to Access Control Equipment or Lock	Actual Cost	Includes repair, replacement, labor, programming, and related services.
Emergency Locksmith Response	Actual Cost	Particularly applicable when after-hours or emergency locksmith service is required.
Unauthorized Key Duplication	\$500 + Conduct Referral	Applies to unauthorized duplication of University keys or credentials.
Loaning or Sharing Key/Access Credential	\$250 + Conduct Referral	Applies to sharing a key, fob, card, chip, or other access credential with an unauthorized person.
Unauthorized Building Access / Tailgating	\$250 + Conduct Referral	Applies to permitting or obtaining unauthorized access to a residential facility.
Failure to Secure Room	\$100	Applies when a resident knowingly leaves an assigned space unsecured in violation of housing expectations.

Tampering with Door Lock or Access System	Actual Cost + Conduct Action	Includes repair, replacement, reprogramming, labor, and related costs.
Forced Entry Damage	Actual Cost	Includes door, frame, lock, access system, and related repairs. Conduct action may also apply.
Unauthorized Possession of University Key	Conduct Referral	Additional replacement or security costs may apply.
Unauthorized Access to Restricted Area	\$250 + Conduct Action	Applies to unauthorized entry into restricted areas.
Unauthorized Security Device or Lock Installation	\$250 + Removal Cost	Includes removal, repair, restoration, and associated labor.
Damage to Door Closer	Actual Cost	Includes replacement and labor.
Damage to Door Hinge	Actual Cost	Includes replacement and labor.
Damage to Door Frame	Actual Cost	Includes repair or replacement.
Damage to Electronic Access Reader	Actual Cost	Includes equipment, programming, and labor.
Damage to Card Reader Housing	Actual Cost	Includes replacement and installation.

Lost, Stolen, or Unreturned Keys

A residential key provides access to a University-assigned living space. The loss, theft, or failure to return a key may compromise the security of residents and University property.

When a key is reported lost, stolen, or otherwise unaccounted for, Housing & Residence Life may immediately re-core or otherwise secure the affected lock.

The University is not required to wait for a student to search for or recover the key before taking security measures.

Re-coring may be necessary because simply issuing a replacement key does not invalidate the original key.

Housing & Residence Life may:

- Re-core the affected lock;
- Replace the lock;
- Invalidate the missing credential;
- Issue replacement keys to authorized residents;
- Replace multiple affected cores;
- Charge labor;
- Charge for replacement keys;
- Charge for emergency locksmith services; and

- Assess other reasonable security-related costs.

Shared Residential Spaces

When a lost key affects a shared room, suite, or apartment, Housing & Residence Life may replace the affected lock core and issue replacement keys to all authorized residents.

The resident responsible for the missing key may be responsible for the total reasonable cost necessary to restore security, including:

- Replacement lock core;
- Locksmith labor;
- Replacement key;
- Keys issued to other authorized residents;
- Additional affected cores; and
- Related security services.

This charge is assessed because the security response is necessary as a result of the missing key.

Failure to Report

Residents must report lost, stolen, or unaccounted-for keys immediately.

Failure to promptly report a missing key may result in an additional administrative or conduct referral when the failure creates a security concern.

Unreturned Keys

University keys remain University property.

Keys must be returned when:

- A resident changes rooms;
- A resident changes housing assignments;
- A resident checks out;
- The Housing Agreement is cancelled or terminated;
- The resident withdraws or separates from the University;
- The academic term ends; or
- Housing & Residence Life otherwise requires return.

Failure to return a key may result in lock re-coring and associated charges.

Conduct and Community Standards

Item / Action	Charge	Notes / Assessment Basis
----------------------	---------------	---------------------------------

Disruptive Behavior	\$100	Applies to conduct that substantially interferes with residential community operations or another resident's ability to live or study.
Unsafe or Disruptive Pranks / Horseplay	\$100	Applies to conduct creating safety risks, property damage, or disruption.
Throwing Objects from Window	\$150 + Conduct Action	Includes conduct referral because of safety and property risks.
Noise Violation	\$100/offense	Applies per documented offense. Repeated violations may result in additional conduct action.
Visitation Violation	\$250 + Failure to Comply	Applies when visitation rules are violated.
Unauthorized Guest / Overnight Stay	\$100	Conduct action may also apply.
Unauthorized Occupancy	\$100/night + Conduct Referral	Applies when an unauthorized individual resides or stays in assigned housing.
Unauthorized Room Change	\$100/resident	Applies when a resident changes rooms without authorization.
Smoking / Vaping Violation	\$350	Applies to prohibited smoking or vaping within University housing. Additional damage charges may apply.
Alcoholic Beverages in Housing Facility	\$200	Applies where prohibited by University policy. Conduct action may also apply.
Possession of Alcohol Containers	\$100	Applies to prohibited containers or related evidence of violation.
Illegal Drugs	Conduct Referral	Additional actual costs may apply when property, cleanup, or emergency services are required.
Firearms / Weapons Possession	Conduct Referral	Handled through applicable University conduct and safety procedures.
Unauthorized Pets	\$300/pet	Removal, cleaning, pest treatment, or damage costs may be added.
Candles / Open Flames	\$100/item	Applies to prohibited candles, flames, or similar items.
Fireworks Possession	Conduct Referral	Additional costs may apply when damage or emergency response occurs.
Unauthorized Prohibited Item	\$100/item + \$75 Removal Fee	Applies to prohibited items presenting safety, health, or operational concerns.
Drones on Residential Property	\$250 + Conduct Action	Applies to unauthorized drone use on residential property.
Sports/Recreational Activities in Hallways	\$100 + Conduct Action	Applies to activities that create safety risks or disrupt residential operations.
Skating, Scooters, Hoverboards, or Similar Devices Indoors	\$100	Removal charges may also apply.

Unauthorized Filming or Recording	Conduct Referral	Additional action may apply based on privacy, safety, or conduct concerns.
Public Indecency	Conduct Referral	Includes public nudity, indecent exposure, or similar conduct.
Harassment or Intimidation in Housing	Conduct Referral	Financial assessments may apply for resulting damage or emergency response.

Visitation

Visitation privileges are subject to the current Housing & Residence Life visitation policy.

Housing & Residence Life may suspend or restrict visitation when necessary to protect resident safety, address operational concerns, respond to emergencies, or maintain community standards.

When visitation is suspended, no guests or visitors are permitted in the affected residential area unless specifically authorized.

Item / Action	Charge	Notes / Assessment Basis
Guest Outside Approved Visitation Hours	\$250 + Failure to Comply	Applies when a guest is present outside authorized visitation hours.
Unauthorized Overnight Guest	\$100 + Conduct Action	Applies when a guest remains overnight without authorization.
Guest During Suspended Visitation Period	\$250 + Conduct Referral	Applies when visitation is suspended and an unauthorized guest is permitted to enter or remain.
Failure to Comply with Guest Removal Directive	\$100 + Conduct Referral	Applies when a resident fails to remove a guest when directed by authorized staff.
Repeated Visitation Violation	\$250 + Conduct Action	Applies as an escalation for repeated violations.
Unauthorized Guest Access to Restricted Area	\$250 + Conduct Action	Applies when a resident permits a guest to enter a restricted area.

Life Safety and Emergency

Item / Action	Charge	Notes / Assessment Basis
Improper Use of Alarmed Exit Door	\$500 + Fees	Includes damage, emergency response, or repair costs.
Propping or Misuse of Emergency Exit Door	\$500 + Fees	Includes security and life-safety response.
Failure to Evacuate During Drill or Alarm	\$100 + Fees	Additional emergency response costs may apply.

False Fire Alarm Activation	\$100 + Fees	Additional fire department, contractor, repair, or emergency response costs may apply.
Covering Smoke Detector	\$500 + Fees	Additional equipment replacement and emergency response costs may apply.
Tampering with Fire/Life Safety Equipment	\$500 + Fees	Includes equipment repair or replacement.
Tampering with Sprinkler System	Minimum \$1,000 + Fees	Additional water damage, restoration, and emergency response costs may apply.
Failure to Report Fire or Safety Hazard	\$100 + Fees	Additional costs may apply when delayed reporting causes damage or emergency response.
Propped Room or Exterior Door	\$150 + Fees	May be divided among residents when individual responsibility cannot be established.
Fire Extinguisher Discharge	Actual Cost	Includes recharge, replacement, emergency response, and related costs.
Fire Alarm Pull Station Damage	Actual Cost	Includes replacement, repair, labor, and testing.
Smoke Detector Replacement	\$150	Standard replacement assessment.
Smoke Detector Battery Replacement	Actual Cost	Applies when replacement is necessary due to resident-caused damage or tampering.
Sprinkler Head Replacement	Actual Cost	Additional conduct charge may apply.
Sprinkler Discharge Caused by Resident	Actual Cost	Includes water extraction, drying, restoration, replacement, and related costs.
Emergency Lighting Damage	Actual Cost	Includes replacement and labor.
Exit Signage Damage	Actual Cost	Includes replacement and labor.
Fire Alarm Panel Tampering	Actual Cost + Conduct Action	Includes technical service and restoration.

Cleaning and Sanitation

Residents are expected to maintain assigned spaces and shared areas in a clean, sanitary, and reasonably habitable condition.

Item / Action	Charge	Notes / Assessment Basis
Unsanitary / Unclean Room	\$200	Applies when conditions require extraordinary cleaning beyond normal housekeeping.
Excessive Cleaning	\$300	Applies to substantial cleaning beyond ordinary turnover cleaning.
Kitchen Excessive Cleaning	\$250	Applies to excessive kitchen cleaning.
Bathroom Excessive Cleaning	\$250	Applies to excessive bathroom cleaning.
Improper Trash Disposal / Dumping	\$150	Includes labor and cleanup.
Excessive Trash Removal	\$250	Applies to substantial quantities of resident-generated trash.
Trash in Hallway/Common Area	\$100	Applies when staff must remove resident trash.
Improper Bulk Trash Disposal	\$150 + Actual Cost	Applies to furniture, mattresses, appliances, or other bulk materials.
Furniture/Trash Removal	\$150 + Actual Cost	Includes handling, hauling, disposal, and related costs.
Mattress Removal	Actual Cost	Includes transportation and disposal.
Personal Items Left in Common Areas	\$100/resident	Additional removal or disposal costs may apply.
Excessive Room Restoration	Actual Cost	Applies when standard cleaning is insufficient.
Biohazard Cleaning – Initial Response	\$200 minimum	Actual specialized remediation costs may exceed the minimum.
Human/Biohazard Remediation	Actual Cost	Includes specialized contractor services.
Bodily Waste Cleanup	Actual Cost	Includes custodial or specialized remediation.
Odor Removal / Ozone Treatment	\$500	Additional remediation may be assessed when necessary.
Resident-Caused Pest Control	\$500	Actual contractor costs may be added when applicable.
Bed Bug Treatment Due to Resident Failure to Comply	Actual Cost	Applies when treatment is required due to resident noncompliance.
Failure to Comply with Pest Treatment	\$250 + Actual Cost	Includes additional treatment costs resulting from noncompliance.
Failure to Disclose Known Infestation	\$500 + Actual Cost	Applies when failure to disclose contributes to spread or additional treatment.
Contaminated Furniture Disposal	Actual Cost	Applies when furniture cannot be safely restored.
Grease/Oil Disposal Damage	Actual Cost	Includes plumbing, cleaning, restoration, and contractor costs.

Bedroom and Furniture

Item / Action	Charge	Notes / Assessment Basis
----------------------	---------------	---------------------------------

Replace Full Bed Frame	\$220	Replacement cost for resident-caused damage or loss.
Replace Full Adjustable Bed Frame	\$300	Replacement cost.
Replace Twin Mattress	\$186	Replacement cost.
Replace Twin Bed Frame	\$280	Replacement cost.
Replace Full Mattress	\$272	Replacement cost.
Replace Nightstand	\$160	Replacement cost.
Replace Closet Shelf	\$42.50	Per shelf.
Replace Desk Chair with Wheels	\$208	Replacement cost.
Replace Desk Chair without Wheels	\$160	Replacement cost.
Replace Desk	\$400	Replacement cost.
Replace Two-Drawer Chest	\$325	Replacement cost.
Replace Three-Drawer Chest	\$504	Replacement cost.
Replace Desk Drawer	\$90	Per drawer.
Replace Laminate on Desk	\$180	Applies when refinishing/re-lamination is required.
Bedroom Door Damage	Actual Cost	Includes repair or replacement.
Closet Door Damage	Actual Cost	Includes repair or replacement.
Closet Rod Damage	Actual Cost	Includes materials and labor.
Closet Hardware Damage	Actual Cost	Includes handles, hinges, brackets, and related hardware.
Furniture Hardware Damage	Actual Cost	Includes hinges, handles, slides, brackets, and related hardware.
Unauthorized Furniture Modification	Actual Cost	Includes restoration or replacement.
Furniture Removal/Disposal	Actual Cost	Includes labor, hauling, and disposal.

Bathroom

Item / Action	Charge	Notes / Assessment Basis
Replace Shower Curtain	\$25	Replacement cost.
Replace Toilet Seat	\$90	Replacement cost.
Replace Shower Head	\$75	Replacement cost.
Replace Towel Bar	\$75	Replacement cost.
Replace Fixtures	Varies	Based on actual replacement and labor cost.
Excessive Bathroom Cleaning	\$100 minimum	May be superseded by the \$250 excessive bathroom cleaning charge when conditions meet that standard.
Bathtub Holes	\$340	Standard repair assessment.

Bathroom Door Damage	Actual Cost	Includes repair or replacement.
Sink Damage	Actual Cost	Includes repair or replacement.
Faucet Damage	Actual Cost	Includes replacement and labor.
Vanity/Countertop Damage	Actual Cost	Includes repair or replacement.
Cabinet/Shelving Damage	Actual Cost	Includes repair or replacement.
Toilet Damage	Actual Cost	Includes repair or replacement.
Clogged Toilet Due to Improper Disposal	Actual Cost	Includes plumbing labor and related costs.
Shower/Tub Fixture Damage	Actual Cost	Includes repair or replacement.
Unauthorized Bathroom Fixture Modification	Actual Cost	Includes restoration.

Flooring

Item / Action	Charge	Notes / Assessment Basis
Reseal Floor	\$629.75	Standard restoration assessment.
Remove Stain/Scuff	\$85	Applies to standard stain/scuff restoration.
Replace Flooring	\$650.20	Standard replacement assessment where applicable; actual cost may apply depending on material.
Carpet Cleaning – Standard Room	\$250	Standard room cleaning.
Carpet Deep Extraction/Shampoo	\$400	Applies when standard cleaning is insufficient.
Carpet Stain Removal	\$150/stain area	Applies per affected stain area.
Biohazard Carpet Cleaning	Actual Cost, \$250 minimum	Specialized remediation may exceed the minimum.
Laminate/Vinyl Floor Cleaning	\$125/room	Applies to resident-caused excessive cleaning.
Excessive Laminate Floor Restoration	\$150–\$250/room	Applies to restoration beyond standard cleaning.
Wax Removal/Adhesive Damage	Actual Cost	Includes labor and materials.
Replace Tile	\$42.50/S.F.	Applies to resident-caused tile damage.
Floor Replacement	Actual Cost + Labor	Applies when flooring must be replaced due to resident-caused damage.
Carpet Replacement	Actual Cost	Applies when carpet cannot reasonably be restored.

Flooring Damage from Furniture Misuse	Actual Cost	Includes repair or replacement.
Flooring Damage from Unauthorized Adhesive	Actual Cost	Includes removal, restoration, and replacement.
Floor Damage from Burns/Scorching	Actual Cost	Includes repair or replacement.
Excessive Floor Restoration	Actual Cost	Applies when restoration exceeds standard cleaning.

Walls and Ceilings

Item / Action	Charge	Notes / Assessment Basis
Replace Baseboard	\$73.10	Replacement cost.
Thumbtack Damage – Six or More	\$11/each	Applies to multiple thumbtack holes.
Thumbtack to Quarter Size	\$32	Standard repair assessment.
Command Strip/Hook/Paint Peel	\$31.80	Standard repair assessment.
Damage Larger Than Quarter Size	\$122	Standard repair assessment.
Damage Larger Than Basketball Size	\$214	Standard repair assessment.
Paint One Wall	\$245/wall	Applies when full-wall painting is required.
Paint Entire Room or Ceiling	\$980	Applies when extensive painting is required.
Paint Entire Bathroom	\$980	Applies when full bathroom painting is required.
Paint Entire Kitchen Area	\$980	Applies when full kitchen-area painting is required.
Paint Entire Common Space/Living Room	\$980	Applies when full-area painting is required.
Ceiling Damage	Actual Cost	Includes repair and replacement.
Ceiling Tile Replacement	Actual Cost	Includes material and labor.
Ceiling Grid Damage	Actual Cost	Includes replacement and labor.
Unauthorized Ceiling Attachment	Actual Cost	Includes restoration.
Damage from Unauthorized Wall Mounting	Actual Cost	Includes patching, painting, and restoration.
Unauthorized Painting	Actual Cost	Includes restoration and repainting.
Unauthorized Wall Modification	Actual Cost	Includes repair and restoration.

Living and Dining Areas

Item / Action	Charge	Notes / Assessment Basis
Replace Fire-Rated Entrance Door	\$600	Replacement cost; additional labor may apply.
Refinish Door	\$100	Standard refinishing assessment.
Replace Lockset	\$425	Replacement cost.
Replace Peephole	\$50	Replacement cost.
Replace Number Sign	\$60	Replacement cost.
Replace Door Stopper	\$50	Replacement cost.
Replace Dining Table	\$250	Replacement cost.
Replace Dining Chair	\$100/each	Replacement cost per chair.
Replace Couch	\$684	Replacement cost.
Replace Sectional Armless Chair	\$425	Replacement cost.
Replace Sectional Corner Chair	\$575	Replacement cost.
Replace Sectional Side Arm Table	\$305	Replacement cost.
Replace Arm Chair/Single Seater Sofa	\$515	Replacement cost.
Replace Coffee Table	\$172	Replacement cost.
Replace Side Table	\$155	Replacement cost.
Damage to Common-Area Furniture	Actual Cost	Includes repair or replacement.
Unauthorized Furniture Relocation	\$100/item + Labor	Applies when staff must return furniture to its original location.
Damage to Lounge Furniture	Actual Cost	Includes repair or replacement.
Damage to Study-Room Furniture	Actual Cost	Includes repair or replacement.
Damage to Community Signage	Actual Cost	Includes replacement and installation.
Damage to Bulletin Board/Display Case	Actual Cost	Includes repair or replacement.
Unauthorized Removal of Common-Area Furniture	\$150/item + Actual Cost	Includes removal, replacement, and related costs.
Unauthorized Removal of Community Equipment	\$150/item + Actual Cost	Applies to University-owned community equipment.
Damage to Recreation Equipment	Actual Cost	Includes repair or replacement.
Damage to Fitness Equipment	Actual Cost	Includes repair or replacement.

Kitchen

Item / Action	Charge	Notes / Assessment Basis
Replace Refrigerator	\$875	Replacement cost.
Replace Microwave Unit	\$425	Replacement cost.
Replace Microwave Plate	\$20	Replacement cost.
Excessive Kitchen Cleaning	\$105 minimum	Actual cleaning costs may exceed the minimum.
Replace Oven Rack	\$37	Replacement cost.

Damaged Refrigerator Shelf	Actual Cost	Includes replacement.
Damaged Refrigerator Drawer	Actual Cost	Includes replacement.
Damaged Refrigerator Door/Handle	Actual Cost	Includes repair or replacement.
Damaged Microwave Housing	Actual Cost	Includes repair or replacement.
Damaged Stove/Oven Component	Actual Cost	Includes repair or replacement.
Damaged Oven/Stove Knob	Actual Cost	Includes replacement.
Damaged Cabinet Door	Actual Cost	Includes repair or replacement.
Damaged Cabinet Shelf	Actual Cost	Includes repair or replacement.
Countertop Damage	Actual Cost	Includes repair or replacement.
Sink/Faucet Damage	Actual Cost	Includes repair or replacement.
Unauthorized Appliance Installation	\$100 + Removal	Additional restoration costs may apply.

Windows and Balconies

Item / Action	Charge	Notes / Assessment Basis
Broken Window	Actual Cost	Includes glass, labor, framing, and emergency securing.
Window Glass Pane	Varies	Based on actual replacement cost.
Damaged Window Screen	Actual Cost	Includes replacement and installation.
Removed Window Screen	Actual Cost	Includes replacement and installation.
Damaged Window Lock	Actual Cost	Includes replacement and labor.
Unauthorized Window Entry/Exit	\$250 + Conduct Referral	Safety violation.
Unauthorized Balcony Access	\$250 + Conduct Referral	Safety violation.
Balcony Damage	Actual Cost	Includes repair or replacement.
Unauthorized Balcony Furniture/Items	\$100 + Removal Cost	Includes removal and restoration.

Miscellaneous Facilities and Equipment

Item / Action	Charge	Notes / Assessment Basis
Handrail Repair	\$420.55	Standard repair assessment; may be replaced by actual cost for extensive damage.
Ceiling Fan Misuse Repair	\$292.50	Applies to resident-caused damage or misuse.
Replace Plastic Lens	\$91.50	Replacement cost.
Replace Fluorescent Lamp	\$37	Replacement cost.
Replace Vanity Plastic Case	\$43	Replacement cost.
Replace Light Bulb	\$19	Applies to resident-caused loss or damage.
Replace Switch	\$37	Replacement cost.

Replace Mirror	\$122	Replacement cost.
Replace Ethernet Jack	\$74	Standard replacement assessment.
Replace Electrical Receptacle	\$74	Standard replacement assessment.
Replace Smoke Detector	\$150	Moved to Life Safety for policy organization.
Replace Fire Extinguisher	\$176.75	Applies to resident-caused loss, discharge, or damage.
Remove Sticker/Tape	\$61	Includes labor and restoration.
Replace Blinds	\$150	Replacement cost.
Replace Weather Strip	\$140	Replacement cost.
Replace Rolling Shade	\$74	Replacement cost.
Replace Sliding Shade	\$122	Replacement cost.
Replace Lounge Sofa	\$400	Replacement cost.
Replace Lounge Chair	\$400	Replacement cost where applicable.
Replace Lounge Coffee Table	\$165	Replacement cost.
Replace Lounge Table	\$206	Replacement cost.
Replace Lounge Chair	\$106	Replacement cost for applicable chair type.

Common Areas, Elevators, and Community Facilities

Item / Action	Charge	Notes / Assessment Basis
Damage to Common-Area Doors	Actual Cost	Includes repair or replacement.
Damage to Common-Area Windows/Glass	Actual Cost	Includes replacement and emergency securing.
Damage to Elevator	Actual Cost	Includes service, repair, replacement, and inspection.
Elevator Misuse Requiring Service	Actual Cost	Conduct action may also apply.
Damage to Elevator Interior	Actual Cost	Includes repair and restoration.
Damage to Handrail	Actual Cost	Includes repair or replacement.
Damage to Vending Machine	Actual Cost + Conduct Referral	Includes vendor repair and related costs.
Unauthorized Removal of Vending Machine	Actual Cost	Includes repair, relocation, and restoration.
Damage to Community Equipment	Actual Cost	Includes replacement or repair.
Unauthorized Removal of Community Equipment	\$150/item + Actual Cost	Includes replacement and recovery.
Damage to Lounge Furniture	Actual Cost	Includes repair or replacement.
Damage to Study-Room Furniture	Actual Cost	Includes repair or replacement.
Damage to Community Signage	Actual Cost	Includes replacement and installation.

Unauthorized Relocation of Furniture	\$100/item + Labor	Applies when staff must relocate furniture.
---	--------------------	---

Technology and Network

Item / Action	Charge	Notes / Assessment Basis
Tampering with Wi-Fi/Network Equipment	Actual Cost + Conduct Referral	Includes technical labor, replacement equipment, and restoration.
Unauthorized Router/Network Device	\$100 + Removal	Applies to unauthorized network equipment.
Tampering with Security Cameras	\$500 + Conduct Referral + Actual Cost	Conduct charge and restitution may both apply.
Damage to Cable/Data Port Ethernet/Data Jack Damage	Actual Cost \$74	Includes repair and replacement. Standard replacement assessment when applicable.
Network Port Damage	Actual Cost	Includes repair and technical labor.
Unauthorized Surveillance Device	Conduct Referral + Removal	Device removal costs may be added.
Unauthorized Surveillance Equipment	Conduct Referral + Removal	Applies to unauthorized recording or surveillance equipment.

Health and Safety

Item / Action	Charge	Notes / Assessment Basis
Excessive Mold/Mildew Due to Negligence	Actual Cost	Applies when resident conduct or negligence causes or materially contributes to remediation.
Failure to Maintain Safe Living Conditions	\$150	Applies to unsafe conditions within assigned space.
Hoarding Conditions	Actual Cost	Includes cleaning, removal, remediation, pest control, and related costs.
Infestation Due to Resident Negligence	Actual Cost	Includes treatment and remediation.
Blocking Egress or Exits	\$100	Additional removal costs may apply.
Egress Obstruction Removal	\$100 + Removal Cost	Applies when staff must remove obstructing property.
Unsafe Electrical Usage / Overloaded Circuits	\$150	Applies to unsafe electrical practices.
Unauthorized Extension Cords/Multi-Plug Devices	\$100	Applies to prohibited or unsafe devices.
Unauthorized Electrical Modification	Actual Cost + Conduct Action	Includes repair and inspection.
Electrical Outlet Damage	Actual Cost	Includes repair or replacement.
Electrical Circuit Damage	Actual Cost	Includes repair and technical services.
Cooking Policy Violation	\$100	Applies to prohibited cooking practices.

Leaving Cooking Unattended	\$250	Applies to unattended cooking creating a safety risk.
Failure to Remove Prohibited Appliance	\$100/day	Removal costs may also apply.
Unauthorized Appliance Removal	\$100/day + Removal	Applies until the item is removed as directed.
Tampering with Thermostat/HVAC Controls	\$150 + Damages	Actual repair costs may be added.
HVAC Filter Replacement Due to Misuse	Actual Cost	Applies when replacement is required due to resident misuse.
Unauthorized Air Conditioner/Heating Unit	\$150 + Removal	Applies to unauthorized units.
Flooding Caused by Resident	Actual Cost	Includes extraction, drying, restoration, and repair.
Water Damage Caused by Negligence	Actual Cost	Includes restoration and replacement.
Clogged Plumbing Due to Improper Disposal	Actual Cost	Includes plumbing labor and repair.
Drain Damage from Improper Disposal	Actual Cost	Includes repair and restoration.
Unauthorized Lithium-Ion Device Storage/Charging	\$150 + \$100 Removal	Applies to prohibited storage or charging.
Damage Caused by Lithium-Ion Device	Actual Cost	Includes emergency response, fire restoration, and replacement.
Failure to Comply with Health/Safety Inspection	\$100	Additional costs may apply if noncompliance requires repeated inspections or services.

Health, Safety, and Facilities

Item / Action	Charge	Notes / Assessment Basis
Sports/Recreational Activities in Hallways	\$100 + Conduct Action	Applies to activities creating safety or property risks.
Skating, Scooters, Hoverboards, or Similar Devices Indoors	\$100	Removal charges may apply.
Misuse of Laundry Facilities	\$100 + Damages	Applies to improper use of laundry equipment or facilities.
Laundry Left Unattended	\$100	Applies when unattended laundry interferes with operations or creates a documented issue.

Improper Use of Communal Bathrooms	\$100 + Cleaning/Sanitization/Damage Costs	Applies to misuse, vandalism, or unsanitary conduct.
Tampering with Vending Machines	Actual Cost + Conduct Referral	Includes vendor repair or replacement.
Unauthorized Removal of Common-Area Furniture	\$150/item	Actual replacement or restoration costs may also apply.
Emergency Custodial Response	Actual Cost	Applies when emergency custodial services are required because of resident conduct.
Flooding Caused by Negligence	Actual Cost	Includes water extraction and restoration.
Clogged Plumbing Due to Improper Disposal	Actual Cost	Includes emergency plumbing services.
Damages During Move-In/Move-Out	Actual Cost	Applies to resident- caused damage occurring during move-in or move- out.
Unauthorized Storage/Charging of Motorized Devices or Lithium-Ion Equipment	\$150 + \$100 Removal	Includes required removal.
Damage Caused by Motorized/Lithium-Ion Device	Actual Cost	Includes repair, replacement, and emergency response.

Laundry

Item / Action	Charge	Notes / Assessment Basis
Damage to Washer	Actual Cost	Includes repair, parts, labor, or replacement.
Damage to Dryer	Actual Cost	Includes repair, parts, labor, or replacement.
Damage to Laundry Room Fixtures	Actual Cost	Includes repair or replacement.
Tampering with Laundry Equipment	Actual Cost + Conduct Referral	Includes repair and vendor costs.
Lost/Damaged Laundry Room Key or Access Credential	Applicable Key/Fob Fee	Assessed according to the applicable access credential schedule.
Laundry Left Unattended	\$100	Applies when conduct violates posted laundry-use expectations.
Removing Others Items from Washer and/or Dryer	\$200/offense	

Move-In and Move-Out

Item / Action	Charge	Notes / Assessment Basis
Damage During Move-In	Actual Cost	Resident responsible for damage caused during move-in activities.
Damage During Move-Out	Actual Cost	Resident responsible for damage caused during move-out.
Failure to Remove Personal Property	\$150 + Actual Cost	Includes removal, hauling, disposal, and storage where applicable.
Failure to Return Furniture to Original Configuration	\$100 + Labor	Applies when staff must restore furniture placement.
Unauthorized Furniture Relocation	\$100/item + Labor	Applies when resident moves University furniture without authorization.
Room Requiring Extraordinary Restoration	Actual Cost	Applies when ordinary turnover cleaning is insufficient.
Failure to Complete Checkout	\$100	Damage and cleaning charges may be added.

Common-Area and Community Damage

When damage occurs in a common area and individual responsibility can be established, the responsible resident or residents may be charged.

When responsibility cannot be established after reasonable review, Housing & Residence Life may assess community damage charges to residents assigned to the affected area.

Community charges may apply to:

- Hallways;
- Lounges;
- Study rooms;
- Community bathrooms;
- Kitchens;
- Laundry rooms;
- Elevators;
- Stairwells;
- Exterior areas;
- Common-area furniture;
- Community equipment;
- Doors;
- Windows;
- Security equipment;
- Life-safety equipment;
- Technology infrastructure; and
- Other shared University property.

Community billing does not eliminate the University's ability to continue investigating an incident and assign responsibility if additional information becomes available.

Community Damage Assessment

When responsibility for damage or vandalism cannot be reasonably determined, charges may be distributed among residents of the affected:

- Room;
- Suite;
- Apartment;
- Floor;
- Wing;
- Building; or
- Residential community.

The amount assessed may be divided equally or assigned based upon the available evidence and the area of responsibility.

Community damage assessments may include:

- Repair;
- Replacement;
- Cleaning;
- Labor;
- Contractor response;
- Security response;
- Emergency services;
- Life-safety equipment;
- Common-area furniture;
- Technology infrastructure;
- Access control equipment; and
- Other costs reasonably associated with restoring the affected area.

Visitation During a Suspended Visitation Period

Housing & Residence Life may suspend visitation in a residential community, building, floor, room, or other designated area when necessary.

When visitation is suspended:

- Residents may not permit guests to enter unless specifically authorized;
- Residents may not circumvent the suspension by using alternate entrances;
- Residents may not allow guests to remain in the building after being directed to remove them;
- Guests may be required to leave immediately; and

- Violations may result in financial charges and conduct action.

A violation occurring during a suspended visitation period may be treated as an aggravated violation because the resident knowingly disregarded a heightened safety or operational restriction.

Removal Fee Standard

A minimum Removal Fee of **\$75 per item or incident** may be assessed when Housing & Residence Life personnel must remove, relocate, transport, secure, store, dispose of, or otherwise handle resident property or prohibited items because of a policy violation.

The Removal Fee may apply to:

- Prohibited appliances;
- Candles or open flames;
- Unauthorized motorized devices;
- Hoverboards;
- Scooters;
- Unauthorized furniture;
- Personal property left in common areas;
- Trash;
- Bulk items;
- Abandoned property;
- Items creating fire or safety hazards;
- Items requiring secure storage; and
- Other property requiring staff intervention.

The \$75 Removal Fee may be assessed in addition to:

- Policy violation charges;
- Damage charges;
- Storage costs;
- Disposal costs;
- Contractor charges;
- Emergency response;
- Cleaning costs; or
- Other applicable fees.

Additional costs may be assessed when removal requires:

- Multiple staff members;
- Extended labor;
- After-hours response;
- Emergency response;
- Facilities assistance;

- Custodial assistance;
- Locksmith assistance;
- Security personnel;
- Specialized transportation;
- Hazardous-material handling;
- Biohazard handling;
- Contractor services; or
- Special disposal.

Contractor and Emergency Cost Recovery

Item / Action	Charge	Notes / Assessment Basis
Emergency Vendor/Contractor Response	Actual Cost	Applies to resident-caused incidents requiring outside vendor response.
After-Hours Emergency Labor	Actual Cost	Includes overtime or emergency labor rates.
Restoration and Remediation Services	Actual Cost	Includes specialized restoration services.
Flood Remediation/Water Extraction	Actual Cost	Includes extraction, drying, restoration, and equipment.
Drying Equipment/Dehumidification	Actual Cost	Includes rental and operation.
Emergency Locksmith Response	Actual Cost	Includes emergency lock services.
Security/Emergency Personnel Standby	Actual Cost	Applies when security personnel are required because of resident conduct.
Emergency Building Shutdown Response	Actual Cost	Applies when resident conduct requires temporary shutdown or stabilization.
Hazardous/Biohazard Cleanup	Actual Cost	Includes specialized remediation.
Structural Assessment/Emergency Inspection	Actual Cost	Applies when professional inspection is required.
Temporary Resident Relocation	Actual Cost	Includes relocation, temporary accommodations, transportation, and related expenses when applicable.
Emergency Board-Up/Securing Services	Actual Cost	Applies when a building or room must be secured after damage.
Specialized Remediation	Actual Cost	Catch-all for specialized services not otherwise listed.
Transportation of Damaged/Abandoned Property	Actual Cost	Includes hauling and transportation.
Disposal of Damaged/Abandoned Property	Actual Cost	Includes disposal and related fees.
Emergency Cleanup	Actual Cost	Applies to emergency custodial response.

Emergency Environmental Remediation	Actual Cost	Applies to hazardous environmental conditions.
--	--------------------	---

Damage to University Property

Residents are responsible for University property assigned to or located within their residential space.

Damage resulting from misuse, negligence, vandalism, unauthorized modification, intentional conduct, or failure to follow University instructions may result in an assessment.

Examples include:

- Furniture;
- Doors;
- Locks;
- Windows;
- Flooring;
- Walls;
- Ceilings;
- Bathroom fixtures;
- Kitchen equipment;
- Appliances;
- Electrical equipment;
- HVAC systems;
- Technology;
- Network equipment;
- Fire-safety equipment;
- Community furniture;
- Laundry equipment;
- Elevators;
- Signage;
- Blinds;
- Shades;
- Mirrors;
- Fixtures; and
- Other University property.

Normal wear and tear is not considered resident-caused damage.

The University may consider the age, condition, useful life, and reparability of an item when determining the appropriate assessment.

Replacement of Damaged Property

When an item cannot reasonably be repaired or restored, Housing & Residence Life may charge the cost of replacement.

Replacement charges may include:

- New equipment;
- Materials;
- Labor;
- Delivery;
- Installation;
- Removal;
- Disposal;
- Programming;
- Testing; and
- Other reasonable replacement-related expenses.

The University reserves the right to use actual replacement cost when a listed standard charge is insufficient to restore the facility or property.

Responsibility for Guests

Residents are responsible for ensuring that their guests comply with University housing policies.

A resident may be held financially responsible for:

- Damage caused by a guest;
- Cleaning caused by a guest;
- Unauthorized access by a guest;
- Guest-related conduct violations;
- Guest removal;
- Guest-related emergency response; and
- Other reasonable costs resulting from the guest's conduct.

A resident may not avoid responsibility by claiming that the damage or violation was committed by a guest if the resident permitted the guest to enter or remain in University housing.

Repeated Violations and Escalation

Repeated violations may result in progressive action.

Depending on the nature, severity, frequency, and circumstances of the violations, Housing & Residence Life may impose:

- Additional administrative charges;
- Increased financial assessments;
- Conduct referral;

- Mandatory meetings;
- Educational requirements;
- Housing probation;
- Loss of visitation privileges;
- Restriction of housing privileges;
- Mandatory relocation;
- Housing Agreement termination;
- Removal from University housing; or
- Referral to another University office.

Severe violations may result in immediate escalation without requiring prior violations.

Conduct Referral and Financial Charges

Financial charges and student conduct action are independent forms of accountability.

A resident may be assessed:

1. A policy violation charge;
2. A damage or replacement charge;
3. A cleaning or removal charge;
4. Actual contractor or emergency costs; and
5. A conduct referral.

The University may pursue all applicable remedies when a single incident creates multiple financial, safety, operational, or conduct concerns.

For example, a resident who tampers with a sprinkler system may receive a conduct referral, a minimum conduct-related charge, and separate actual costs associated with water extraction, drying, structural inspection, equipment replacement, and restoration.

Student Account Billing

Approved charges will be posted to the student's University account.

Charges are subject to applicable University billing, payment, collection, and financial procedures.

Failure to satisfy an assessed balance may result in consequences authorized by University policy, including applicable account restrictions or collection procedures.

Residents should review their student account and retain documentation relating to housing charges.

Assessment Documentation

When appropriate, Housing & Residence Life may document an assessment using:

- Incident reports;
- Photographs;
- Inspection reports;
- Room condition reports;
- Maintenance requests;
- Work orders;
- Staff observations;
- Witness statements;
- Vendor invoices;
- Contractor invoices;
- Inventory records;
- Key records;
- Access-control records;
- Checkout records;
- Housing assignment records;
- Email or written communication;
- Other relevant documentation.

The University may use available documentation to determine responsibility and calculate an appropriate charge.

Charge Disputes and Review

A resident who believes a charge was assessed incorrectly may use the applicable University review, appeal, or dispute process.

A dispute should identify:

- The charge being disputed;
- The reason the resident believes the charge is incorrect;
- Relevant documentation;
- Relevant dates;
- Any information identifying another responsible party; and
- Any other information that may assist in reviewing the assessment.

Submitting a dispute does not automatically eliminate or suspend the charge unless authorized under applicable University procedures.

Updates to the Charge Schedule

The University reserves the right to modify this Residential Code of Conduct and its associated charge schedule.

Charges may be reviewed and adjusted based upon:

- Inflation;
- Vendor pricing;
- Material costs;
- Labor rates;
- Contractor rates;
- Equipment replacement costs;
- Changes in technology;
- Safety requirements;
- Facility conditions;
- Emergency response requirements;
- University policies;
- Housing Agreement revisions; or
- Operational needs.

When a specific charge is not listed, Housing & Residence Life may assess the actual reasonable cost associated with the incident.

Non-Exhaustive Schedule

This charge schedule is intended to provide residents with transparency regarding common housing-related charges.

The absence of a specific item from this schedule does not prevent Jackson State University from holding a resident financially responsible for actual costs resulting from resident conduct, negligence, misuse, vandalism, unauthorized activity, policy violations, or failure to follow University requirements.

Housing & Residence Life may assess reasonable costs necessary to restore a residential space, building, system, or community to the condition required for safe and continued occupancy.

Resident Acknowledgment

By accepting a University Housing Agreement and occupying University housing, the resident acknowledges responsibility for:

- Reading and understanding the Residential Code of Conduct;
- Following Housing & Residence Life policies;
- Following reasonable instructions issued by authorized University personnel;
- Maintaining the assigned residential space;
- Protecting University property;
- Safeguarding keys and access credentials;
- Reporting safety and security concerns;
- Reporting lost or stolen keys immediately;
- Following move-in and move-out procedures;

- Ensuring guests comply with University requirements;
- Paying applicable charges resulting from resident or guest conduct; and
- Accepting responsibility for reasonable costs resulting from violations, damage, negligence, or misuse.

Residents are encouraged to review the complete Housing Agreement, Residential Code of Conduct, applicable University policies, and all required housing documents before occupying University housing.

Comprehensive Housing Charge Schedule

The following categories constitute the University's standard framework for housing-related financial assessments:

Housing Administration

Includes cancellation, no-show, eligibility, checkout, assignment, abandoned property, unauthorized occupancy, and administrative compliance charges.

Access Control

Includes keys, locks, lockouts, access cards, fobs, chips, cores, locksmith services, access-control equipment, and security-related charges.

Conduct and Community Standards

Includes disruptive behavior, visitation, guests, alcohol, smoking/vaping, prohibited items, unauthorized pets, noise, public indecency, and other community conduct violations.

Life Safety and Emergency

Includes fire alarms, emergency exits, smoke detectors, sprinklers, fire extinguishers, evacuation, emergency doors, and other life-safety systems.

Cleaning and Sanitation

Includes excessive cleaning, trash, biohazard response, odors, pest control, sanitation, abandoned property, and extraordinary custodial services.

Bedroom

Includes beds, mattresses, desks, chairs, dressers, nightstands, closet components, doors, hardware, and bedroom furnishings.

Bathroom

Includes toilets, sinks, faucets, showers, tubs, fixtures, vanities, shelving, doors, and sanitation-related costs.

Flooring

Includes carpet, tile, laminate, vinyl, stains, burns, adhesive damage, restoration, cleaning, and replacement.

Walls and Ceilings

Includes holes, paint, baseboards, ceiling tiles, ceiling grids, unauthorized attachments, wall mounting, and other wall or ceiling damage.

Kitchen

Includes refrigerators, microwaves, ovens, racks, cabinets, countertops, sinks, faucets, appliances, and excessive kitchen cleaning.

Windows and Balconies

Includes glass, screens, locks, balcony damage, unauthorized balcony use, and unauthorized balcony property.

Common Areas

Includes lounges, study rooms, hallways, community furniture, signage, elevators, vending machines, recreation equipment, fitness equipment, and shared facilities.

Technology and Network

Includes Wi-Fi equipment, network ports, Ethernet jacks, surveillance systems, cameras, routers, and unauthorized network or surveillance equipment.

Health and Safety

Includes mold, mildew, hoarding, pests, electrical hazards, cooking violations, plumbing, flooding, HVAC, lithium-ion devices, and other unsafe conditions.

Laundry

Includes washers, dryers, laundry fixtures, access credentials, misuse, and equipment tampering.

Move-In and Move-Out

Includes damage, personal property, furniture relocation, checkout failures, and extraordinary restoration.

Damage Recovery and Contractor Response

Includes emergency vendors, contractors, locksmiths, security personnel, remediation, restoration, water extraction, drying, board-up, structural inspection, relocation, transportation, and disposal.

Final Authority

Jackson State University Housing & Residence Life retains authority to interpret and administer this Residential Code of Conduct consistent with applicable University policies, the Housing Agreement, and applicable law.

Where a conflict exists between a standard charge and the actual cost necessary to address resident-caused damage, emergency response, restoration, replacement, or remediation, the University may assess the actual reasonable cost.

Where a resident's conduct violates multiple provisions, each applicable charge or sanction may be assessed when supported by the circumstances.

Nothing in this Code limits the University's authority to take immediate action when necessary to protect the safety, security, health, property, or orderly operation of the University residential community.

Institutional and Departmental Authority to Add or Modify Charges

The charges contained in this schedule represent the standard administrative, conduct-related, damage, cleaning, replacement, and recovery assessments established by Jackson State University Housing & Residence Life. This schedule is not intended to be exhaustive and does not limit the University's ability to recover costs associated with resident-caused damage, policy violations, emergency response, repairs, replacement, cleaning, remediation, labor, vendor services, or other expenses.

Jackson State University and Housing & Residence Life reserve the right, at the discretion of the institution and the department, to add, remove, revise, or establish additional charges when necessary to address operational needs, changes in costs, unforeseen circumstances, new types of damage or policy violations, changes in vendor or contractor pricing, changes in labor or material costs, safety or security concerns, or other circumstances affecting the operation and maintenance of University housing.

Additional charges may be established when a specific circumstance is not expressly identified in this schedule or when the actual cost of responding to an incident exceeds the standard charge listed. Any additional assessment may be based on the **actual and reasonable cost** incurred by the University, including labor, materials, replacement costs, contractor or vendor services, emergency response, transportation, storage, disposal, cleaning, remediation, security services, administrative processing, or other necessary expenses.

When appropriate, Housing & Residence Life may also assess a standard charge **in addition to** actual costs incurred. The assessment of a charge does not prevent the University from referring the matter through the applicable student conduct process or imposing other authorized administrative or educational sanctions.

The University may periodically review and update this schedule to ensure that charges remain consistent with current operational costs, market conditions, University policies, facilities requirements, safety standards, and departmental procedures. **The most current version of the approved charge schedule shall govern assessments made by Housing & Residence Life.**

Nothing in this schedule shall be interpreted as limiting the University's authority to recover the actual cost of restoring University property, residential facilities, equipment, furnishings, or services when the cost exceeds the amount identified in this schedule.

Appendix AC — What Not to Bring: Complete Prohibited Items List

The following list is provided verbatim as an expanded, comprehensive reference to the prohibited items summarized in Chapter 5, Health & Safety. To promote a safe, healthy, and comfortable living environment, the following items are prohibited in all University Housing communities. Students found in possession of prohibited items may be subject to disciplinary action, fines, removal of the item, or other sanctions in accordance with University policies.

Alcohol, Tobacco, Drugs, and Related Items

- Alcohol, regardless of the student's age, unless specifically permitted by University policy
- Alcohol containers, including empty cans, bottles, kegs, flasks, wine boxes, and similar items used for decoration
- Drinking games and alcohol paraphernalia (beer pong tables, funnels, shot glasses displayed as decorations, etc.)
- Illegal drugs or controlled substances
- Drug paraphernalia
- Electronic smoking devices used for drug consumption
- Prescription medications not prescribed to the individual in possession
- Prescription medications not maintained in the original pharmacy-labeled container
- Cigarettes, cigars, pipes, hookahs, vaping devices, e-cigarettes, smokeless tobacco, and related products where prohibited by University policy

Weapons, Ammunition, and Dangerous Items

- Firearms, including handguns, rifles, shotguns, and replica firearms
- BB guns, pellet guns, airsoft guns, paintball guns
- Ammunition
- Bows and arrows
- Crossbows
- Slingshots
- Spears or spear guns
- Martial arts weapons (nunchaku, throwing stars, staffs, etc.)
- Switchblades or fixed-blade knives
- Knives other than small folding pocketknives used for lawful purposes
- Axes, hatchets, machetes, swords, or similar blades
- Brass or metallic knuckles
- Blackjacks
- Tasers or stun guns
- Pepper spray or mace
- Explosives of any kind
- Fireworks
- Smoke bombs
- Explosive chemicals
- Any item intended to inflict bodily harm

Electrical Appliances

- Extension cords
- Multi-plug adapters that do not include surge protection
- Plug-in air fresheners
- Space heaters

- Window or portable air conditioners
- Humidifiers larger than personal size (unless medically approved)
- Dehumidifiers
- High-wattage appliances not approved for residence hall use
- Any appliance with exposed heating elements

Cooking Appliances

Including, but not limited to:

- Air fryers
- Crockpots
- Instant Pots
- Rice cookers
- Pressure cookers
- Deep fryers
- Electric skillets
- Electric griddles
- Hot plates
- Toasters
- Toaster ovens
- Panini presses
- George Foreman grills
- Waffle makers
- Sandwich makers
- Indoor grills
- Open-coil appliances
- Electric burners

- Any appliance with an exposed heating element

Bathroom and Personal Care Items

The following items are prohibited due to fire safety, plumbing concerns, or facility maintenance:

- Portable washing machines
- Portable dishwashers
- Portable bidets requiring plumbing modifications
- Shower heads requiring permanent installation
- Adhesive shower caddies that damage walls
- Permanent bathroom shelving requiring drilling
- Toilet seat replacements
- Toilet tank cleaners containing bleach or corrosive chemicals
- Drain-opening chemicals (e.g., liquid drain cleaners)
- Hair dye that permanently stains fixtures
- Professional salon chemicals
- Propane-powered grooming devices
- Steam cleaning equipment
- Large water storage containers that create leak hazards

Candles, Flames, and Flammable Items

- Candles (used or unused)
- Wax warmers
- Candle warmers
- Incense
- Incense burners
- Oil lamps

- Lanterns
- Potpourri burners
- Essential oil burners using heat
- Torches
- Fire pits
- Fireworks
- Sparklers
- Charcoal
- Charcoal grills
- Gas grills
- Propane tanks
- Butane fuel
- Kerosene
- Lighter fluid
- Gasoline
- Any flammable liquid
- Any item producing an open flame

Furniture

- Waterbeds
- Bed risers of any type
- Cinder blocks
- Concrete blocks
- Homemade lofts
- Suspended hammocks
- Hanging chairs

- Porch swings
- Recliners
- Oversized sofas
- Large sectionals
- Futons (if prohibited by hall)
- Mattresses larger than Twin XL
- Removal of University furniture

Please Note: All University-issued furniture must remain in the assigned room, suite, or apartment.

Decorations and Wall Coverings

- Command Strips
- Mounting tape
- Duct tape
- Double-sided tape
- Heavy-duty adhesive strips
- Wall putty
- Mounting putty
- Nails
- Screws
- Large wall decals
- Contact paper
- Wallpaper
- Ceiling decorations
- Combustible decorations
- Paper lanterns
- String lights attached with adhesives

- LED strip lights with adhesive backing
- Rope lights
- Neon signs
- Strobe lights
- Lava lamps
- Government signs
- Street signs
- Traffic signs
- License plates not belonging to the resident
- Decorations covering more than 10% of any wall

Please Note: Push pins or thumbtacks may be used only where permitted by Housing.

Electronics and Networking Equipment

- Personal wireless routers
- Network switches
- Network hubs
- Wireless access points
- Satellite dishes
- Outdoor antennas
- Signal boosters
- Servers used for commercial purposes
- Cryptocurrency mining equipment
- 3D printers

Pets and Animals

No pets are permitted except:

- Small, non-poisonous fish in an aquarium not exceeding five (5) gallons.

Please Note: Service Animals and Emotional Support Animals (ESAs) are permitted only after approval by the Office of Accessible Education and Resource Center. Approved animals must be registered with Housing and Residence Life prior to arrival and all applicable policies must be followed.

Transportation Devices

The following are prohibited inside University housing due to fire safety concerns associated with lithium-ion batteries:

- Hoverboards
- Electric scooters
- Electric bicycles (e-bikes)
- Electric skateboards
- One-wheel devices
- Electric unicycles
- Self-balancing transportation devices
- Motorized scooters
- Mopeds
- Fuel-powered vehicles
- Any lithium-ion battery-powered transportation device

Noise and Entertainment Equipment

- Subwoofers
- Large amplifiers
- Drum sets
- Public address (PA) systems
- DJ equipment intended for large gatherings
- Large speakers that create excessive noise

Miscellaneous Prohibited Items

- Dartboards with metal tips

- Pool tables
- Large exercise equipment
- Weight benches
- Treadmills
- Punching bags mounted to walls or ceilings
- Commercial signs
- Shopping carts
- Construction materials
- Hazardous chemicals
- Industrial cleaning chemicals
- Gas cylinders
- Dry ice
- Large safes that cannot be moved by one person
- Items creating excessive odors or sanitation concerns

Appendix AD — Move-In Tips and Bathroom Cleaning Responsibilities

Move-In Tips

- Bring a hand cart or collapsible wagon to assist with move-in.
- Label all boxes and containers with your name and room number before arriving.
- Adjustable spring-loaded curtain rods are recommended for hanging curtains.
- Coordinate with your roommate(s) before purchasing shared items to avoid duplicates.

Bathroom and Cleaning Responsibilities

After reviewing the packing list, many residents ask: "Am I responsible for cleaning my bathroom?"

Community Bathroom Residence Halls

If you live in a traditional residence hall with community bathrooms, no. Custodial staff clean and sanitize the community bathrooms on a regular schedule. Residents are responsible for:

- Keeping their room clean
- Removing personal trash regularly
- Taking trash to the designated outdoor dumpsters
- Maintaining sanitary living conditions within their assigned room

Suite-Style or Apartment Residence Halls

If you live in a suite or apartment with a shared or private bathroom, yes. Residents are responsible for cleaning and maintaining:

- Bathrooms
- Toilets
- Showers and tubs
- Bathroom sinks and mirrors
- Kitchen areas
- Appliances provided by the University
- Living room/common areas
- Floors and countertops
- Trash removal

Housing and Residence Life does not provide:

- Toilet paper for suite/apartment bathrooms
- Paper towels
- Dish soap
- Bathroom cleaners
- Toilet bowl cleaner
- Trash bags
- Sponges
- Cleaning cloths

- Mops or brooms
- Vacuums
- Laundry detergent

Appendix AE — Complete Housing Agreement Provisions (Verbatim)

The following provisions are reproduced verbatim, in full, from the Housing & Residence Life Housing Agreement, so that residents have direct, complete access to their exact language within this Code rather than a cross-reference alone.

Room Changes

Residents who wish to change rooms or buildings must submit a Room Change Request through the official Housing Portal and receive written approval before moving. Unauthorized room changes may result in conduct referral in addition to the financial and administrative consequences described in the Agreement.

Depending on the reason for the Room Change Request, room change approvals are subject to space availability, operational needs, and administrative review. Approved room changes will result in prorated housing charges based on the time spent in each assigned space.

Room change requests are generally processed after the official enrollment census date. A non-refundable administrative fee of \$75 will be assessed for approved room changes.

To be considered for a room change effective at the beginning of the spring semester, requests must be submitted prior to the conclusion of the fall semester. However, if a change is requested at any time after the beginning of the spring semester, the request will be considered on a case by case basis.

Unauthorized room changes, failure to follow official check-in/check-out procedures, or occupancy of an unassigned space may result in additional charges and/or referral to the student conduct process.

Housing and Residence Life reserves the right to deny or defer room change requests based on occupancy management needs.

Temporary Housing Assignments

Housing and Residence Life may assign residents to temporary housing locations when necessary due to operational needs, conduct-related concerns, facility issues, or occupancy management requirements. Temporary housing placements are not permanent and may be modified or reassigned at any time based on University needs. Residents assigned to temporary housing must comply fully with all relocation instructions, including, but not limited to, the prompt return of temporary housing keys.

Failure to follow temporary housing procedures or relocation directives may result in administrative action and/or referral to the Housing student conduct process in accordance with University policy.

Temporary housing may include non-traditional or overflow spaces, including off-site locations. Residents placed in temporary housing will be billed at the rate of their permanent assignment, not the temporary space. Temporary assignments may be changed at any time as required to support operational effectiveness.

Contract Release Consequences / Future Eligibility

Approval of a request for release or cancellation of the Housing Agreement is granted only under qualifying circumstances/reasons as determined by Housing & Residence Life and must be formally approved. Such approval is limited to the specific term requested and does not create any continuing right to university housing or preferential placement in future terms.

Approval of Contract Release

A request to cancel or be released from the Housing Agreement may only be approved for qualifying circumstances as determined by Housing & Residence Life. Approval applies only to the specific term requested and does not guarantee future housing eligibility or priority placement.

Continued Enrollment Is Not Grounds for Release

Students who remain enrolled at Jackson State University are generally not eligible for cancellation of their Housing Agreement unless they meet documented, extraordinary circumstances. Remaining enrolled — even if the student no longer wishes to live on campus — does not constitute valid grounds for release.

Withdrawal, Reinstatement, and Housing Eligibility

Students who withdraw from the University after receiving a housing assignment and later return (readmitted, reinstated, or reenrolled) are not guaranteed immediate eligibility for University housing. They may be required to wait until a future academic year and will be considered based on:

- Space availability
- Institutional priorities
- Approval from Housing & Residence Life

Previous room selections or assignments will not be held or guaranteed.

Students who withdraw after moving in must also clear all outstanding housing charges, fees, and damages before being considered for future housing.

If a student withdraws but is later found to still be enrolled, reenrolled, or attending classes during the same housing term, Housing & Residence Life may reinstate the housing assignment and associated charges at its discretion.

Financial Clearance Requirement

Students seeking future housing after a withdrawal, cancellation, or release must be in good financial standing with the University. All outstanding balances must be resolved before reapplying or being considered for reassignment.

Future Eligibility After Approved Release

Students who receive an approved cancellation or administrative release are not guaranteed future housing eligibility. They may be ineligible to apply for or occupy University housing until the next academic year, unless an exception is granted in writing due to extraordinary circumstances.

Future eligibility will depend on:

- Space availability
- Institutional priorities
- Compliance with all housing policies

No Guarantee of Readmission or Assignment

Approval of a release or cancellation does not entitle a student to future reassignment, priority placement, or guaranteed return to University housing. Any future housing application will be treated as a new request and evaluated under the policies and requirements in effect at that time.

Reenrollment After Housing Cancellation

Students who receive approval to cancel their housing assignment and/or housing contract due to withdrawal, non-enrollment, or other approved circumstances acknowledge that the cancellation approval is based on the information and circumstances available at the time of the request.

If a student reenrolls at Jackson State University during the same academic year in which their housing cancellation was approved, Housing & Residence Life reserves the right to review the student's housing status and determine appropriate action. This may include reinstatement of the housing agreement, assignment to available housing, and assessment of applicable housing charges based on the student's return to enrollment and occupancy status.

Students may not use a temporary change in enrollment status or approved cancellation request as a means to avoid contractual housing obligations while intending to return to the University during the same academic year.

Check-Out & Move-Out Requirements

This section applies to all residents who are vacating University housing, including those at the end of the academic term, those who lose eligibility due to enrollment status changes, or those whose Housing Agreement is terminated under the Immediate Administrative Termination (Zero-Tolerance Violations) provision or any other disciplinary or administrative action.

When a Housing Agreement is terminated, residents are required to vacate their assigned space within the timeframe specified by Housing & Residence Life. Failure to comply with assigned move-out deadlines may result in additional charges, removal of personal property at the resident's expense, and/or further disciplinary action.

Standard Check-Out Procedures

All residents must complete the following procedures when vacating their assigned space:

- Return all issued keys, key cards, and/or access fobs;
- Surrender any University-issued identification if required by Housing & Residence Life;
- Complete and submit a Hall Release/Check-Out Form/Envelope with Housing staff;

- Remove all personal belongings from the assigned space;
- Clean the assigned space, including removal of trash and personal items;
- Defrost and clean any assigned refrigerator (if applicable); and
- Complete a scheduled check-out inspection OR utilize an approved express check-out process.

Residents selecting express check-out acknowledge that they waive the right to be present during inspection and may forfeit the ability to appeal damage or condition assessments.

Failure to properly complete check-out procedures may result in cleaning charges, damage assessments, and/or the classification of remaining items as abandoned property.

Move-Out Timeframes

Move-out deadlines are strictly enforced as follows:

- Non-graduating residents must vacate within twenty-four (24) hours of their last final examination or by 12:00 p.m. (noon) on the final official day of exams, whichever occurs first.
- Graduating seniors must vacate by 9:00 a.m. the day following the official Fall or Spring commencement ceremony.
- Suspended or administratively terminated residents must vacate within twenty-four (24) hours for in-state students or forty-eight (48) hours for out-of-state students. The University reserves the right to shorten this timeframe based on the severity of the violation, safety concerns, or operational needs.
- Students deemed ineligible due to enrollment status must vacate within forty-eight (48) hours of official notification from Housing & Residence Life.

Housing & Residence Life may modify or accelerate move-out timelines when necessary to protect the safety, security, or operational integrity of the residential community, including cases involving the Housing Agreement. Residence halls close promptly at 9:00 a.m. on all official closing dates, including but not limited to Winter Break closing, Spring closing, and any University dismissal or break period. All residents must complete the check-out process and vacate their assigned space by this deadline unless otherwise authorized by Housing & Residence Life.

Failure to comply with these requirements may result in additional charges, including but not limited to cleaning fees, damage fees, lock change fees, and abandonment-related charges. Property left behind may be deemed abandoned and disposed of in accordance with University policy.

Express check-out constitutes acknowledgment and acceptance that the resident waives the right to dispute or appeal any subsequent damage assessments or charges applied to the account.

University Authority and Emergency Action

Housing & Residence Life reserves the right to take immediate administrative or operational action necessary to protect the health and safety of persons, preserve University property, and maintain the integrity of the residential community. Such authority includes, but is not limited to, the right to:

- Modify policies, procedures, and timelines as necessary;
- Relocate or remove residents without prior notice when circumstances warrant;
- Suspend standard processes during emergencies or urgent operational needs; or
- Take immediate administrative action to address threats to health, safety, or University property.

Failure to comply with University directives or emergency actions will result in additional charges, and/or loss of housing privileges.

Special Accommodations and Accessibility

Students requesting housing accommodations due to a disability, medical condition, or related need must submit a formal request and all required supporting documentation to the Office of Accessible Education and Resources (OAER). Requests should be submitted as early as possible to allow adequate time for review, coordination, and placement prior to the beginning of the academic year. Late submissions will be reviewed based on availability and processing timelines; however, approval and implementation prior to move-in are not guaranteed.

Housing and Residence Life will collaborate with OAER to implement approved accommodations when feasible and consistent with available housing inventory. While OAER is responsible for reviewing and approving accommodation requests, all housing assignments and placement decisions remain under the authority of Housing and Residence Life.

Approval of a housing accommodation does not guarantee placement in a specific residence hall, room type, private room, or preferred assignment location. Housing assignments are based on approved accommodation needs, space availability, and institutional housing capacity. Students will receive direct communication from Housing and Residence Life regarding their assignment or available housing options that meet their approved accommodations and are responsible for monitoring their official JSU email account for updates and instructions.

While the AERC approves your housing accommodations, all housing assignments and placements are managed by the JSU Housing Department. Receiving housing accommodations does not guarantee a housing placement, nor does it guarantee assignment to a specific residence hall or room type of your choosing. You will receive direct communication from the Housing team regarding your room assignment or available options that meet your approved accommodations. Please monitor your JSU email closely for updates.

Failure to Vacate and Improper Occupancy

Residents are required to vacate assigned housing spaces by the established deadlines and complete all checkout procedures.

Failure to vacate by the designated deadline shall result in a charge of Fifty Dollars (\$50.00) per hour until the space is fully vacated and properly surrendered.

Any individual remaining in or entering a closed or unassigned residential facility without authorization shall be deemed in violation of University policy and may be subject to disciplinary action, removal from housing, additional financial charges, and/or referral to appropriate legal authorities where applicable.

Abandonment and Non-Compliance

Failure to properly vacate, complete check-out procedures, or remove personal belongings by the required deadline shall constitute abandonment of property and non-compliance with University housing policy.

In such cases, the University may:

- Remove and dispose of abandoned property in accordance with institutional procedures;
- Assess additional fees for cleaning, removal, and storage;

- Charge continued occupancy fees until the space is fully vacated; and/or
- Initiate disciplinary action or financial holds where applicable.

Personal property left in a residential space after a resident vacates, withdraws, is removed, or fails to complete checkout will be considered abandoned. The University may dispose of abandoned property at its discretion, and the resident will be responsible for all associated removal, storage, or disposal costs.

Meal Plans Additions

The default meal plan assignment is the 7-Day All Access Plan with \$300 Tiger Bucks, which is automatically assigned to all residential students and is mandatory for all first-year students.

Upperclassmen (sophomores and above) and graduate students may select an alternative meal plan option by visiting Auxiliary Enterprises located on the third floor of J.L. Reddix Hall. Meal plan changes may only be made during the first two (2) weeks of each academic semester.

By executing the Housing Agreement, students acknowledge and agree to mandatory enrollment in the University meal plan program for the duration of on-campus residency.

Meal plans provide access to residential dining facilities and are not usage-based. Unused meals do not roll over unless specified by the selected plan structure.

Meal plans are not active during official University break periods, including fall, winter, and spring breaks. Housing and meal plan obligations are separate financial commitments.

Modification, cancellation, or dissatisfaction with a meal plan does not alter, reduce, or release a resident from any housing obligations under this Agreement.

Facilities, Equipment, and Environmental Controls

Heating, ventilation, and air conditioning (HVAC) systems must be used in accordance with Housing & Residence Life guidelines and University safety standards.

Housing & Residence Life reserves the right to inspect, restrict, or remove any equipment deemed unsafe, non-compliant, or unauthorized. Prohibited items may include, but are not limited to:

- Unauthorized appliances;

- Portable air conditioning units;
- Portable washing machines or dryers; and/or
- Any electrical equipment deemed hazardous or non-compliant with University standards.

Additionally, blocking, covering, or obstructing HVAC vents in any manner, including with furniture, personal belongings, or other items, is strictly prohibited. Any resident found in violation of this requirement will be subject to a fine for failure to comply, in addition to potential disciplinary action.

Construction, Maintenance, and Operational Disruptions

Residents acknowledge that construction, renovation, maintenance, or infrastructure projects may occur within or adjacent to residential facilities during the academic year.

Such activities may result in, but are not limited to:

- Noise or vibration;
- Dust or debris;
- Temporary utility interruptions;
- Restricted access to certain areas; or
- Temporary relocation or space adjustments.

The University will make reasonable efforts to minimize disruption; however, such conditions are an inherent part of campus operations and shall not constitute grounds for termination of this Agreement or reduction in charges.

Custodial Services and Resident Responsibility

University custodial staff are responsible for cleaning and maintenance of common areas, including but not limited to:

- Hallways,
- Lounges, and
- Community bathrooms and showers.

Residents are solely responsible for the cleanliness and upkeep of all assigned private or semi-private spaces, including bedrooms, suite bathrooms, kitchens, and living areas. This

responsibility includes, but is not limited to, cleaning and maintaining floors, removing dust and debris from air conditioning vents, and ensuring the cleanliness of sink areas, kitchen spaces, bathroom fixtures, and all other surfaces within the assigned space.

Failure to maintain acceptable cleanliness standards will result in cleaning charges, inspections, and/or referral to the student conduct process.

Notification and Claiming of Personal Property

Prior to disposal or removal of any personal property left in University housing, HRL shall provide official notice to the student's JSU-issued email address.

Students shall have five (5) calendar days from the date of notification to claim their property, unless otherwise specified in writing. Failure to respond or retrieve items within the designated timeframe shall result in the property being classified as abandoned and handled in accordance with University policy.

To retrieve personal belongings, students must:

- Schedule an appointment in advance via JSU email communication;
- Present a valid JSU student ID or government-issued photo identification at the time of pickup; and
- Receive confirmation of appointment prior to arrival.

Walk-in retrievals are not permitted.

Student Identification (JSU ID Card) and Access Control

The Jackson State University ID Card serves as the official University identification credential and is required for access to residential facilities and other University services.

In the event of loss, theft, or damage of an ID card, students must immediately report the incident to the JSU ID Center. Replacement of ID cards shall require payment of a non-refundable replacement fee.

Residential students are required to utilize their ID card for access to residence halls, including entry to assigned buildings, floors (where applicable), and authorized residential spaces.

Access to residential facilities is contingent upon successful credential verification. Individuals failing to present valid identification may be denied entry until identity verification is completed in accordance with University security procedures.

Failure to present required identification when requested by University officials will result in administrative sanctions, including applicable fines or disciplinary referral.

Students are required to carry their ID card at all times while in or around residential facilities.

Third-Party Authorization for Property Retrieval

A student may authorize a third party to retrieve personal property only by submitting a written request from their official JSU email account to housing@jsu.edu, and cc'ing the Executive Director of Housing & Residence Life.

The request must be submitted no later than five (5) calendar days following the notification date and at least two (2) calendar days prior to the intended pickup date. The request must include:

- Student full legal name and JSU ID number;
- Reason for third-party retrieval;
- Full legal name of authorized individual;
- Contact information of authorized individual;
- Copy of valid government-issued identification for authorized individual; and
- Requested pickup date and time (subject to approval).

At the time of retrieval, the authorized individual must present valid identification matching the submitted documentation. Failure to comply with identification requirements shall result in denial of access.

Current residents or JSU students are prohibited from retrieving property on behalf of other students.

Exceptions may be granted in documented extraordinary circumstances (e.g., hospitalization, incarceration, or similar conditions), subject to HRL approval.

Abandoned Property Definition and Disposal

Personal property shall be deemed abandoned when:

- A student fails to complete check-out procedures;
- A housing contract has expired, terminated, or been canceled;
- Property remains following eviction, suspension, or withdrawal;
- The student fails to respond to documented contact attempts over a five (5) calendar day period;
- The space appears unoccupied without notice;
- Access credentials are surrendered while belongings remain; or
- Evidence indicates unauthorized departure without retrieval of belongings.

All abandoned property may be documented, photographed, and logged by HRL staff prior to disposal, donation, or removal. The University assumes no liability for abandoned property.

Resident Maintenance and Care Obligations

Residents are responsible for maintaining assigned spaces in a clean, sanitary, and safe condition at all times.

Residents shall:

- Clean floors, surfaces, and fixtures using appropriate household methods;
- Prevent accumulation of moisture, mildew, or standing water;
- Promptly report maintenance issues, leaks, or environmental concerns;
- Maintain proper ventilation to prevent biological growth;
- Refrain from making unauthorized alterations or modifications to assigned spaces; and
- Retain all University-issued furnishings in place and in original condition.

Residents shall not paint, alter, remove, or exchange University furniture or fixtures.

At move-out, residents must fully clear all personal belongings, remove trash, and restore the space to its original condition.

Residents are financially responsible for damage or excessive cleaning resulting from negligence, misuse, or intentional conduct.

Environmental Conditions

Residents are required to exercise reasonable care to prevent environmental conditions that may impact the health, safety, or condition of the residential space, including maintaining appropriate cleanliness and ensuring adequate ventilation.

All occurrences of environmental concerns, including but not limited to leaks, moisture intrusion, or conditions conducive to biological growth, must be reported immediately to Housing & Residence Life.

Residents may be held financially responsible for any damages resulting from negligence, failure to maintain reasonable care, or failure to promptly report known or observable environmental conditions.

Damage and Room Condition Responsibility

Residents are not responsible for normal wear and tear.

At check-in, residents must complete a Room Condition Report documenting existing damage. Failure to report existing conditions may result in assessment at checkout.

Residents are responsible for damage caused by negligence or intentional conduct, including but not limited to:

- Improper disposal of trash or food waste;
- Failure to report maintenance concerns;
- Misuse of plumbing or electrical systems;
- Failure to secure doors or windows;
- Unauthorized modifications or alterations;
- Vandalism or destruction of property; and
- Smoking in prohibited areas.

All damages will be assessed and billed to the resident's account.

Room Entry, Health & Safety Inspections, and Maintenance Access

HRL reserves the right to enter any residence hall room, suite, apartment, or assigned space at any time deemed reasonably necessary by University officials. Entry may occur for purposes

including, but not limited to: health and safety inspections, maintenance, repairs, facility improvements, fire safety compliance checks, verification of occupancy, policy compliance, administrative purposes, welfare checks, emergency response, and protection of University property. Authorized University personnel may enter residential spaces with or without prior notice, and with or without the resident being present, for any legitimate University purpose, including but not limited to maintenance, safety checks, compliance inspections, emergency response, administrative needs, or operational requirements.

HRL conducts Health and Safety Inspections on a regular basis, typically twice per month during each semester. A third inspection may be conducted when warranted, and additional inspections may occur as necessary. Residents will receive at least twenty-four (24) hours' notice prior to scheduled inspections when practicable. However, advance notice is not required for all entries or inspections when circumstances warrant immediate access or when otherwise permitted by University policy or applicable law.

During Health & Safety Inspections, University staff will evaluate compliance with established health, safety, and sanitation standards, including but not limited to: cleanliness of living spaces, proper waste disposal, absence of prohibited items, functionality and safety of fixtures and equipment, proper HVAC usage (maintained between 68°F–74°F and set to "Auto"), absence of pests, hazards, or unsanitary conditions, and proper condition and placement of University-issued furniture.

During inspections, authorized University personnel may visually examine University-owned spaces, fixtures, furnishings, and storage areas for maintenance concerns, safety hazards, damages, sanitation issues, occupancy verification, policy compliance, and operational needs. This may include, but is not limited to, areas beneath kitchen and bathroom sinks, closets, wardrobes, cabinetry, HVAC areas, and other University-owned or University-maintained spaces where maintenance concerns, prohibited conditions, water intrusion, fire hazards, pest concerns, damages, or safety issues may reasonably exist. Inspections are administrative in nature and are not intended to unnecessarily disturb or search personal papers, electronic devices, or closed personal containers unrelated to the inspection purpose.

Students are expected to maintain their assigned spaces in a clean, safe, and sanitary condition at all times and to fully cooperate with all inspection and entry procedures. Failure to meet inspection standards will result in notification and a twenty-four (24) hour correction period. A

follow-up inspection will be conducted. Continued noncompliance will result in fines, administrative sanctions, disciplinary action, damage charges, reassignment, or removal from housing.

The University may conduct announced or unannounced inspections and reserves the right to enter student spaces with or without prior notice when necessary for operational, safety, or administrative purposes.

Maintenance personnel may enter student spaces between 8:00 a.m. and 5:00 p.m., Monday through Friday, or at any time when urgent repairs, safety concerns, or operational needs require immediate attention.

The University's right of entry and inspection is administrative in nature and does not waive any rights or responsibilities established under University policies, procedures, or applicable law.

Entry by Law Enforcement and Administrative Search Authority

Law enforcement officers, including the Jackson State University Department of Public Safety and external law enforcement agencies, may enter residential spaces when supported by valid legal authority, including but not limited to a warrant, consent, or exigent circumstances.

The University shall fully comply with all lawful orders and shall not interfere with any legally authorized search, seizure, or enforcement action.

Housing & Residence Life staff, including authorized University officials, are further empowered to enter and inspect residential spaces and conduct administrative searches when reasonably necessary for the enforcement of University policy, including but not limited to the discovery of prohibited or illegal items, compliance with housing regulations, maintenance of safety and security standards, or other warranted institutional purposes.

All administrative searches shall be conducted in accordance with applicable University policies, and may occur with or without prior notice when circumstances reasonably warrant immediate action to protect health, safety, or institutional integrity.

Keys, Access Devices, and Lockouts

Residents are strictly prohibited from sharing, duplicating, or transferring University-issued keys or access credentials to any other individual. Lost or stolen keys must be reported immediately to

Housing & Residence Life and may result in applicable replacement and rekeying fees. Lockouts will be assisted by Housing staff when available; however, each lockout may be subject to an administrative service fee. All keys, access cards, and other University-issued access devices must be returned upon termination, expiration, or cancellation of the Housing Agreement.

Shared and Communal Property Responsibility

Communal property includes, but is not limited to, hallways, lounges, bathrooms, kitchens, stairwells, elevators, study areas, and shared utility spaces. Where responsible individuals cannot be identified for damage or misuse of communal property, the University may allocate repair or replacement costs equally among residents who have access to the affected area, in accordance with Housing & Residence Life billing and accountability procedures.

Pest, Bed Bug, and Infestation Policy

Residents are responsible for maintaining pest-free living environments and for the condition of their personal belongings. All pest or infestation concerns must be reported immediately to Housing & Residence Life. If an infestation is confirmed, residents must comply with all treatment protocols as directed by the University, and failure to comply may result in additional charges, corrective action, or disciplinary measures. Residents may also be held financially responsible for pest remediation costs if the infestation is determined to have resulted from negligence, unsanitary conditions, or failure to maintain the assigned living space in accordance with University standards.

Bed Bug Acknowledgment

Residents acknowledge that bed bugs are small, parasitic insects that may be introduced through personal belongings or external sources and may require coordinated treatment efforts. Residents agree to cooperate fully with all inspection, treatment, and remediation procedures as directed by the University. Information regarding identification and prevention may be referenced through appropriate public health resources, including the U.S. Environmental Protection Agency and the National Pest Management Association.

Unauthorized Residency and Trespassing

Any individual who has been suspended, dismissed, removed from University housing, or otherwise rendered ineligible for housing and is found in or within University residential

facilities shall be considered a trespasser. This includes, but is not limited to, former residents, non-residents, and individuals removed from University records or housing eligibility.

Upon identification, the University may:

- Remove the individual from University property;
- Notify the Department of Public Safety;
- Restrict or revoke access privileges; and/or
- Initiate disciplinary and/or legal proceedings.

The University may also change locks, restrict access, or implement security measures to prevent unauthorized entry.

Students are strictly prohibited from allowing unauthorized individuals into residential spaces. Harboring or assisting unauthorized persons may result in disciplinary action and/or legal consequences.

Personal property left by unauthorized individuals shall be managed in accordance with the Abandoned Property Policy.

Housing Appeals Process

Residents seeking cancellation of a Housing Agreement must submit a cancellation request for review by Housing and Residence.

All requests are reviewed based on submitted documentation and institutional criteria. Decisions are communicated via the student's official JSU email.

If a request is denied, the resident may submit a formal appeal using the Housing Appeals Form.

Appeals must include:

- Completed appeal form;
- Written statement explaining the request; and
- Supporting documentation.

Appeals are reviewed by the Housing Appeals Board, chaired by the Executive Director of Housing and Residence Life, on a bi-weekly basis.

All appeal decisions are final.

Resident Conduct Expectations

Residents must comply with all University and Housing & Residence Life policies, procedures, and directives at all times. The University reserves the right to implement and enforce health, safety, and operational directives as necessary, including but not limited to disease prevention measures such as face coverings, testing protocols, isolation requirements, or other public health interventions, in response to public health conditions, emergencies, or institutional needs.

Compliance with all policies, including updates, revisions, or emergency directives issued during the term of this Agreement, is mandatory and constitutes a continuing condition of occupancy in University housing.

Guest and Security Policy

All guests must be properly registered and comply with University housing regulations.

Residents are responsible for maintaining secure access to their assigned space and must not prop or disable doors, share or loan keys or access credentials, or allow unauthorized entry into residential facilities. Violations of these requirements may result in fines, shared financial responsibility among roommates when the responsible party cannot be identified, loss of housing privileges, or other disciplinary action. All security concerns must be reported to Housing and Residence Life immediately. Overnight guests are prohibited unless expressly authorized under Housing and Residence Life policy.

Fire Safety and Emergency Procedures

Residents must comply with all fire safety and emergency procedures, including immediate evacuation upon alarm activation or staff instruction, use of designated stairwells only (with elevators prohibited during evacuation), and full compliance with directives issued by emergency personnel and Housing and Residence Life staff. Tampering with or misuse of fire safety equipment is strictly prohibited, and fire extinguishers must remain in their designated locations and may only be used in true emergencies. Failure to comply with these requirements may result in a fine of \$200 per violation, in addition to further disciplinary action as deemed appropriate by the University.

Contract Cancellation and Housing Removal

Violation of this Agreement, Housing policies, or University regulations may result in disciplinary action, including cancellation of the Housing Agreement. Upon cancellation, Housing and Residence Life (HRL) will provide a designated vacate deadline; if no specific timeframe is stated, the resident must vacate within forty-eight (48) hours of notice. Immediate removal may occur when a resident's behavior endangers others or property, significantly disrupts the residential community, or causes other residents to relocate or withdraw complaints. Immediate removal may be authorized by the Vice President of Student Affairs, the Executive Director of Housing and Residence Life, or their designees.

Animal and Pet Policy

Only non-poisonous fish are permitted in residence halls, and they must be kept in tanks not exceeding five (5) gallons. Service animals and approved emotional support animals (ESAs) are permitted only with prior approval and registration through the Office of Accessible Education and Resources. All animals must comply with University policy and any approved accommodation plan prior to being brought into University housing.

Prohibited Conduct, Prohibited Items, and Solicitation/Commercial Activity

The following conduct, items, and activities are strictly prohibited in University housing. Violations of this policy may result in disciplinary action, fines, removal of items, administrative charges, and/or termination of the Housing Agreement. Additional expectations and procedures are outlined elsewhere in this Code.

Prohibited Conduct

The following activities are prohibited in University housing:

- Illegal drug use, possession, distribution, or misuse of prescription medication;
- Alcohol use or possession where prohibited by University policy or law;
- Smoking, vaping, or use of tobacco products within residential facilities;
- Excessive noise or violation of established quiet hours;
- Property damage or unauthorized alterations to University property or assigned spaces;
- Unsafe, improper, or unauthorized use of appliances, electrical equipment, or facilities; and/or
- Any behavior that disrupts the residential community or violates University policy.

Prohibited Items

The following items are not permitted in University housing:

- Alcohol, illegal drugs, drug paraphernalia, and related materials;
- Weapons, ammunition, explosives, or any dangerous devices;
- Cooking appliances, including but not limited to hot plates, fryers, toasters, air fryers, and similar devices;
- Open flame or flammable items, including candles, incense, grills, fireworks, and similar items;
- Unauthorized electrical devices, including space heaters, window air conditioning units, and similar equipment;
- Pets, except approved Emotional Support Animals (ESA), service animals, or poisonous fish in tanks not exceeding five (5) gallons;
- Unauthorized furniture modifications, lofting equipment, or bed risers not approved by Housing & Residence Life;
- Unauthorized networking equipment, including routers, switches, or similar devices where prohibited by policy; and
- Hoverboards, scooters, and other lithium battery-powered transportation or recreational devices.

Solicitation and Commercial Activity

University housing shall be used exclusively for residential purposes. Commercial activity is strictly prohibited. Commercial activity shall include, but not limited to, the following:

- Business operations or service provision;
- Sale or distribution of goods or services;
- Rental or leasing of residential space;
- Unauthorized food preparation for sale or distribution;
- Gambling or illegal commercial activity; and
- Advertising, solicitation, or promotional activity of any kind within residential facilities.

Violation of this policy will result in disciplinary action, financial charges, removal of materials or items, and/or termination of the Housing Agreement.

Immediate Administrative Termination (Zero-Tolerance Violations)

Housing & Residence Life reserves the right to administratively terminate a Housing Agreement for serious and/or repeated violations of University policy that threaten the safety, security, or well-being of the residential community.

While most violations are addressed through progressive discipline, certain behaviors may result in immediate removal from University housing. These may include, but are not limited to:

- Health and safety violations, including smoking or vaping in prohibited areas, fire safety violations, misuse of fire alarms or safety equipment, or any action that creates a risk to residents, staff, or property;
- Violence or threats of violence, or any conduct that endangers individuals or the residential community;
- Weapons violations, including possession, use, or storage of weapons on housing property;
- Serious property misconduct, including vandalism, theft, significant damage, or possession of stolen property;
- Unauthorized access or security violations, including misuse of keys, access devices, or entry into restricted areas;
- Substance-related and illegal activity violations, including repeated or severe alcohol violations or illegal conduct within residential facilities;
- System or service misuse, including intentional disruption or interference with housing operations, processes, or systems;
- Chronic or escalating policy violations, including repeated disruptive behavior, failure to comply with inspections, or ongoing community disturbances; and
- University conduct outcomes, including any behavior resulting in suspension or expulsion from the University.

Determinations under this provision will be made by the University in accordance with applicable policies and procedures. When feasible, residents will be provided notice and an

opportunity to respond; however, immediate action may be taken when necessary to protect health, safety, or University property.

Property Damage and Liability

Residents are responsible for any damage to University property caused by negligence or intentional conduct, including damage caused by their guests. The University is not responsible for loss or damage to personal property resulting from theft, utility failure, or environmental events. Residents are strongly encouraged to obtain personal property insurance to protect against such losses.

Indemnification and Insurance

The University shall not be liable for any loss, theft, or damage to personal property. Residents agree to indemnify and hold the University harmless for any damages or losses caused by their conduct or the conduct of their guests. Responsibility for obtaining and maintaining insurance coverage for personal property rests solely with the resident.

Communications and Notices

Official University communications shall be sent to the student's JSU email account, and residents are responsible for regularly monitoring all University communications. Failure to read or review official notices does not exempt a resident from compliance with applicable policies or directives. The University may update policies at any time, and the most current online version shall constitute the official and controlling document.

Media and Photo Release

By residing in University housing, residents consent to the University's use of photographs or video taken in common areas for educational, informational, or marketing purposes. Residents who wish to opt out must submit written notice to Housing and Residence Life at the beginning of the academic year. The University cannot guarantee exclusion from incidental or group imagery captured in public or shared spaces.

Enforcement

Violation of any provision within this agreement will result in administrative action, including but not limited to fines, removal of property, disciplinary referral, housing termination, and/or loss of campus housing privileges.

All enforcement determinations are made at the sole discretion of Housing & Residence Life and/or the University Department of Public Safety, as applicable.

Force Majeure Clause

The University may modify, suspend, or terminate housing operations in response to emergencies, natural disasters, public health directives, or other events beyond the University's control. Such actions do not entitle residents to refunds, credits, or release from financial obligations unless expressly authorized by University policy.

Policy Modification and Administrative Authority

Housing & Residence Life may modify policies, procedures, or operational practices at any time to ensure safety, compliance, or effective management of residential facilities. Residents are responsible for complying with all updated policies upon publication through official University communication channels.

Appendix AF — Parking

The following provisions are reproduced verbatim as the official parking policy for Jackson State University residential communities.

Unauthorized Parking Areas

To ensure safety and accessibility, vehicles may not park in restricted areas, including:

- Accessible (ADA/Handicap) spaces without proper authorization
- Reserved parking spaces
- Fire lanes, roadways, and traffic lanes
- Loading/unloading zones and designated no-parking areas
- Restricted areas near residence halls or campus facilities
- Grass, sidewalks, curbs, or undesignated parking locations
- Areas that block emergency access, dumpsters, walkways, or university operations

Vehicles parked in restricted areas may be cited and/or removed as necessary.

One University Place Parking

The small parking lot located behind One University Place is a restricted area and is not available for student, resident, or guest parking.

Residents of One University Place should utilize designated parking areas, including the One University Place lot or the Short Street lot. Vehicles parked in restricted areas may be subject to citation and removal.

Traffic Control Equipment and Restricted Areas

Traffic cones, barricades, gates, caution tape, and other traffic control devices are placed throughout campus for safety, traffic management, maintenance, and operational purposes.

Students, families, and guests should not move, remove, bypass, or drive around any traffic control equipment. These restrictions are placed to protect pedestrians, maintain traffic flow, and support campus operations.

If an area is blocked, there is a reason. Please use designated parking areas and follow directions provided by university personnel.

Move-In Parking Expectations

Move-in does not suspend campus parking regulations. To ensure a safe and efficient move-in experience:

- Display your JSU parking permit/pass at all times.
- Follow directions provided by Housing & Residence Life staff, the Department of Public Safety, and university officials.
- Move vehicles after unloading to allow other families access to unloading areas.
- Do not leave vehicles unattended in unloading zones, roadways, or fire lanes.
- Park only in designated parking spaces.
- Do not move cones, barricades, gates, or other traffic control equipment at any time.

Student Responsibility for Guests

Students are responsible for ensuring that their family members, friends, and visitors are aware of and follow all university parking expectations.

Guests must comply with campus parking regulations and follow instructions provided by university officials. Students should share this information with anyone bringing a vehicle to campus.

Our goal is to create a safe, organized, and accessible campus environment where every member of the Jackson State University community can live, learn, and succeed.

By following campus parking expectations, you help ensure parking availability, efficient traffic flow, and access for emergency responders and campus operations.

Appendix AH — Personal Property, Move-Out, and Occupancy Policies (Verbatim)

The following provisions are reproduced verbatim from Housing & Residence Life operational policy to supplement the Housing Agreement provisions in Appendix AE with additional detail on personal property, move-out, enrollment status, and occupancy.

Facilities, Equipment, and Environmental Controls

Heating, ventilation, and air conditioning (HVAC) systems must be used in accordance with Housing & Residence Life guidelines and University safety standards.

Housing & Residence Life reserves the right to inspect, restrict, or remove any equipment deemed unsafe, non-compliant, or unauthorized. Prohibited items may include, but are not limited to:

- Unauthorized appliances;
- Portable air conditioning units;
- Portable washing machines or dryers; and/or
- Any electrical equipment deemed hazardous or non-compliant with University standards.

Additionally, blocking, covering, or obstructing HVAC vents in any manner, including with furniture, personal belongings, or other items, is strictly prohibited. Any resident found in violation of this requirement will be subject to a fine for failure to comply, in addition to potential disciplinary action.

Construction, Maintenance, and Operational Disruptions

Residents acknowledge that construction, renovation, maintenance, or infrastructure projects may occur within or adjacent to residential facilities during the academic year.

Such activities may result in, but are not limited to:

- Noise or vibration;
- Dust or debris;
- Temporary utility interruptions;
- Restricted access to certain areas; or

- Temporary relocation or space adjustments.

The University will make reasonable efforts to minimize disruption; however, such conditions are an inherent part of campus operations and shall not constitute grounds for termination of this Agreement or reduction in charges.

Custodial Services and Resident Responsibility

University custodial staff are responsible for cleaning and maintenance of common areas, including but not limited to:

- Hallways,
- Lounges, and
- Community bathrooms and showers.

Residents are solely responsible for the cleanliness and upkeep of all assigned private or semi-private spaces, including bedrooms, suite bathrooms, kitchens, and living areas. This responsibility includes, but is not limited to, cleaning and maintaining floors, removing dust and debris from air conditioning vents, and ensuring the cleanliness of sink areas, kitchen spaces, bathroom fixtures, and all other surfaces within the assigned space.

Failure to maintain acceptable cleanliness standards will result in cleaning charges, inspections, and/or referral to the student conduct process.

Notification and Claiming of Personal Property

Prior to disposal or removal of any personal property left in University housing, HRL shall provide official notice to the student's JSU-issued email address.

Students shall have five (5) calendar days from the date of notification to claim their property, unless otherwise specified in writing. Failure to respond or retrieve items within the designated timeframe shall result in the property being classified as abandoned and handled in accordance with University policy.

To retrieve personal belongings, students must:

- Schedule an appointment in advance via JSU email communication;

- Present a valid JSU student ID or government-issued photo identification at the time of pickup; and
- Receive confirmation of appointment prior to arrival.

Walk-in retrievals are not permitted.

Third-Party Authorization for Property Retrieval

A student may authorize a third party to retrieve personal property only by submitting a written request from their official JSU email account to housing@jsums.edu, and cc'ing the Executive Director of Housing & Residence Life.

The request must be submitted no later than five (5) calendar days following the notification date and at least two (2) calendar days prior to the intended pickup date. The request must include:

- Student full legal name and JSU ID number;
- Reason for third-party retrieval;
- Full legal name of authorized individual;
- Contact information of authorized individual;
- Copy of valid government-issued identification for authorized individual; and
- Requested pickup date and time (subject to approval).

At the time of retrieval, the authorized individual must present valid identification matching the submitted documentation. Failure to comply with identification requirements shall result in denial of access.

Current residents or JSU students are prohibited from retrieving property on behalf of other students.

Exceptions may be granted in documented extraordinary circumstances (e.g., hospitalization, incarceration, or similar conditions), subject to HRL approval.

Abandoned Property Definition and Disposal

Personal property shall be deemed abandoned when:

- A student fails to complete check-out procedures;

- A housing contract has expired, terminated, or been canceled;
- Property remains following eviction, suspension, or withdrawal;
- The student fails to respond a documented contact attempts over a five (5) calendar day period;
- The space appears unoccupied without notice;
- Access credentials are surrendered while belongings remain; or
- Evidence indicates unauthorized departure without retrieval of belongings.

All abandoned property may be documented, photographed, and logged by HRL staff prior to disposal, donation, or removal. The University assumes no liability for abandoned property.

Resident Maintenance and Care Obligations

Residents are responsible for maintaining assigned spaces in a clean, sanitary, and safe condition at all times.

Residents shall:

- Clean floors, surfaces, and fixtures using appropriate household methods;
- Prevent accumulation of moisture, mildew, or standing water;
- Promptly report maintenance issues, leaks, or environmental concerns;
- Maintain proper ventilation to prevent biological growth;
- Refrain from making unauthorized alterations or modifications to assigned spaces; and
- Retain all University-issued furnishings in place and in original condition.

Residents shall not paint, alter, remove, or exchange University furniture or fixtures.

At move-out, residents must fully clear all personal belongings, remove trash, and restore the space to its original condition.

Residents are financially responsible for damage or excessive cleaning resulting from negligence, misuse, or intentional conduct.

Environmental Conditions

Residents are required to exercise reasonable care to prevent environmental conditions that may impact the health, safety, or condition of the residential space, including maintaining appropriate cleanliness and ensuring adequate ventilation.

All occurrences of environmental concerns, including but not limited to leaks, moisture intrusion, or conditions conducive to biological growth, must be reported immediately to Housing & Residence Life.

Residents may be held financially responsible for any damages resulting from negligence, failure to maintain reasonable care, or failure to promptly report known or observable environmental conditions.

Damage and Room Condition Responsibility

Residents are not responsible for normal wear and tear.

At check-in, residents must complete a Room Condition Report documenting existing damage. Failure to report existing conditions may result in assessment at checkout.

Residents are responsible for damage caused by negligence or intentional conduct, including but not limited to:

- Improper disposal of trash or food waste;
- Failure to report maintenance concerns;
- Misuse of plumbing or electrical systems;
- Failure to secure doors or windows;
- Unauthorized modifications or alterations;
- Vandalism or destruction of property; and
- Smoking in prohibited areas.

All damages will be assessed and billed to the resident's account.

Guest and Security Policy

All guests must be properly registered and comply with University housing regulations.

Residents are responsible for maintaining secure access to their assigned space and must not prop or disable doors, share or loan keys or access credentials, or allow unauthorized entry into

residential facilities. Violations of these requirements may result in fines, shared financial responsibility among roommates when the responsible party cannot be identified, loss of housing privileges, or other disciplinary action. All security concerns must be reported to Housing and Residence Life immediately. Overnight guests are prohibited unless expressly authorized under Housing and Residence Life policy.

Fire Safety and Emergency Procedures

Residents must comply with all fire safety and emergency procedures, including immediate evacuation upon alarm activation or staff instruction, use of designated stairwells only (with elevators prohibited during evacuation), and full compliance with directives issued by emergency personnel and Housing and Residence Life staff. Tampering with or misuse of fire safety equipment is strictly prohibited, and fire extinguishers must remain in their designated locations and may only be used in true emergencies. Failure to comply with these requirements may result in a fine of \$200 per violation, in addition to further disciplinary action as deemed appropriate by the University.

Student Personal Property & Abandonment Policy

Student property may be subject to removal from residence halls under specific conditions, following official notification and university protocols. HRL is not responsible for any personal belongings left behind. Residents are strongly encouraged to monitor their accounts and adhere to all housing deadlines to prevent disruptions to their housing status.

Conditions for Property Removal

Property may be removed under the following circumstances, including but not limited to:

- Failure to Follow Check-Out Procedures – Items left behind after a student vacates without properly checking out.
- Financial or Disciplinary Removal – Property left behind after a student has been removed due to disciplinary action.
- Financial Obligations – Contract termination due to unpaid balances.
- Health & Safety Concerns – Items posing risks to the residential community.
- Emergency Situations – Urgent incidents requiring the immediate clearing of a room.
- Failure to Vacate by Move-Out Deadlines – Items left behind after the contract period ends.

- Unattended Items in Common Spaces – Personal belongings left in shared areas such as laundry rooms, lounges, and clubhouses will be discarded immediately.

Any resident who fails to vacate their assigned space by the designated move-out time will be liable for a \$100 per day fee until the room is vacated.

Check-Out & Move-Out Requirements

Residents must vacate their assigned space by their last exam, the official residence hall closure date, or upon suspension.

Suspended Residents:

- In-state students must vacate the residence hall within 24 hours.
- Out-of-state students must vacate within 48 hours.

During check-out, students must:

- Return all room keys and/or fobs.
- Surrender their student ID.
- Complete a hall release form with Housing staff.

Failure to follow proper check-out procedures may result in property being deemed abandoned, and removal fees may be applied to the student's account.

Notification & Claiming Process

Before property removal, students will receive an official JSU email regarding the status of their belongings. A 5-day calendar window will be provided for students to claim their belongings unless otherwise specified. If a student does not respond within the given period, their property will be handled per the Abandoned Property Policy.

Residents must schedule an appointment to retrieve stored belongings in writing and must present a valid JSU Student ID or government-issued ID for pick-up.

If a resident cannot retrieve their belongings in person and wishes to designate someone else to do so, they must email housing@jsu.edu from their official JSU student email account within five (5) days of the designated person's arrival. The request must include:

- The first and last name of the authorized individual.

- Their phone number.
- Their relationship to the resident.
- A clear photocopy of their driver's license or state-issued ID.

For the security and accountability of personal property, current residents are prohibited from retrieving belongings on behalf of other students. This policy is in place to prevent theft, damage, or disputes over ownership and to ensure that only authorized individuals handle a student's belongings. This rule applies to all residents living within HRL housing, without exception.

Storage & Handling of Abandoned Property

Housing staff will oversee the removal process to ensure proper documentation. A log of removed items will be maintained, and photos may be taken for records.

Storage Policy: Housing & Residence Life (HRL) provides temporary storage for abandoned or unclaimed personal belongings for a limited time. Students who fail to properly check out or remove their belongings by the designated deadline may incur storage fees as outlined below.

Storage Fee Structure

- First 5 days (Grace Period): No charge for residents who retrieve belongings within this timeframe.
- Days 6-14: A \$25 per day storage fee will be charged to the student's account.
- After 14 Days: Items may be discarded, donated, or otherwise disposed of.

After 14 days, any unclaimed property will be discarded or donated, and additional fees may apply for removal and disposal.

Students are responsible for all costs associated with property removal and storage. The university or HRL is not liable for any personal belongings left behind.

Definition of Abandoned Property

Any personal belongings left in a student's assigned space, bedroom, suite, or apartment after move-out, purge, or failure to follow proper check-out procedures will be considered abandoned. Property is also considered abandoned when:

- A student fails to check out after their housing contract ends.
- Items remain in the room following eviction, suspension, or withdrawal.

- A student vacates without notifying HRL and fails to respond to three communication attempts within a two-week period.
- The assigned space appears unoccupied for an extended period without prior notice.
- Roommates or hall staff report that a student has vacated without taking their belongings.
- The student's key or access card is returned, but personal items remain in the space.
- There is evidence that the student has relocated without proper authorization.

Disputes & Appeals

If a student believes their belongings were improperly removed, they may submit a written appeal within five (5) business days of notice. The appeal must include supporting documentation explaining why the removal was unjustified. HRL will review the appeal and determine the appropriate course of action.

If a student is unable to retrieve their belongings due to hospitalization, incarceration, or other extreme circumstances, they or their listed emergency contact must contact HRL to arrange an alternate pick-up by a designated individual.

Enrollment Drop Census

Students are required to maintain active enrollment and good financial standing to remain eligible for university housing. If a student is purged from the system due to non-payment or failure to register, they are no longer eligible to reside in campus housing, and their housing agreement will be immediately terminated. Students who are dropped from enrollment will receive formal notice and must vacate their assigned residence within 48 hours of receiving the purge notice. Students must remove all personal belongings, clean their assigned space and common areas, and complete the proper checkout process. To avoid additional fees, they are also required to return their room keys and complete the Hall Release process. As part of this procedure, student IDs will be collected. Failure to comply with these requirements may result in financial penalties, including housing fees, cleaning charges, and lock change fees.

Unauthorized Occupancy and Improper Room Use

Residents are strictly prohibited from occupying any University housing space without prior authorization from Housing and Residence Life.

Unauthorized occupancy includes, but is not limited to:

- Early move-in without approval;
- Remaining in housing after official move-out deadlines;
- Occupying an unassigned or reassigned space; or
- Housing another individual without approval.

Unauthorized occupancy may result in:

- Assessment of daily or nightly unauthorized occupancy fees;
- Immediate relocation or removal from the space;
- Disciplinary action through the student conduct process;
- Administrative cancellation or termination of the Housing Agreement;
- Referral to the Jackson State University Department of Public Safety for trespass enforcement; and
- Criminal trespass charges or arrest where authorized by law and circumstances warrant.

Residents assigned to shared rooms must maintain vacant space availability at all times. Personal belongings must not be placed in or obstruct a vacant half of a shared room. Vacant spaces may be filled at any time without prior notice.

Appendix AI — Maintenance, Roommates, and Community Living (Verbatim)

Maintenance and Care Obligations

The Resident is required to maintain their assigned room, apartment, suite and any common areas of a residence hall, suite, or apartment in a neat and sanitary condition. Resident acknowledges and understands that: (a) their assigned room or apartment is located in a climate with temperatures, humidity, and other naturally occurring conditions that allow the growth of mildew in locations where dampness or moisture are present, and (b) upon moving into the assigned space, Resident will have control over and know the conditions of their room or apartment.

Resident shall:

- Sweep, mop, vacuum, or wipe hard surfaces with a household cleaner.

- Promptly remove any visible moisture or condensation from floors, walls, windows, and other surfaces reasonably within their reach.
- Take reasonable measures necessary to prevent mildew from accumulating in their assigned room or apartment.

If the Resident detects any leaking water, mildew, or condensation on the ceilings or anywhere else beyond their reach, they must timely notify Student Housing. The Resident must also report any other maintenance or repair issues as soon as they become known.

The Resident is not allowed to paint or make any permanent alterations to their assigned room, apartment, or its walls, ceiling, floor, appliances, fixtures, or furniture. The removal of any appliances, fixtures, or furniture from the room or apartment is prohibited, and the Resident may not store items offsite or trade or exchange them with another resident.

All of the Resident's personal belongings and property must be removed from their assigned room or apartment at the end of their housing contract or upon termination of the contract, whichever comes first.

At the time of move-out, the room or apartment, including the floor, should be free of debris, and any trash cans must be emptied. If the room configuration has been altered (e.g., furniture or beds moved or disassembled, chairs or desks rearranged), the room must be returned to its original configuration.

If the Resident or their guest(s) abuse, alter, destroy, or damage the Resident's room, apartment, or any common area of a housing-owned or managed facility, the Resident shall reimburse the University for the cost of any housekeeping services, maintenance or repair, or replacement of furniture, fixtures, or appliances. This includes, but is not limited to, damages resulting from unattended spills or messes, failure to report maintenance issues, improper use of appliances, failure to lock doors or windows, and improper disposal of trash. Additionally, if damage or maintenance issues occur due to the Resident's carelessness, such as plumbing issues resulting from improper use of sinks, toilets, or drains, any related repair costs will be charged to the Resident's account. Furthermore, if the damage or destruction is due to intentional actions, such as vandalism, physical damage to furniture or fixtures, damage from alterations, physical altercations, or smoking in non-smoking areas, the Resident will be held responsible for the cost of repair, replacement, or cleanup.

Biological Growth

Residents are required to take necessary precautions to prevent the growth of mold and mildew by maintaining cleanliness and ensuring proper ventilation, particularly in areas that are prone to moisture. Any instances of mold, mildew, or water leaks must be reported to the HRL promptly. Residents are responsible for the condition of their rooms and will be held accountable for any damage resulting from negligence.

Living With Roommate(s)

Students are assigned roommates based on their legal gender as indicated in university records. For those seeking housing accommodations due to medical or other special circumstances, requests must be submitted through the Office of Accessible Education and Resource Center for review. Living with a roommate involves more than just sharing a physical space; it includes navigating different habits, schedules, and the emotional ups and downs of daily life.

Roommates, as unique individuals, will inevitably encounter differences. One of the most rewarding aspects of living on campus is the opportunity to establish close friendships with people from a variety of backgrounds. Whether your roommate is a close friend from home, or you are meeting for the first time, your roommate relationship can work and even be fun. Most people enjoy the company of others, and your roommate can be someone to share ideas, interests and good times.

For many, sharing a room is a new experience and can sometimes result in a few misunderstandings. It is important to realize that not only do you have a roommate, but also you are a roommate. Getting along usually requires work, but the benefit of establishing friendships makes the work worthwhile. Even if a lifelong friendship is not established, learning to respect each other's differences without infringing on one another's freedom can be a valuable part of your education. As such, ongoing communication is essential to maintain a harmonious living situation. Building a positive relationship requires a sincere, mature effort to understand, accept, and respect each other's differences and ways of living.

Housing and Residence Life strongly encourages roommates to share the following information with each other as soon as possible:

- Sleep habits: Discuss how much sleep each resident needs and preferred sleep schedules.
- Cleanliness: Clarify the importance of cleanliness and what it means to each resident.

- Study habits: Share study schedules and preferences for quiet time.
- Sharing items: Define what is okay and not okay to borrow.
- Guests: Discuss feelings about having guests in the room and set expectations.
- Pet peeves: Identify any particular annoyances to avoid misunderstandings.

To facilitate this process, Community Assistants (CAs) will work with residents to complete a Roommate Agreement. This document serves as a guide to establish and uphold standards for a shared living space. The Roommate Agreement is kept on file in the residence hall and can be referred to or amended as needed throughout the year.

Roommate Bill of Rights

- The right to sleep and study free from undue interference in one's room. Unreasonable noise, guests, and other distractions inhibit the exercise of this right.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to privacy.
- The right to be free from fear of intimidation and physical and/or emotional harm.
- The right to expect cooperation in the use of "room-shared" appliances.
- The right to be free from peer pressure, discrimination, and ridicule if one's lifestyle differs from one's roommate.
- The right for redress of grievances. Residence Life staff members are available for assistance in settling conflicts.

Roommate Conflicts

Learning to get along with others is an important part of a college education; therefore, Housing and Residence Life encourages roommates to try and work out their differences before requesting a room change. When disagreements arise, it's important for roommates to take the time to talk things out calmly and respectfully. Effective communication is vital for resolving conflicts and maintaining a positive living environment.

If you are struggling to handle a roommate concern yourself, Community Assistants are trained and ready to assist in mediating conflicts and navigating difficult conversations between roommates. The CA will gather information about the situation and try to further mediate the process so both roommates can learn and grow from the experience.

Exceptions to the room change process due to ongoing conflict between roommates will be at the discretion of the Community Director for each residence hall. If neither student agrees to move after a mediation, the Community Director will determine who ultimately moves or require that both students move to different spaces.

Reassignments Due to Behavior/Roommate Conflict

HRL may reassign a resident or other authorized occupant if it is deemed necessary to maintain a safe, orderly, and conducive environment for all residents, or to ensure the safety and well-being of others. Reassignments may occur in several situations, including if the behavior of the resident or their occupants causes others to vacate or request reassignment, or if complaints are made by other residents regarding the behavior of the resident or their occupants. Additionally, if the resident's continued presence in their assigned space poses a clear danger to others in the building or violates University policy, they may be required to vacate immediately.

In the case of roommate conflicts, residents are encouraged to address the issue by reviewing the roommate agreement with housing staff, which outlines expectations and responsibilities. If the conflict persists, housing staff will facilitate a mediation session between roommates. If the issue remains unresolved and space is available, a room change may be considered. The decision for a room change will depend on the nature of the conflict and the availability of alternative accommodations, with the goal of ensuring a positive and harmonious living environment for all residents.

HRL also refer behavioral issues to the judicial process for further action, and pending the outcome of such procedures, may require reassignment to another University housing unit.

Helpful Tips to Make It Work

Communicate: The key to a successful relationship with your roommate is communication. Sit down and talk about habits, preferences, moods and values. Even if your roommate is your best friend, you will be surprised to find out some things you did not know about him/her. If something is bothering you, the sooner you talk about it, the sooner it can be resolved.

Be Understanding: Everyone has those days when everything seems to go wrong and bad moods are a result. Try to be understanding and helpful through the tough times. Making it through the rough days builds stronger friendships.

Establish "House" Rules: To avoid misunderstandings, it's important to establish ground rules regarding each other's belongings, room cleaning (there is a wide spectrum between "neat freak" and "total slob"), phone use and visitation. Complete a roommate contract at the beginning of the year to assist with establishing boundaries. If you each know where the other stands on these matters, then everything will work smoothly.

Give Each Other Some Space: Togetherness is great, but you can have too many good things. Consider your roommate's need for time alone and establish your own quiet time also.

Be Open-Minded: If you do not have a particular roommate in mind, you need to keep an open mind toward having a roommate who may be different from you.

Amenities and Services

Garbage and Recycling

Residents are expected to properly dispose of their household trash and recyclables to help maintain a clean and healthy community environment.

Trash Disposal

Residents must place all household trash in the designated dumpsters or trash compactors located near their residence halls. Do not leave trash in hallways, stairwells, lobbies, or outside room doors.

Recycling

Recycling bins are conveniently located in each residence hall lobby. These bins are intended for: Paper products, Plastics (types #1 and #2 only), Aluminum cans.

Dumpster Locations

Dixon Hall, Stewart Hall, and Alexander Hall: Dumpsters are located on the east side of the buildings near the parking lot. Campbell College North and South: Dumpsters are behind the residence halls next to the service drive. One University Place: Dumpsters are placed at the end of each building row near the parking areas.

Improper Disposal

Residents are reminded that placing household trash in recycling bins or leaving it in hallways, stairwells, balconies, or outside entrances is prohibited. Such violations create safety and sanitation hazards. The minimum sanction for improper disposal of trash is a \$25 monetary fine, along with possible referral to the Office of Community Standards and Student Ethics.

Accountability Clause

If a building experiences consistent issues with improper disposal of trash and an individual resident causing the issue is not able to be identified, the Community Director may revoke visitation for the entire community after proper warning and time for improvement has been given. Furniture, mattresses, and other large items that will not fit inside the dumpster are prohibited from being disposed of on campus. Any personal items accidentally thrown away are considered non-retrievable.

Personal Property, Abandonment, and Removal Policy

The University is not responsible for loss, theft, or damage to personal property left in residential facilities.

Personal property may be removed, discarded, or disposed of in accordance with University procedures under the following conditions:

- Failure to properly complete checkout or vacate procedures;
- Financial or disciplinary termination of the Housing Agreement;
- Outstanding balances resulting in contract termination;
- Health, safety, or sanitation concerns;
- Emergency conditions requiring immediate clearance;
- Failure to vacate by established deadlines; or
- Abandonment of property in common or shared areas, including but not limited to lounges and laundry facilities, which may be disposed of immediately without notice.

Laundry Facilities

Laundry facilities are provided in residential communities for resident use. Residents must use all equipment in accordance with posted instructions and University guidelines.

Residents are required to remain with their belongings while using laundry facilities. Personal items must never be left unattended. Housing & Residence Life and the University are not responsible for lost, stolen, or damaged items.

Items left unattended will be considered abandoned and may be removed. Abandoned items will be held for up to 24 hours and will be discarded thereafter.

The following actions are prohibited in laundry facilities:

- Misuse of washers or dryers, including overloading or sitting on equipment;
- Removing, relocating, or damaging laundry room furniture or equipment;
- Personal grooming activities (e.g., hair braiding/combing); or
- Blocking or obstructing access to machines or facility areas.

Vandalism or damage to laundry equipment may result in fines, restitution, and/or disciplinary action.

Housing & Residence Life reserves the right to restrict access, modify hours, or close laundry facilities as necessary due to maintenance, safety concerns, or misuse.

Residents are expected to report equipment issues promptly to Housing staff or the front desk.

Safety Tips

These are tips recommended for your safety and for the protection of your property:

- Lock your door when you leave your room.
- Be mindful not to invite everyone you meet into your space and avoid assuming that everyone is a JSU student.
- Do not leave valuables in plain view.
- Inventory your property and include serial numbers of all appliances.
- Mark or engrave personal items with your name or ID number.
- Report thefts or security problems to your CA immediately and call the JSU Public Safety at 601.979.2580.
- Travel with a companion after dark.

- Inform your roommate of your whereabouts and expected time of return.
- Sign up for the JSU Safe mobile application to receive emergency alerts.

Residents assume all responsibility for their personal property. The university does not assume any legal obligation for any resident's personal property that may be lost or damaged in its buildings or on its grounds. Students are encouraged to obtain personal property loss insurance.

It is recommended that each resident check their parent or guardian's homeowner's policy to see if it covers property in the residence hall. If not, the Office of Student Housing and Residence Life encourages residents to purchase renter's insurance. Report all thefts, vandalism, or attempted thefts to the JSU Public Safety. Be alert for persons who appear out of place or act in an unusual manner in the residence hall. Alert the JSU Public Safety of any suspicious persons immediately.

Theft Prevention

Most thefts result from residents' carelessness. By observing the following precautions, residents can help protect personal property.

- Lock doors when leaving — even for just a few minutes. Keep doors locked when sleeping.
- Never lend a room/suite/apartment or mailbox key to anyone.
- Keep valuables in a safe place. Do not leave valuables in the open and/or unattended.
- Report suspicious persons to residence hall staff or the JSU Public Safety.
- Do not prop locked outside doors and stairwell doors. Be certain they close and lock after exiting.
- Residents should not hold doors open for anyone other than the guests for whom they are responsible.
- Report lost One Cards to One Stop immediately.
- Report lost keys immediately.
- Keep vehicles locked at all times.
- Do not leave valuables in plain sight inside a vehicle.
- Report damage, loss, or theft of vehicles or property within vehicles to JSU Public Safety immediately.

Appendix AJ — Residence Hall Conduct: Prohibited Conduct (Verbatim)

The purpose of Jackson State University Housing & Residence Life Conduct and Student Accountability process is to support the university's mission and values, fostering a safe, inclusive, and respectful living environment for all students. The process is designed to encourage personal responsibility, promote individual growth, and maintain a community where the health, safety, well-being, and property of all residents are prioritized.

The Housing & Residence Life Housing Conduct and Student Accountability ("Code") outlines the behavior expectations for all students residing on campus and specifies the rights of students as well as the process for addressing alleged violations. All residents are expected to follow the standards set forth in the Code. The current version of the Code, which may be updated periodically, is available through the Housing & Residence Life Office or online. In addition to the Student Code of Conduct, residents are also required to adhere to the policies and procedures detailed in this handbook.

It is the responsibility of all members of the residential community to report violations. Violations can be documented by any member of the residential community or University staff. All violations which occur on the premises of the residence hall (including, but not limited to, outdoor grounds, parking areas, and outdoor recreation areas) may be adjudicated by the Dean of Students Office.

The policies and procedures outlined in this section aim to create a living environment that supports academic pursuits while adhering to local, state, and federal laws. Respectful conduct towards others, Jackson State University (JSU), and the Dean of Students policies, procedures, and regulations is essential. Failure to uphold these standards may result in a referral to Housing Conduct and Student Accountability or the Dean of Students.

Access to Restricted Areas and Windows/Balconies/Roof

Certain areas in housing are designated as restricted due to safety and security risks. These areas typically include basements, attics, mechanical rooms, custodial spaces, breaker rooms, and other maintenance-related facilities. Unauthorized access to these areas will result in consequences, as they are often equipped with hazardous materials or machinery that could be dangerous, such as exposed electrical wiring, chemical storage, or high-voltage equipment. Students found entering these areas can face disciplinary action, which may include fines or removal from housing. Additionally, windows, balconies, and roofs are not to be used for entry or exit under any

circumstance. Climbing through a window to bypass a locked door, accessing a roof for recreational purposes, or using a balcony as an exit for social gatherings is prohibited for safety and security reasons. For example, jumping from a window to enter or exit a building or climbing onto the roof for any reason, including sunbathing or smoking, is strictly prohibited. This also includes throwing any objects, like trash, food, or liquids, from windows, balconies, or roofs, which could endanger others. Windows are to be kept closed at all times. A \$100 fine will be charged for windows found open.

Stereos and audio equipment may not be directed out of windows, balconies, or patio doors. Failure to comply with these expectations will result in the immediate removal of the stereo or audio equipment from suites/apartments/rooms and/or further disciplinary action.

Alcohol/Drugs/Weapons

The presence and use of alcohol, drugs, and weapons are strictly prohibited in all University housing. This includes both illegal substances, such as marijuana, cocaine, and heroin, as well as alcohol, regardless of whether the student is of legal drinking age. For instance, even if a student is of legal age, having alcohol in their room or dorm is against the policy, and violations may result in immediate disciplinary action. Additionally, the possession of drug paraphernalia such as bongos, pipes, syringes, or other drug-related equipment is not allowed. Weapons of all kinds are strictly forbidden, including firearms (e.g., handguns, rifles), ammunition, explosives (e.g., fireworks), and non-lethal weapons such as BB guns, pellet guns, tasers, pepper spray, or knives (other than standard pocket knives). Even weapons designed for self-defense, such as stun guns, are prohibited. Any student found with these items in their possession will face severe penalties, which may include removal from housing, suspension, or even expulsion, depending on the severity of the violation.

Residents possessing these items may be removed from the residence halls. Persons on campus and in violation of university policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off-campus. Student violations may be addressed in accordance with the JSU Student Handbook through the Dean of Students Office as well as other applicable policies and may include sanctions, up to and including removal from the residence hall and expulsion. Note: "Campus" means all property owned, leased or controlled by the University and any affiliated foundation or

health care entity, including buildings and outdoor premises, such as parking lots and other outdoor property.

Animals/Pets

University housing is designed to ensure a healthy and safe living environment for all students. As such, pets are not permitted in the residence halls, including fish, preserved specimen, and bones. The presence of other animals, including dogs, cats, birds, reptiles, and rodents, is strictly prohibited to prevent allergies, potential disruptions, and health concerns. For example, a student cannot have a pet hamster, guinea pig, or dog in their room, as these could be disruptive to the living environment or cause health issues for other residents. While Emotional Support Animals (ESAs) and Service Animals are permitted under certain conditions, they must be pre-approved and registered with the Office of Accessible Education and Resource Center (OAERC). Students with an ESA or Service Animal must submit the appropriate documentation to OAERC for approval before bringing the animal into the housing facility. Failure to comply with these regulations will result in the removal of the animal and potential disciplinary action.

Assault

Residents who have been assaulted or have information regarding any type of assault should contact residence hall staff or JSU Public Safety for more information about dealing with the situation properly.

Balconies/Roofs/Windows

Residents residing in areas that have balconies are expected to keep them clean and orderly at all times. University furniture is not permitted on the balcony. Balconies cannot be used for storage. Grills, lighter fluid, and charcoal are not permitted in the residence halls and cannot be used or stored on balconies or in the resident's room. Residents are required to maintain reasonable levels of noise when using their balcony so as not to disturb others.

As a safety feature, certain windows in the apartments have been equipped with devices to limit the distance they can be opened. It is vital that these clips not be removed or altered. Removal will result in a replacement charge. Screens and blinds must not be removed. Displays of any form of window covering may not be placed between blinds and windows or hung outside the window. The Office of Housing and Residence Life reserves the right to require residents to remove anything not conducive to an educational environment and to define what is conducive to

an educational environment. The throwing of objects, including trash, from windows is strictly prohibited. Failure to comply will result in disciplinary action.

Improper use of the balconies/windows (i.e., climbing over balconies, smoking, loud noise or music disturbing others, throwing objects, displaying unapproved banners, or storing trash, debris, paper products, or University property) will result in locking the door/window(s). Also, an administrative charge of \$200.00 will be assessed to the resident(s)' student account to defray the expense of securing the door/window(s), as well as referral to the Student Housing conduct process. Unless a responsible party is identified, charges will be divided equally among the resident(s) of the suite/apartment. The door will remain locked until the resident(s) vacates the apartment. Please report any dangerous behaviors or concerns for a person's well-being to your Residence Life staff immediately.

Bed Bunking

Bunk beds are prohibited.

Bed Lofting

Lofting of beds is prohibited.

Bias, Harassment, and Discrimination

The University is committed to fostering a respectful, inclusive, and diverse community within its housing facilities. Any form of bias, harassment, or discrimination based on race, ethnicity, gender identity, sexual orientation, religion, disability, or any other protected characteristic is strictly prohibited. For example, making derogatory comments about someone's religion, ethnicity, or gender, or intentionally excluding someone from a social activity based on their sexual orientation, constitutes harassment and a violation of housing policies. This includes verbal abuse, physical intimidation, and emotional manipulation designed to harm or isolate others. Any behavior that undermines the University's commitment to diversity and inclusion, such as bullying, racial slurs, or offensive jokes, will result in serious disciplinary measures, including potential removal from housing and other sanctions.

Business and Commercial Activities

University housing is intended for academic and residential purposes, and as such, using a student's room or common area for business or commercial activities is strictly prohibited. Students are not allowed to use their rooms or spaces in the residence hall to conduct any

business activities, whether for profit or otherwise. For instance, running an online retail store, offering paid tutoring services, or operating a daycare service within the dorm is not allowed. Hosting business meetings or selling goods (either in person or online) in the residence halls also violates University policies. Additionally, door-to-door solicitation, such as selling products or services (e.g., cleaning supplies, magazine subscriptions, or promotional materials) in the residence halls, is prohibited. The intention behind this rule is to ensure that the residential environment remains focused on academic pursuits and personal well-being, free from commercial disruptions.

Examples of prohibited commercial activities include:

- Selling or distributing illegal drugs, including marijuana where not legally permitted.
- Selling alcohol to underage individuals or in violation of University policies.
- Offering unapproved services for profit, such as haircuts, hair braiding, styling, tattooing, or body piercing.
- Selling homemade food, including baked goods or edibles.
- Renting out or leasing rooms.
- Gambling.
- Running any business, such as online retail or services.
- Piracy or selling illegal media.
- Passing out flyers, promoting products, or engaging in door-to-door sales.
- Offering childcare or pet-sitting services.
- Selling prescription medications that were not prescribed.

Cooking Appliances

Certain cooking appliances are prohibited in residence halls to prevent fire hazards. For example, in residence halls without kitchens, appliances like air fryers, crockpots, deep fryers, hot plates, and electric skillet are banned due to their potential to overheat or cause fires. Cooking appliances like these, if used improperly or left unattended, can cause serious damage or even endanger the safety of the entire building. Students living in apartments that contain full kitchens, such as One University Place, are allowed to use cooking appliances responsibly,

provided they are never left unattended when plugged in. Students should also ensure that the appliance is placed on a stable surface away from any flammable materials. Appliances like rice cookers and Instant Pots may be used in these apartments, but students should be mindful of safety protocols and local building regulations.

Electrical Appliances – Personal Care and Entertainment

Certain electrical appliances that pose fire or electrical risks are prohibited in University housing. Appliances like space heaters, hairdryers, and curling irons are considered dangerous when left plugged in and unattended, as they can easily overheat and cause fires. Additionally, items like subwoofers, amplifiers, and other high-powered audio equipment are banned due to the excessive noise they generate, which can disrupt other residents. Electric air fresheners, which have been linked to electrical overloads, are also banned. Additionally, window or free-standing air conditioners are not permitted because they place a significant load on the building's electrical system, potentially causing power outages or other safety hazards. Any appliance that poses a risk to the electrical system or the safety of the residents will result in disciplinary action and the confiscation of the item.

Failure to Comply

Students must comply with all housing policies, including requests from housing staff and administrators. If a housing staff member asks to verify a student's identity, for example, the student is expected to cooperate. Failure to comply with these requests, such as refusing to identify oneself or providing false information during a safety check, will result in disciplinary action. In extreme cases, failure to comply with housing staff requests or instructions may result in removal from housing or even suspension from the University. Non-compliance is treated as a serious violation because it compromises the safety and order of the housing environment, and it is essential for all students to cooperate in ensuring a safe and well-maintained living space for everyone.

Fire and Safety Equipment

Tampering with fire and safety equipment is one of the most severe violations of university housing policies. Examples include falsely pulling fire alarms, discharging fire extinguishers in non-emergency situations, and blocking or disabling smoke detectors. Any action that interferes with fire safety systems or emergency exits is considered a serious threat to the well-being of all residents and can result in severe penalties. For instance, students who engage in malicious

activities, such as intentionally pulling a fire alarm as a prank, will face significant fines, criminal charges, and possibly even expulsion. Additionally, obstructing sprinkler heads or emergency exits in any way, such as hanging items from them or blocking the path, is prohibited and can lead to immediate removal from housing.

The city fire code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling fire alarms, discharging fire extinguishers, removing exit signs, covering smoke detectors, hanging items from sprinkler heads and interfering with smoke detectors, using emergency exits in a non-emergency, and failing to evacuate during a fire alarm.

Never hang or affix any item to sprinkler heads or smoke detectors. Interference with the operation of a smoke detector is prohibited. Students found responsible will be liable for damages. All violators are subject to disciplinary action and possible criminal prosecution. The civil penalty for malicious use of fire and safety equipment is a \$500 fine and/or 90 days in jail.

Air Conditioners/Space Heaters

Individual air conditioners and/or heaters are not permitted in the residence halls at any time. Due to fire hazards, items of this type will be confiscated if they are found in the halls. Although all the halls are air-conditioned, residents may wish to bring small fans for use in their rooms.

Combustible Materials – Due to the threat of fire, combustible decorative materials such as dry vegetation, natural Christmas trees, excessive trash and similar materials are not permitted in the residence halls. The storing of flammable liquids or materials of any kind or classification is prohibited.

Flammable/Open Flame Items and Liquids

Students are prohibited from using any items that create open flames or involve flammable materials, as they pose a serious fire hazard. This includes items such as candles, incense, and wax warmers, which can easily ignite surrounding materials if left unattended. Even decorative candles that use a flame, like potpourri warmers, are prohibited. Additionally, the storage and use of flammable liquids such as gasoline, lighter fluid, and cleaning chemicals like acetone or alcohol-based products are banned. These substances can create explosive situations, especially in confined spaces like dorm rooms. Students who violate this policy by using or storing such

materials will face severe disciplinary consequences, including removal from housing and possible fines or criminal charges.

Furniture

The furniture provided by the University is essential to maintaining the integrity and safety of the residence halls. As such, students are required to retain all University-issued furniture in their assigned spaces. This includes beds, chairs, desks, and dressers. For example, students are not allowed to replace or remove University-supplied furniture, such as bringing in their own futons, recliners, or waterbeds. This could disrupt the space or create safety issues such as instability or potential damage to floors. Using unauthorized items like plastic bed risers or cinder blocks to elevate furniture is also prohibited. These items could damage the floor or pose safety risks to residents. Students who remove, damage, or modify the furniture will be held financially responsible for any repairs or replacements required.

Grounds

The removal of existing plants or setting out of additional plants is prohibited. The University reserves the right to remove hazardous or unsightly items.

Health & Safety

Maintaining a clean and safe environment is crucial for all students living in housing. Students are expected to comply with all health and safety regulations, such as keeping their rooms free from unsanitary conditions or maintaining fire safety standards. For example, students who fail a room inspection for cleanliness, or whose rooms present a health or safety hazard, will be subject to reinspection and potential disciplinary action. Safety violations like exposed electrical wiring, blocked fire exits, improperly stored hazardous materials, or damaged smoke detectors must be corrected immediately. Failure to meet these standards could lead to fines, mandatory cleaning fees, or potential removal from housing.

Inappropriate Public Behavior

In University housing, students are expected to maintain decorum in all common areas and act in a way that respects the privacy and comfort of others. Public displays of affection, such as excessive kissing or inappropriate physical contact in hallways, lounges, or other shared spaces, are prohibited. This also includes behavior that creates discomfort or disrupts the living environment, such as loud arguments, disruptive noise, or engaging in behavior that disturbs

other residents. Students who violate this policy may face disciplinary action depending on the severity of the offense.

Intimidation or Bullying

Bullying, harassment, and any form of intimidation are strictly prohibited in University housing. This includes any attempt to control, manipulate, or harm another student through threats, physical force, or emotional manipulation. For example, making threats against another student, spreading rumors, or isolating someone based on their appearance, behavior, or identity can be considered a violation. Students found to be engaging in such activities will face disciplinary action, which may include counseling, removal from housing, or other sanctions.

Lamp/Light Fixtures

Certain types of lamps and light fixtures are not allowed in housing due to their fire risks. For example, incandescent bulbs, halogen lamps, and lava lamps, which can heat up significantly, are prohibited. These fixtures may pose fire hazards when left unattended or placed near flammable materials. Additionally, decorative lighting fixtures such as string lights, neon signs, or adhesive-backed LED lights are not allowed because they can damage walls and create potential safety risks. Students are encouraged to use only safe, low-heat lighting sources and to avoid using equipment that can overheat or cause electrical problems.

Quiet Hours and Courtesy Hours

Quiet Hours are in effect from 11 p.m. to 8 a.m., seven days a week, during which all noise must be kept at a reasonable level to avoid disturbing others. It is the responsibility of each resident to inform offenders if their noise violates these hours. Stereos, radios, TVs, and all conversations should be at levels that do not disrupt the study or sleep of fellow students. The playing of musical instruments in the residence halls is prohibited. The use of stereos, radios, and other amplifiable equipment is a privilege and may be revoked if the equipment disrupts the maintenance of quiet and courtesy hours. Those who repeatedly violate the quiet hour policy may be asked to leave the residence hall. Courtesy Hours are in effect 24 hours a day, seven days a week, requiring residents to maintain a respectful noise level at all times. During Final Exam Week, Quiet Hours extend to 24 hours a day, seven days per week, to provide a quiet and focused environment for all students. Any students who receive a second warning for noise violations will be immediately removed from campus housing.

Potential Harm to Others

Housing and Residence Life maintains the right to take any necessary action to protect students from potential harm caused by others. This may include, but is not limited to, removal from the residence hall, arrest, and/or required counseling. Students who are determined to need medical or psychiatric assistance will be referred to the appropriate treatment facility and will be financially responsible for both transportation and treatment. Acts of violence, such as fighting, may result in the immediate removal of all involved residents from the residence hall.

Room Decorations

Students are encouraged to personalize their rooms with decorations, but they must adhere to safety guidelines to ensure that their living space does not become a fire hazard or damage the property. Decorations like Christmas lights or paper lanterns are prohibited, as they are highly flammable. Additionally, students are restricted from using nails, screws, or staples to hang decorations, as they can damage walls and paint. Only thumbtacks and pushpins should be used to attach posters, pictures, and other lightweight items. Large wall decals that take up more than 10% of the wall space are not permitted because they can obstruct fire safety equipment such as sprinklers or smoke detectors.

Sexual Exploitation

Sexual exploitation includes any action that violates the privacy, autonomy, or integrity of another person. This includes secretly taking or distributing intimate photos or videos without consent. For example, taking a photo or video of a roommate in a private situation, such as in their underwear or in the bathroom, and sharing it without permission, would constitute sexual exploitation. This also includes voyeurism, such as secretly watching or recording someone without their consent. Violations of this policy will lead to immediate disciplinary action, including removal from housing and referral to the University's Title IX office for investigation and possible expulsion.

Sexual Harassment or Misconduct

Sexual harassment or misconduct includes any unwelcome sexual advances, comments, or actions that create a hostile or intimidating environment. This can range from unwanted sexual comments or advances to physical contact or assault. For example, a student touching someone without their consent, making sexual jokes or comments, or engaging in coercive sexual behavior, would be in violation of University policy. Students found guilty of sexual harassment

or misconduct will face serious disciplinary consequences, including removal from housing, suspension, or expulsion.

Signage Procedures

Students must adhere to housing's signage policy, which prohibits unauthorized flyers or posters from being posted in common areas, doors, or windows. Unauthorized materials like advertisements for private events, political campaigns, or commercial promotions cannot be displayed. All signs must be approved by the Housing office to ensure that they align with the University's community standards and do not interfere with safety equipment, such as fire extinguishers or emergency exits. Students who violate this policy by posting unauthorized signage will be subject to disciplinary actions, including possible fines and removal of the materials.

Sports Activities/Equipment/Games

While the University encourages physical activity, certain activities and equipment are not allowed in residence halls due to safety concerns. For example, sports like basketball, soccer, or hockey are prohibited in hallways, lounges, or common areas. Equipment such as skateboards, bicycles, or rollerblades are not to be used indoors, as they can cause injury or property damage. Playing games like Frisbee, football, or water fights in the hallways also violates University housing rules. Students engaging in such activities will be warned, and repeated violations can result in fines or other disciplinary measures.

Transportation Devices with Lithium-Ion Batteries

To protect the health, safety, and welfare of all residents and to reduce the risk of fire associated with lithium-ion and lithium-metal batteries, powered micromobility devices are prohibited within all University Housing facilities unless otherwise required by law.

Prohibited devices include, but are not limited to:

- Electric scooters
- Electric bicycles (e-bikes)
- Hoverboards
- Electric skateboards
- Electric longboards

- One-wheel devices
- Electric unicycles
- Self-balancing personal transportation devices
- Any other battery-powered personal transportation device utilizing lithium-ion or lithium-metal batteries

Unless specifically authorized in writing by the University and approved in accordance with applicable fire safety requirements, residents may not:

- Bring powered micromobility devices into any residence hall, apartment, suite, fraternity or sorority house, or other University Housing facility.
- Store powered micromobility devices inside any University Housing facility.
- Charge powered micromobility devices or their batteries within any University Housing facility.
- Charge removable lithium-ion or lithium-metal batteries associated with powered micromobility devices inside any University Housing facility.
- Store detached or spare lithium-ion or lithium-metal batteries within University Housing.
- Park or leave powered micromobility devices in hallways, stairwells, entrances, exits, or any other area that obstructs or interferes with the required means of egress.
- Charge devices using extension cords, power strips, adapters, relocatable power taps, or any unapproved electrical equipment.
- Circumvent this policy by removing the battery from the device before bringing either the device or battery into University Housing.

The University may designate approved outdoor storage or charging locations that comply with applicable fire and life safety codes. Residents shall not store or charge powered micromobility devices in any location other than those specifically approved by the University.

Residents are responsible for ensuring that any permitted powered micromobility device is maintained in safe operating condition and utilizes only manufacturer-approved batteries and charging equipment. Modified, aftermarket, rebuilt, recalled, damaged, or otherwise altered batteries, charging equipment, or powered micromobility devices are prohibited.

This policy does not apply to powered mobility devices used by individuals with disabilities, including electric wheelchairs and mobility scooters, when such devices are used in accordance with applicable federal and state law and the requirements of the 2024 International Fire Code.

Students found in violation of this policy will be required to immediately remove the prohibited device or battery from University Housing and may be subject to disciplinary action, fines, removal of the prohibited item, termination of the Housing Agreement, and/or other sanctions permitted under University policy.

Vandalism

Vandalism is any intentional damage to property, whether it be within the residence hall or to common areas. This includes graffiti, broken windows, damaged furniture, or any other actions that intentionally deface or destroy property. For example, if a student carves into a door or wall or breaks a window, they will be held financially accountable for the repair costs and may face further disciplinary action. Serious cases of vandalism could lead to removal from housing or suspension from the University.

Appendix AK — Hall Operations: Meetings, Visitation, Pest Control, and Posting (Verbatim)

Hall Meeting Attendance Expectations

If you have a scheduling conflict, you must notify your Community Director directly at oneuniversity@jsums.edu or by replying to this email before your community's final scheduled meeting.

Notifying an RA or a front desk assistant does not count as proper notification and will not excuse your absence.

To be excused from a hall meeting, you must:

- Email your Community Director before the last meeting concludes
- Provide physical documentation (such as an email, letter, or official paperwork) supporting your conflict

Make-up meetings will not be offered once your community's final building meeting has ended.

If you do not attend and do not follow the steps above, a charge will be applied to your student account. You are still responsible for all information covered, so please schedule time with your Community Director to review the material prior to the final closing meeting.

Visitation Policy

Visitation privileges begin no earlier than two weeks after the start of each semester. Before visitation is activated, all residents must attend a mandatory visitation meeting led by the Community Director. Attendance is required to receive visitation privileges. Residents who do not attend will not be permitted to participate in visitation until they complete the required session.

Failure to follow the policies outlined in the Housing & Residence Life Handbook or the Student Handbook may result in student conduct sanctions, including — but not limited to — loss of visitation privileges, fines, or loss of housing. Residents are responsible for the behavior of their guest(s) and must ensure their guest(s) follow all housing rules and procedures.

The University permits guests to visit residential rooms only during approved visitation hours. Visitation outside of approved hours is prohibited and may result in disciplinary action. Students in quarantine or isolation due to COVID-19 will have visitation privileges suspended for the duration of their quarantine/isolation period.

Visitation is a privilege, not a right. Housing & Residence Life may suspend or cancel visitation at any time. Visitation suspensions will be communicated via email unless related to an immediate campus or building emergency.

Visitation Hours

Visitation for residential students is permitted during the following times:

- Sunday–Thursday: 4 p.m. – 11 p.m.
- Friday & Saturday: 4 p.m. – Midnight

Visitation privileges are suspended during Winter Break, university holidays, midterm examination periods, and the summer term. While residence hall lobbies will remain open, visitation within student rooms, suites or apartments is not permitted during these periods.

Guests

Guests are defined as individuals who do not reside in the host's residential community. All guests must be 18 years of age or older. Residents may host up to two (2) registered guests during visitation hours.

Visitation Check-In Procedures

- All guests must complete a temperature check using the temperature scanner at the front desk.
- The resident host must meet their guest(s) in the lobby/front desk area.
- The resident host must present their JSU Student ID, and the guest must present a valid photo ID (JSU ID or government-issued ID).
- Front desk staff will record the host and guest names, date and time, room number, and the host's valid phone number.
- Hosts and guests must remain together at all times while in the building, except when using the restroom. Guests of the opposite gender must use the designated guest restrooms near the lobby, and the host must escort them to and from the restroom.
- The host must escort the guest to the front desk at checkout. Staff will return the guest's ID and record the departure time.
- Guests must be registered each time they visit, even if the same guest returns multiple times during the visitation period.

Failure to comply with visitation rules could result in fines, warnings, or removal of the guest from the residence. Repeated violations can lead to further disciplinary actions, including removal from housing.

Pest Control

Each residence hall is treated for pest control regularly. If there are special problems, please complete a maintenance request. Problems will be responded to as quickly as possible and will require the resident's cooperation in ensuring that the treatment is effective (cleaning out kitchen cabinets, windowsills, etc.). Residents play the most important role in pest control. Since loose garbage attracts insects and makes pest control difficult, place garbage in a sealed, plastic trash bag before throwing it out. Dispose of garbage and trash properly and timely in the designated area for the building.

Residents are responsible for ensuring that their belongings, including clothing, bedding, and luggage, are free from pests. If a pest issue arises, residents must immediately report it to the University through a maintenance request. In the event of an infestation, the resident must follow the prescribed treatment protocol, and failure to comply may result in financial responsibility for pest eradication. Personal items with pests may need to be discarded or treated before re-entering University housing. If pests are caused by the resident or their roommates, they will be financially responsible for the remediation.

Posting and Advertising Policy

Housing & Residence Life recognizes the importance of student engagement, campus involvement, and the promotion of educational programs, events, services, and activities that enhance the residential experience. To maintain an organized, welcoming, and safe residential environment, all banners, posters, flyers, advertisements, announcements, and other printed or promotional materials displayed within residence halls must receive prior approval from Housing & Residence Life before distribution or placement.

Departmental approval is required to ensure that all posted materials align with the educational mission, values, and community standards of Jackson State University and Housing & Residence Life. The approval process allows the department to verify that postings contain accurate information, are appropriate for the residential environment, support student engagement, prevent excessive posting and clutter, ensure equitable access to designated posting spaces, and protect University facilities from damage. Approval also allows Housing & Residence Life to confirm that materials do not contain inappropriate, misleading, offensive, discriminatory, or prohibited content that may negatively impact the residential community.

Only authorized Housing & Residence Life staff members may post, remove, relocate, or approve banners, posters, flyers, signage, and other printed materials within residence halls. Residents, student organizations, campus departments, and external organizations are not permitted to independently place, remove, or alter postings within residential facilities without prior approval from Housing & Residence Life.

Residents are not permitted to post signs, advertisements, flyers, or promotional materials on residence hall doors, suite doors, apartment doors, windows, walls, common area surfaces, or any other unauthorized location. Posting materials on individual room or apartment doors for the

purpose of advertising businesses, selling goods or services, promoting personal ventures, soliciting donations, or conducting commercial activity is strictly prohibited.

The distribution of flyers, handbills, door hangers, promotional materials, or advertisements within residence halls, residential common areas, entrances, lobbies, hallways, laundry rooms, elevators, residence hall doors, parking lots, parking decks, or other University property is prohibited unless the materials have been reviewed and approved by Housing & Residence Life.

Housing & Residence Life reserves the right to deny, remove, or restrict any posting request or material that does not support the mission and values of Jackson State University or the residential community. This includes, but is not limited to, materials that:

- Promote alcohol, drugs, controlled substances, or substance-related activities, either directly or indirectly;
- Promote illegal activities or behavior that violates University policy;
- Contain discriminatory, harassing, threatening, vulgar, or inappropriate content;
- Create a disruption to the residential community;
- Contain inaccurate, misleading, or false information;
- Promote private businesses, personal services, or commercial ventures;
- Solicit money, donations, purchases, or financial contributions without appropriate approval;
- Conflict with University policies, Housing & Residence Life expectations, or community standards.

Questions regarding advertising and posting approval should be directed to Housing & Residence Life at housing@jsums.edu.

General Advertising Expectations

All individuals and organizations requesting to post materials within residential communities must follow the expectations outlined below.

Personal and Commercial Advertising

Housing & Residence Life does not permit personal, commercial, or private business advertising within residence halls. Materials may not promote private businesses, personal services, sales,

products, employment opportunities, fundraising efforts, or outside commercial ventures unless specifically approved through the appropriate University process.

Residents may not use residence hall spaces to advertise personal businesses, solicit customers, distribute promotional materials, or conduct commercial activity.

Financial Responsibility

Individuals, student organizations, departments, or groups responsible for unauthorized postings, damage to University property, excessive litter, improper removal of materials, or violation of posting procedures may be held financially responsible for all associated costs.

Financial responsibility may include, but is not limited to:

- Repairing damaged walls, doors, bulletin boards, or other University property;
- Repainting or restoring damaged surfaces;
- Removing unauthorized materials;
- Additional maintenance or custodial expenses;
- Replacement of damaged University property.

External Organization Sponsorship

Materials originating from non-Jackson State University organizations, businesses, or external groups must be sponsored by a recognized JSU student organization, department, or University-approved entity before consideration for posting.

The JSU sponsoring organization must be clearly identified on the advertisement and must accept responsibility for ensuring compliance with all Housing & Residence Life and University posting requirements.

Distribution Restrictions

Unauthorized distribution of flyers, advertisements, door hangers, brochures, or promotional materials is prohibited. Materials may not be:

- Placed under residence hall doors;
- Left in hallways, lounges, laundry rooms, elevators, or common areas;
- Distributed in residence hall entrances or exits;

- Attached to vehicles located in residential parking areas;
- Left in any residential facility without prior approval.

Authorized Posting Locations

Approved materials may only be placed in locations designated by Housing & Residence Life. Materials may not be posted on unauthorized surfaces, including but not limited to: residence hall doors; suite or apartment doors; windows or glass surfaces; elevators; walls not designated for posting; light poles; trees; vehicles or vehicle windshields; fire safety equipment; emergency exits; and building exterior surfaces.

Approved materials may not be placed over previously approved postings or outside designated posting areas.

Required Sponsor Information

All approved flyers, posters, and advertisements must clearly include:

- The name of the sponsoring organization, department, or approved entity;
- Contact information for event questions or additional information;
- The date, time, and location of the event or activity;
- Any required University approval information, when applicable.

Materials without identifiable sponsorship information may be denied or removed.

Removal of Expired Materials

To maintain a clean, organized, and professional residential environment, all approved promotional materials must be removed within 24 hours following the conclusion of the advertised event, program, or activity.

Housing & Residence Life reserves the right to remove outdated, damaged, unauthorized, or improperly displayed materials at any time.

Failure to comply with posting procedures may result in:

- Removal of posting privileges;
- Suspension of advertising approval for a student organization or department;
- Financial charges for damages or removal costs;

- Referral to the appropriate University office for further action.

Repeated or intentional violations may result in referral to Housing Conduct and Student Accountability and/or the Dean of Students Office.

Approved Advertising Types — Paper Flyers and Posters

Paper flyers and posters are permitted only in approved posting locations and must receive Housing & Residence Life approval before placement.

Housing & Residence Life staff members are responsible for distributing approved flyers within residential communities. Student organizations, residents, and outside organizations may not independently post flyers within residence halls.

Flyer Submission and Approval Process

All flyers and posters intended for residence hall distribution must be submitted to the Housing & Residence Life Central Office located in Campbell College North at least ten (10) days prior to the advertised event date.

The review process allows Housing & Residence Life adequate time to:

- Confirm compliance with University policies;
- Review content appropriateness;
- Coordinate distribution among residential communities;
- Ensure equal opportunity for approved organizations and events;
- Maintain consistency throughout residential facilities.

Community Directors (CDs) or designated Housing & Residence Life staff members will distribute approved flyers within their assigned residential communities.

Flyers submitted fewer than ten (10) days before an event may not be posted in time due to required review and distribution procedures. Processing may take up to three (3) business days after approval, not including staff pickup, preparation, or distribution time.

Flyer Submission and Distribution Requirements

Questions regarding flyer approval, distribution procedures, or posting requirements should be directed to Housing & Residence Life at housingmedia@jsums.edu.

All flyers and posters must be organized and clearly labeled according to the residential community assignments before submission. Organizations are responsible for submitting the correct number of flyers required for each location.

Approved flyer quantities are limited to ensure equitable use of posting spaces and prevent excessive clutter within residential facilities.

Residential Community	Maximum Flyers
One University Place	5
Alexander East	6
Alexander West	6
Campbell North	5
Campbell South	5
Stewart Hall	5
Dixon Hall	8
Transitional Hall	9
Housing & Residence Life Office	2

All approved promotional materials must be removed within 24 hours after the conclusion of the advertised event.

Housing & Residence Life reserves the right to establish, modify, or enforce additional posting and advertising procedures as necessary to maintain a safe, organized, and engaging residential environment.

By following these posting and advertising expectations, residents, student organizations, and University departments contribute to a residential community that is informed, engaged, and respectful of shared University spaces.

For additional information regarding posting approval and advertising procedures, contact Housing & Residence Life at housingmedia@jsums.edu.

Unauthorized Posting and Enforcement

All flyers, posters, banners, advertisements, announcements, and other promotional materials displayed within Housing & Residence Life facilities must receive prior approval from the

Housing & Residence Life Central Office before being posted or distributed. Approved materials must receive an official Housing & Residence Life approval stamp or other designated authorization in the appropriate location on the material before placement within any residential community.

Any flyer, poster, advertisement, or promotional material found within a residence hall that does not contain the required Housing & Residence Life approval stamp or authorization will be considered an unauthorized posting. Unauthorized postings will be removed immediately by Housing & Residence Life staff, regardless of the organization, individual, department, or group responsible for placement.

Posting materials without required approval creates operational concerns, impacts the appearance and organization of residential facilities, may result in unequal access to posting spaces, and prevents Housing & Residence Life from ensuring that materials align with University policies, community standards, and the educational mission of the residential environment.

Individuals, student organizations, departments, or groups responsible for unauthorized postings may be referred to Housing Conduct and Student Accountability for a conduct hearing. During the conduct process, the responsible party may be held accountable for violating Housing & Residence Life policies, including unauthorized use of University facilities, failure to follow established approval procedures, and failure to comply with residential community standards.

Sanctions for unauthorized posting may include, but are not limited to:

- Removal of posting privileges within residential communities;
- Required completion of educational sanctions;
- Financial responsibility for any damages, removal costs, or maintenance expenses;
- Restitution for damaged University property;
- Probation or restrictions related to organizational activities;
- Additional conduct sanctions as determined through the student conduct process.

Repeated violations or intentional disregard for Housing & Residence Life posting procedures may result in increased sanctions, suspension of posting privileges, referral to the Dean of Students Office, and/or additional University disciplinary action.

Housing & Residence Life reserves the right to immediately remove any unauthorized, outdated, damaged, or inappropriate posting to preserve the safety, appearance, and integrity of residential communities.

The temperature in some residence halls is controlled through a central heating and cooling system. As a result of this system, there are times of the year that the building temperature can fluctuate depending on the outside temperature. Switching the system in the fall (from cooling to heating) and spring (from heating to cooling) will be changed in a time that is closely monitored by JSU Maintenance and Housing and Residence Life.

Appendix AL — Service Animals, Smoking, Cleaning, and Facility Policies (Verbatim)

Service & Assistance Animals

Because of the health and sanitation problems they pose, pets are not permitted in the residence halls, including fish, preserved specimens, and bones. Exceptions are granted for Assistance and Service animals registered through the Office of Accessible Education and Resource Center.

If a student desires a service or assistance animal lives in Student Housing, the student should notify the Office of Accessible Education and Resource Center within a reasonable amount of time before the desired move-in date so that Housing & Residence Life can best accommodate the student and the animal. If all other criteria are met, as set forth by OAERC, the student will be asked to schedule a meeting with the Housing & Residence Life to review the Assistance Animal Owner Agreement and Expectations. Students will also be asked to submit documentation to OAERC from a licensed veterinarian dated within the last year, stating that the animal is in good health and has been immunized against diseases common to that type of animal.

Guest(s) of residential students who require an assistance animal should submit documentation, before their arrival, from a licensed veterinarian dated within the last year stating that the animal is in good health and has been immunized against diseases common to that type of animal. In addition, guest(s) must provide disability documentation that specifically addresses their need for an Assistance Animal.

This information can be emailed to the Housing and Residence Life office at housing@jsu.edu. Once the supporting documentation has been submitted and reviewed by

Office of Accessible Education and Resource Center personnel, the resident will be notified of the decision regarding their guest request.

Per the Fair Housing Act, Housing & Residence Life is not required to permit a service or assistance animal if the animal would pose a direct threat to the health and safety of others; would cause substantial physical damage to the property of others; would pose an undue financial or administrative burden or would fundamentally alter the nature of Housing & Residence Life's operations.

Rules of Conduct

Animals must not be allowed to disrupt others or unduly interfere with the routine activities of others in the residence hall. No animal is allowed to become a nuisance to the members of the residence hall community. A nuisance is defined as but is not limited to excessive noise, physical harm to humans or other animals, destruction of property, and acts otherwise deemed by the Housing and Residence Life. Animals attacking other animals or humans will not be tolerated. The matter will be referred for disciplinary action, and removal of the animal may be required.

- The owner is responsible for ensuring the animal is contained when the owner is not present during the day.
- Owners are responsible for proper clean-up and removal of waste. All cats must be litter box trained.
- Owners must ensure the animal is healthy, clean, and in a safe environment. Additional cleaning charges will be applied to the student's account for deep cleaning done by a professional cleaning company, including the cost of removing animal odors.
- Owners are prohibited from transferring control of the animal to another person. Animals may not be left overnight in JSU housing to be cared for by any individual other than the owner. If the owner will be absent from the residence hall overnight or longer, the animal must accompany the owner.
- Regardless of the circumstances, the animal owner is ultimately responsible for the actions of the animal. Owners are liable for any injury caused by the animal and any associated costs.
- Owners are liable for any damage caused by the animal beyond reasonable wear and tear and are responsible for any associated costs. Inspections of rooms and the assessment of damages will occur at least twice a year by Housing and Residence Life staff. Any pet

supplies that obstruct the prompt and efficient completion of the maintenance will be moved and may or may not be moved back by a maintenance technician, depending on the nature of the repair.

- Owners must ensure animals are up to date on all flea, tick, and other pest preventatives. If fleas, ticks, or other pests are detected through inspection, JSU will treat the residence hall using a university-approved fumigation method. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
- Animals must stay in compliance with city, county, and state regulations regarding health, vaccination, and care. JSU has the right to request documentation of compliance with such regulations.
- Animals must be caged when the owner is not present in the space.

Smoking

JSU is dedicated to providing a smoke-free campus, both inside and outside of campus buildings. This includes all JSU residential facilities. Smoking (including, but not limited to, cigarettes, cigars, cigarillos, smokeless tobacco/chewing tobacco, vaping, electronic cigarettes, pipes, bidis, and hookahs) is not permitted in the residence halls, including balconies, vestibules, etc.

If a resident is found in violation of smoking on a balcony, the balcony door will be locked, and an administrative charge will be assessed to the resident(s)' student account for securing the door. The resident will also be referred to the conduct process. The door will remain locked until the resident(s) vacates the apartment. Hookahs and other smoking related paraphernalia may not be used for decoration in any residence hall space.

Cleaning

Residents are responsible for cleaning their suite/apartments, including the kitchen and bathroom(s). In a group living situation, pest control can be an issue. Garbage, uncovered food, and empty cans and bottles provide excellent breeding areas for roaches and other pests. Please wrap food and dispose of garbage and recyclables regularly. Trash and garbage must be placed in designated receptacles only. The current residents must always keep the suite/apartment in an acceptable condition (i.e., cleanliness, adequate storage space, closet space, etc.) for receiving a new roommate. The suite/apartment must be left in a clean, acceptable condition upon moving out. This applies even if one roommate is moving, and the other is staying. Failure to maintain a clean and sanitary environment may result in cleaning fees and referral to the student conduct

process. HRL is responsible for cleaning the common areas of each residence hall, including lounges, hallways, and bathrooms.

Computer Software Copying and Usage

No illegally obtained or illegally copied ("pirated") computer software is allowed at JSU. JSU housing will not condone illegal copying of computer software nor the use of illegally copied or obtained computer software. Any questions regarding computer usage within the Residence Halls should be directed to JSU Student. Should you be caught illegally copying, distributing, or using any software, you will be subject to the Housing Conduct and Student Accountability.

Damage Policy

Roommate(s) are responsible for the condition of the furnishings and the condition of the suite/apartment. In the event of damage or abuse of furnishings or common areas (wall, doors, windows, etc.), unless a responsible party is identified, charges for damages will be divided equally among the resident(s) of the suite/apartment. Residents are expected to report all damages to the Housing and Residence Life immediately. All bills will include the cost of both labor and materials. Failure to make payment may result in the University instituting standard collection procedures that may include placing a hold on the student's records and possible eviction. Upon moving out, CAs will conduct an initial check for damages; however, the CD will conduct a final walkthrough and assess charges for any damages. Damages identified after a student's departure will be billed to the student. Residents are not allowed to do their own repair work or bring an outside person or company in to do the work.

Damage Billing

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, and elevators. When public areas are vandalized or University property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accept responsibility. Each time an incident occurs, a Community Assistant, Community Director, or a Facilities staff member will document it.

There are two types of damage billing:

Individual Damage Billing

Individual damage billing refers to damages to an individual residence hall room whereby the resident of a room is responsible for the costs associated with any repair or replacement within their room.

Community Damage Billing

The philosophy behind community damage billing is that all residents in housing are part of a larger community on campus. Therefore, residents of housing are not only responsible for their personal accommodations but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is the damage that may occur in common areas. It is our hope that students will create a sense of ownership and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section.

Community Damage Billing Process

Prior to posting community damage charges, residential students will have an opportunity to assist Student Housing and Residence Life in identifying those responsible for the vandalism. An email will be sent to your JSU email account, reporting the damage and associated billing charges. Students will have until a predetermined date to either accept responsibility for all or part of the damage or provide information leading to the adjudication of the person(s) responsible for the damage.

Email

Per JSU's policies, Housing and Residence Life uses this as an official form of communication. Failure to keep up with email correspondence could result in missing important notices, updates, deadlines or schedules, and/or policy changes/updates. It is the residents' responsibility to read all Housing email correspondence. Any appeals to Housing and Residence Life based on not seeing, reading, or adhering to information provided in an email will be denied. Housing and Residence Life's official conduct notification system notifies residents via JSU email accounts regarding conduct matters. Residents are responsible for all official correspondence.

Facility Reservation and Usage

First preference for all Housing and Residence Life spaces is given to JSU Student Housing and Residence Life. JSU Departments and registered student organizations may request to reserve residential meeting spaces; however, approval is at the discretion of the Associate Director of Operations. Some areas taken into consideration is the purpose of the event, whether it is open to all residential students, and how residential students will benefit from the program, event, or activity.

Furniture (Stacking and Configuration)

Stacking furniture is not allowed. Furniture may not be modified, dismantled, or moved out of the room. Furniture may be rearranged, but it is required that residents return the furniture to the original room and position before checkout (i.e., beds in the bedroom, sofa in the living room, etc.). Furniture may not be transferred from one apartment/suite to another. Violation of this policy will result in a \$75.00 fine to all residents of each apartment/suite. In the event furniture cannot be accounted for, the replacement cost of the furniture will be assessed to the resident's student account. Because of potential damage to the floor, liquid-filled furniture is not permitted.

Appendix AM — Health & Safety Inspections, Drug Policy, and Move-In/Move-Out Procedures (Verbatim)

Health and Safety Inspections

Housing and Residence Life expects all rooms/suites/apartments to always maintain basic health and safety standards. These inspections are conducted monthly and are unannounced. Conflicts between roommates regarding shared cleaning responsibilities must be resolved before the beginning of the inspection process.

The following is a list of expectations for Health and Safety Inspections:

- Floors must be swept, mopped, and cleared of objects that may obscure a pathway for entrance or exit. There must be a clear pathway from the door to the window and, where applicable, balcony door.
- Dishes must be washed.
- Food in the refrigerator and freezer must be covered or in a closed container.
- Trash must be taken out regularly.
- Bathtubs and sinks must be cleaned regularly to prevent soap scum and mildew.

Any other policy violations will be noted and sanctioned during health and safety inspections.

Note: Residence Life staff are permitted to open any university-owned fixtures, including but not limited to cabinets, refrigerators, and freezers, to ensure student rooms comply with rules and regulations.

Notification of pass/fail will occur by email. Residents whose suite/apartment does not pass inspection have at least 48 hours to correct infractions. A second inspection will occur after 48 hours. If the suite/apartment fails to pass the second inspection, a \$25 fine will be added to each resident's student account. Failure to correct these infractions after further inspections may result in referral to the conduct process. Repeated failures can result in probation and/or the termination of a resident's Student Housing Contract.

Housing and Residence Life staff will confiscate personal items causing a health and safety violation or in violation of a Student Housing policy, including, but not limited to, alcohol, drugs, weapons, candles, and appliances left on like an iron or curling iron. Confiscations may also occur inside of health and safety inspections.

The University or its agents may enter the housing assignment space at any time for the following reasons:

- In case of emergency
- To inspect the condition of the premises
- To inspect for fire and health hazards and for health and safety violations
- To make repairs, installations, additions, or alterations to the rooms or building
- To perform custodial and pest control functions
- To remove personal property, equipment, fixtures, alterations, or additions that violate this agreement or any other applicable regulation or policy
- To verify room occupancy
- To search by authorized University personnel when there is cause to believe that a violation of this agreement or University policy is being or has been committed

Note: Maintenance personnel may enter rooms as early as 8:00 a.m. Monday through Friday. Times may vary due to emergency situations.

Illegal Drugs/Drug Paraphernalia/Suspicion of Drug Usage

It is against the law, and University regulations for students to use, sell, and/or possess illegal or controlled drugs. These drugs are strictly prohibited in Student Housing. Residents violating this policy may lose Student Housing privileges and be disciplined by the University in accordance with its policies. Residents in violation of this policy also face criminal prosecution.

Housing and Residence Life has a "zero tolerance" policy for the possession or use of illegal drugs/drug paraphernalia. Failure to comply with the University's and the Housing and Residence Life's drug policy may result in the following sanctions:

- Termination of Student Housing Contract.
- Referral to Student Counseling Services or Substance Abuse Agency.
- Referral to the Office of Community Standards and Student Accountability for further sanctioning, including possible suspension or removal from JSU.

Residence Life staff members also have authority to conduct a "plain view" search of suite(s), apartment(s) or area(s) (including a hall or building) as necessary when reasonable suspicion (smell, towels underneath the doors, etc.) is present. A search may be conducted with or without a resident present. All residents/students are responsible for reporting violations. All involved individuals will be held responsible for any illegal substances found in the suite/apartment or area. JSU Public Safety will determine if further action is necessary.

Procedures: Keys

All residents receive keys at check-in. Each resident is responsible for their keys and should always carry them when leaving their room. Do not lend keys, including JSU ID, room keys, and mailbox keys. All keys are the property of Jackson State University and may not be duplicated under any circumstances. Violation of the key policy will result in action through the conduct process. Students may not remove, alter, or tamper with door closures, peepholes, or locks. Additional locks may not be added to any door.

Lost or Stolen Keys

Please immediately report lost or stolen keys to the Community Director responsible for the building. Please note, any keys/IDs lost via dumpsters or trash compactors will not be retrieved by the Housing and Residence Life Staff. Residents are responsible for the replacement cost of any key or JSU ID. Residents will be charged a key replacement fee OR a lock change fee.

Contact a Residence Life staff member in the appropriate building if a resident is locked out of their room, apartment/suite, or residence hall. There will be an administrative fee assessed to the resident's student account for every lockout.

Moving In

Before check-in, each room is inspected, and preexisting conditions are noted on the Room Condition Report (RCR). The resident has 48 hours from the time of check-in to review their RCR and make any necessary edits. NOTE: All modifications will be reviewed by the building's Community Director before they are added to the RCR.

Residence Life Staff reserves the right to make any adjustments if necessary. Failure to review the RCR within 48 hours of the check-in will result in the acceptance of the RCR and waiving the right to challenge any discrepancies. Once a room key is signed for and received, residents will be charged as a residential student for the full academic year or the duration of the agreement period.

Moving Out

Signing a Student Housing Contract commits residents to live in a university residence hall through the end of the contracted period. However, residents may request a release from the contract as outlined in the contract. Release is not automatic and will only be granted in extreme circumstances. A cancellation fee will be assessed. Residents are required to comply with all check-out procedures, which include signing the appropriate check-out paperwork, removing all personal belongings, cleaning the room or space, defrosting the refrigerator, and returning keys and/or fobs.

At the end of the contracted period, residents must notify the staff of their residence hall of the specific day they will vacate the suite/apartment. In the spring (e.g., April), residents are expected to move out of their assigned space 24 hours after their last exam. Also, there will be a minimum charge of \$100 for each day held over the vacate day. Check out procedures are also available from CAs.

Upon moving out, residents are required to schedule an appointment with an RA for a preliminary inspection of the suite/apartment for damages, cleanliness, and removal of all personal belongings. The RA will complete the "checkout" portion of the Room Condition Report (RCR) at this time. It is the resident's responsibility to carefully review the RCR, note any

discrepancies in the check-out condition of the space, and sign the form to properly check out of their assigned space. All keys/fobs should be returned to the RA. Any charges will be posted to the student's account. A cleaning fee will be assessed to the appropriate student accounts if the room/suite/apartment, including all appliances and fixtures, is not left in a clean condition. Residents are responsible for appropriate trash removal and disposal. Furniture, bedding, and household appliances may not be disposed of in the University trash dumpsters. Failure to follow these procedures may result in improper check-out fees.

The RA's inspection is preliminary. The CD will complete a second inspection after all roommates have moved out of the room and enter additional information on the "checkout" portion of the RCR.

Housing and Residence Life will bill residents for damages, removal of belongings, or cleaning found during this final inspection by the CD, even if these items are not indicated on the RCR. Residents will be notified via email of any charges to their student accounts from the preliminary or final inspection.

Email

Per JSU's policies, Housing and Residence Life uses this as an official form of communication. Failure to keep up with email correspondence could result in missing important notices, updates, deadlines or schedules, and/or policy changes/updates. It is the residents' responsibility to read all Housing email correspondence. Any appeals to Housing and Residence Life based on not seeing, reading, or adhering to information provided in an email will be denied. Housing and Residence Life's official conduct notification system is HES, which notifies residents via JSU email accounts regarding conduct matters. Residents are responsible for all official correspondence.

Facility Reservation and Usage

First preference for all Housing and Residence Life spaces is given to JSU Student Housing and Residence Life. JSU Departments and registered student organizations may request to reserve residential meeting spaces; however, approval is at the discretion of the Associate Director of Operations. Some areas taken into consideration is the purpose of the event, whether it is open to all residential students, and how residential students will benefit from the program, event, or activity.

Express Check Out vs. Traditional Checkout

Traditional Checkout

Traditional Checkout allows you to discuss discrepancies and damages with staff during the room inspection.

1. Sign up for a checkout appointment at least 24 hours in advance. Failure to do so could result in a \$100 improper checkout charge.
2. Before your checkout appointment, be sure to complete the following: remove all personal belongings; clean your room/bathroom/suite (including all appliances, drawers, and closets) per your Suite Cleaning Agreement; be prepared to return your room/mailbox keys. Failure to complete these items above could result in charges.
3. Be in the room at the scheduled time of appointment. An RA will walk through the space with you to notate and discuss any damages.

Express Checkout

Residents may choose to skip the traditional room checkout process with their Resident Assistant by signing up for an Express Check-out. This method is designated to make your departure as fast and easy as possible. To utilize this method, the following steps must be taken:

- Sign up for an Express Check-Out with your CA. This informs your RA that you will not need to schedule an appointment for a traditional walkthrough with them.
- Completely move out of your room. This includes removing all belongings and trash and returning the room to its original condition before you moved in.
- Clean your room/apartment/suite (including bathroom, kitchen, appliances, floors, drawers, and closets as applicable).
- When leaving the room, the final time, be sure your blinds and window(s) are closed, drawers and closets doors opened, and lock the door behind you.
- Complete the Express Check-Out Form and submit your completed form AND key(s) to the front desk in the provided sealed envelope.

It should be noted that by signing up for Express Check-Out that the student waives their right to be present while their room is being checked for cleanliness and/or damages and to appeal any associated charges.

In addition, the student will be billed for any damaged or missing items at the current cost of labor and/or materials needed to repair/replace the item. By signing up for Express Check-Out the student waives their right to contest all associated damage and/or cleaning charges.

Residents will receive several notices that include instructions for check-out. It is the student's responsibility to reach out to their RA and set up a check-out time. Leaving keys at the front desk will result in the assessment of an improper check-out fee.

Improper Checkout

An improper checkout has occurred in any of the following situations:

- Resident signs up for a check-out time but does not show up for their assigned time and leaves without checking out.
- Resident does not sign up for a check-out time and leaves without checking out.
- Resident shows up to check-out without previously scheduling a time with their CA, and no Student Housing Staff member is available to complete the resident's check-out.

Appendix AN — HRL Conduct Process (Verbatim)

Code of Student Conduct Violations

A student who is alleged to be in violation of the Code of Student Conduct is entitled to certain procedural guarantees to ensure a fair hearing of evidence. Such violations that occur in a Housing and Residence Life facility will be handled in accordance with the processes and procedures outlined in the Code of Student Conduct.

Housing Violations

A student who is alleged to be in violation of Housing and Residence Life policies is entitled to certain procedural guarantees that are listed below.

Notification of Hearing

The student will be provided with a notification letter of alleged violations and the scheduled hearing date. This letter will be delivered via email to the student's university email account, as this is the university's designated means of communication. (Please see the Student Handbook for more details regarding the activation and use of your email account.)

Administrative Hearing (Process)

A student will be given the opportunity to attend an administrative hearing to address the alleged conduct violations. If the student fails to respond and not show for his/her hearing, a missed appointment letter will be sent. If the student again fails to respond and not show for his/her hearing, the case will be heard in his/her absence, and the right to an appeal will be waived.

A student will be given a redacted copy of the incident report, upon request, at the time of the conduct hearing.

Although a student may choose to remain silent during a hearing, he/she may refute or question any evidence presented and produce witnesses or written documentation submitted on his/her behalf.

To assist the student at a hearing, he/she may choose an advisor to attend, as well. The role of the advisor is limited to assistance only. The advisor cannot question witnesses or speak on behalf of the student.

The outcome of the hearing will be determined by the university's standard of proof. Jackson State University uses a preponderance of evidence in order to find a student in violation of policy. The student is not responsible for violating policies unless proven otherwise; however, unlike a court of law, the standard of proof, which must be met in order to prove a student violated policy, is less stringent, a preponderance of evidence. In other words, evidence must be more than 50% convincing (more likely than not) that a policy was violated.

After a hearing, a student may appeal the decision and/or sanctions within five business days from the date on the decision letter, provided there are appropriate grounds. Students are limited to one appeal for each hearing process. Please review the appeals section for more information regarding the appeal process.

Outcome of Hearing – The student will be provided with a decision letter about the alleged violations, assigned sanctions (if any), a rationale for outcome(s) of the hearing, and the appeals process.

Educational Sanctions

Housing and Residence Life administrators have jurisdiction over any residence hall, policy violation, and/or individuals who allegedly violate said policies. Housing and Residence Life staff reserve the right to consult with any other university official when necessary. Violations of

residence hall policies and standards will be addressed through educational and/or active sanctions that will be determined by the following:

- Assessment of the seriousness of the violation
- Consideration of any mitigating circumstances within the case
- The student's previous conduct record
- Consideration of previous incidents bearing similarities in violation infractions
- Directing an educational/active sanction with substantial impact to help the student understand the policy and prevent additional future violations
- Imposing educational/active sanctions or taking actions aimed at preserving the community while considering the victim's rights. Monetary fine may also be applied.

The educational/active sanctions listed below will range in severity without specificity to the violation but to the individual student and case. This list is not inclusive of all possible sanctions:

- Official written warning
- Administrative relocation
- Residence hall probation
- Removal from residence hall system, which may be temporary, permanent and/or immediate and may be done for a serious first-offense violation
- Loss of residence hall visitation privileges
- Reimbursement for damages
- Reflection papers
- Community service

Failure to complete assigned sanctions after an incomplete sanction letter has been sent could lead to an academic/housing hold placed on the student's account and will not be lifted until the student completes said sanction. This could ultimately impact registering for classes, graduation, or receiving one's transcript.

Furthermore, because residence hall students have a contractual relationship with the Department of Housing and Residence Life, those who damage the halls will be financially responsible for

repairs and replacement costs. This contractual agreement may not threaten or interfere with a student's academic standing, although a recommendation may be made to the Office of the Dean of Students.

Please note that any student removed from the residence hall after a conduct process is still subject to the terms and conditions of the housing contract and may be financially responsible for payment to Housing and Residence Life and the university.

Note: Housing and Residence Life has a responsibility to the resident and the community and will not hesitate to terminate the Student Housing Contract of a resident who disrupts the welfare of the residence hall community. Jackson State University will not refund residents' unused portion of the housing agreement fees when termination results from dismissal for behavioral cause.

Right to Appeal

A student found to have violated the Housing Conduct Policy through an administrative process has the right to appeal the original decision to the assigned hearing officer in the Department of Housing and Residence Life or a designee assigned by them. The appeal is not intended to rehear or re-argue the same case and is limited to the specific grounds outlined below. The appeal must state the specific grounds for the appeal and should include all supporting documentation. The appeal must be postmarked or hand-delivered to the appropriate appeal officer, or sent via email as provided below, within five (5) business days after the date on which notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the University Appeals Committee is final.

A student who does not show for his/her scheduled or rescheduled hearing, forfeits their right to an appeal.

Grounds for Appeal

An appeal must be made in writing and may be based only upon one or more of the following grounds:

- Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.

- Discovery of substantial new evidence that was unavailable to the appellant at the time of the hearing upon reasonable search and inquiry, and which reasonably could have affected the decision of the hearing body.
- Disciplinary sanctions imposed are grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

Non-attendance by the accused student is not grounds for an appeal.

Appeal Proceedings

The appeal officer and/or University Appeals Committee will dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in the section of "grounds for appeal."

The appeal officer, designee and/or University Appeals Committee will decide the appeal based upon a review of the record and supporting documents (e.g. prior disciplinary history).

The appeal officer, designee and/or University Appeals Committee may consider additional relevant information from any party to the proceeding and then decide the appeal based upon the enhanced record.

The review of the appeal generally does not involve the appealing student being present; however, this can be requested by the appeal officer, designee and/or University Appeals Committee.

Possible Dispositions by the Appeal Officer, Designee and/or University Appeals Committee

The appeal officer or committee, after a review of the record, may:

- Uphold the original decision and/or sanction(s);
- Dismiss the case or individual charge(s) against the student and vacate any portion or all of the sanction(s);
- Modify, enhance or reduce the original sanction(s); or
- Remand the case to the original hearing body or refer the case to a new hearing officer or panel to be reheard. If possible, a new hearing officer or panel should be different from the one that originally decided the case. If a case is reheard by a hearing officer or panel, the sanction imposed can be lesser or greater than that imposed at the original hearing.

Minor Deviations from Procedure

The dean of students, housing hearing officer, his/her designee or panel and the student may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable, if such deviations are not found upon appeal to be materially harmful to the accused student.

Right of Process

When a student poses a clear emergency or danger to themselves or others, the Executive Director of Housing and Residence Life or designee may take immediate action to suspend the student from the residence halls. This can include temporary removal from the residence halls until a hearing takes place. In this event, the hearing will occur while the temporary removal is in place.

When a student is accused of violating a Housing and Residence Life policy, he/she will be assigned to an administrative hearing with a Housing and Residence Life staff member. If the violation is deemed a serious violation, an administrative option will be mandated and will include referral to the Dean of Students. Failure to respond to conduct notifications could result in a hearing held in the student's absence.

Statements of Right

The accused student must have the opportunity to appear in person at the designated hearing. The accused student and the accuser are entitled to present their cases to the administrative officer and to call witnesses on their behalf.

All hearings in connection with residence hall incidents will be closed, except for the accused student, appropriate witnesses, the accused student's adviser, and/or any other necessary university official. The accused student is entitled to an explanation of the outcome of the hearing.

Each case will be heard at the originally assigned time unless the accused student notifies the administrative officer of a change in schedule or delay within a minimum of 24 hours (one business day) prior to the scheduled hearing. Hearings will only be rescheduled for academic conflicts and personal emergencies that can be verified with documentation.

Appendix AO — Title IX & Sexual Misconduct (Verbatim)

Jackson State University is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. The University will not tolerate and will take action against individuals who retaliate against individuals who report violations of this policy or participate in investigations related to such policy violations.

Any student or applicant who has concerns about gender discrimination or sexual harassment, sexual assault, or sexual violence is encouraged to seek the assistance of the Title IX office.

Sexual Misconduct: any physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing, and voluntary consent, but not limited to:

- Non-consensual sexual intercourse, defined as any sexual penetration (anal, oral, vaginal), however slight, with any body part or object, by any person upon another person that is without consent and/or force.
- Non-consensual sexual contact, defined as any intentional sexual touching, however slight, with any body part or object, by any person upon another person that is without consent and/or by force.
- Sexual exploitation, defined as taking non-consensual, unjust or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.
- Sexual harassment of any person, defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the University's educational program and/or activities and is based on power differentials, the creation of a hostile environment or retaliation.

Housing and Residence Life encourages students who have experienced sexual misconduct to report what occurred so they can get the support they need, and the university can respond appropriately. The Residence Life Staff (including Community Assistants) has been trained to initially respond to incidents of sexual misconduct. Due to the nature of the job responsibilities of the Residence Life staff, all incidents of sexual misconduct will be reported to the JSU Title IX Office.

For more information regarding Title IX, reporting protections, to report an incident, and to find resources available for those affected by sexual misconduct, please refer to the JSU Title IX office website.

Appendix AP — Additional Prohibited Conduct Policies (Verbatim)

Public Nudity, Indecent Exposure, and Lewd Conduct

Residents and guests are expected to maintain appropriate standards of dress and conduct within all University residential facilities and surrounding residential areas. Public nudity, indecent exposure, or intentionally exposing intimate or private areas of the body in a manner that may reasonably be observed by another person is prohibited.

A student or guest may be charged under this policy when they:

1. Appear nude or substantially unclothed in a public or common area of a residence hall, apartment, suite, or other University residential facility;
2. Expose their genitals, pubic area, buttocks, anus, or female breasts in a common or public area where the exposure may reasonably be observed by another person;
3. Intentionally expose themselves through or from a residence hall room, suite, apartment, balcony, window, doorway, hallway, stairwell, elevator, community bathroom, laundry room, lounge, lobby, or other area in a manner visible to other residents, guests, University employees, or members of the public;
4. Intentionally expose themselves to another person in a manner that is reasonably likely to cause discomfort, offense, alarm, or disruption to the residential community;
5. Engage in sexual or lewd conduct while nude or partially nude in a location where the conduct may be observed by persons who did not consent to viewing the conduct;
6. Intentionally display or expose intimate parts of the body to roommates, suitemates, guests, residents, staff members, visitors, or other members of the University community without their consent;
7. Use a residence hall room, window, balcony, doorway, or other residential space to intentionally display nudity or sexualized conduct to individuals outside the room or residential space;
8. Fail to comply with a reasonable directive from Housing & Residence Life staff to cease public nudity, indecent exposure, or related conduct; or
9. Permit or facilitate a guest's public nudity, indecent exposure, or lewd conduct within a University residential facility when the resident knew or reasonably should have known the conduct was occurring.

Definition of Public or Common Area

For purposes of this policy, a public or common area includes, but is not limited to, residence hall entrances, lobbies, hallways, stairwells, elevators, lounges, study rooms, community bathrooms, laundry facilities, kitchens, dining or common areas, mail areas, balconies, courtyards, parking areas, walkways, building entrances, and other spaces accessible to or observable by persons other than the individual.

A student's assigned bedroom, suite, or apartment does not automatically constitute a private setting for purposes of this policy when the individual is intentionally visible to persons outside the assigned space.

Clothing and State of Dress

Residents are expected to wear clothing that provides reasonable coverage when outside the private confines of their assigned bedroom or other designated private space. Being partially dressed, wearing underwear, towels, or other limited coverings does not necessarily constitute a violation by itself; however, intentionally exposing intimate areas of the body, intentionally displaying oneself to others, or engaging in conduct that otherwise constitutes indecent exposure or lewd conduct may constitute a violation.

Residents should exercise particular care in community bathrooms, hallways, elevators, lounges, laundry facilities, and other shared spaces where other residents may reasonably be present.

Intent and Circumstances

Housing & Residence Life will consider the totality of the circumstances when determining whether conduct violates this policy. Relevant factors may include:

- The location of the conduct;
- Whether the location was accessible to or observable by others;
- Whether other individuals were present;
- Whether the exposure was intentional or accidental;
- Whether the individual was aware or reasonably should have been aware that others could observe the conduct;
- Whether the conduct was directed toward a particular individual;
- Whether the conduct was sexual, lewd, threatening, harassing, or disruptive;

- Whether the individual was asked to stop or cover themselves and refused;
- Whether the conduct was repeated;
- Whether minors or other vulnerable individuals were present; and
- The overall impact of the conduct on the residential community.

Accidental exposure, changing clothes within an appropriately private area, or ordinary activities conducted within a legitimately private space will not ordinarily constitute a violation absent additional circumstances demonstrating intentional exposure or other prohibited conduct.

Guests

Residents are responsible for the conduct of their guests within University residential facilities to the extent provided by the Housing Agreement and Residential Code of Conduct. A resident may be charged when a guest engages in public nudity, indecent exposure, or related prohibited conduct and the resident knowingly permits, facilitates, encourages, or fails to take reasonable steps to address the conduct after becoming aware of it.

Relationship to Other Policies

A violation of this policy may also constitute a violation of other University policies, including policies concerning sexual misconduct, sexual harassment, disorderly conduct, disruptive behavior, harassment, failure to comply, or other prohibited conduct. When appropriate, Housing & Residence Life may refer the matter to the appropriate University office for additional review or action.

Nothing in this policy prevents Housing & Residence Life from addressing conduct under another applicable University policy when the facts support an additional or different violation.

Law Enforcement

Certain conduct involving intentional and lewd exposure may also implicate applicable federal, state, or local law. Mississippi law prohibits willful and lewd exposure of one's person or private parts in a public place or in a place where others are present and provides criminal penalties for violations.

Housing & Residence Life may refer incidents to University Police or other appropriate law-enforcement authorities when circumstances warrant such action. A referral to law enforcement

does not prevent Housing & Residence Life from independently addressing the conduct through the Residential Conduct Process.

Potential Sanctions

A student found responsible for violating this policy may receive one or more educational, restorative, or disciplinary sanctions based upon the circumstances and severity of the incident.

Potential sanctions may include, but are not limited to:

- Written Warning;
- Educational assignment regarding community standards, personal responsibility, or appropriate residential conduct;
- Required meeting with a Housing & Residence Life professional;
- Required educational program or workshop;
- Restorative assignment;
- Behavioral contract;
- Loss or restriction of visitation privileges;
- Housing probation;
- Relocation or room reassignment;
- Removal or exclusion of a guest from University housing;
- Restriction from specified residential facilities;
- Trespass or exclusion from residential facilities;
- Disciplinary probation;
- Referral to the appropriate University conduct process;
- Housing Agreement termination; and/or
- Other appropriate sanctions consistent with the Housing Agreement and Residential Code of Conduct.

The severity of the sanction may be increased when the conduct is intentional, repeated, directed toward another person, sexually motivated, accompanied by harassment or intimidation, involves

a guest, occurs after a prior warning or conduct finding, or creates a significant disruption to the residential community.

Housing & Residence Life may impose an immediate interim measure when necessary to protect the safety, privacy, dignity, or well-being of residents or staff while the conduct matter is being reviewed.

Standard of Responsibility

Allegations under this policy will be reviewed through the Housing & Residence Life Residential Conduct Process. Responsibility will be determined using the applicable University standard of proof and procedures. Students will receive notice of the alleged violation and an opportunity to respond consistent with Housing & Residence Life procedures.

Public nudity or indecent exposure is not excused solely because the conduct occurred inside a residence hall, apartment community, or other University-owned residential facility. University housing is a shared living environment, and residents are expected to conduct themselves in a manner that respects the privacy, dignity, safety, and reasonable expectations of others.

Prohibited Conduct Policies

1. Harassment and Intimidation

Residents and guests are expected to treat all members of the residential community with dignity, respect, and consideration. Harassment and intimidation are prohibited when conduct is directed toward another person and is sufficiently severe, persistent, repeated, threatening, or disruptive to interfere with that person's safety, privacy, education, employment, housing experience, or reasonable use and enjoyment of University residential facilities.

A student or guest may be charged under this policy when they:

1. Repeatedly engage in unwanted conduct directed toward another resident, guest, roommate, suitemate, staff member, or University employee;
2. Intentionally intimidate, threaten, frighten, demean, humiliate, or target another person;
3. Engage in repeated unwanted verbal, written, electronic, or physical conduct;
4. Follow, confront, surround, corner, or intentionally approach another person in a manner that is intimidating or threatening;
5. Use threatening language, gestures, actions, or communications toward another person;

6. Make statements indicating an intent to cause physical harm, property damage, academic harm, housing-related harm, or other adverse consequences;
7. Repeatedly contact another person after being instructed to stop;
8. Use social media, text messages, group chats, or other electronic communication to harass or intimidate another person;
9. Encourage, direct, or use another person to engage in harassment or intimidation;
10. Intentionally interfere with another student's ability to sleep, study, work, access their assigned space, or reasonably participate in the residential community;
11. Target a Housing & Residence Life employee because of the employee's position or duties;
12. Engage in conduct intended to discourage another person from reporting an incident or seeking assistance; or
13. Engage in any other conduct that Housing & Residence Life reasonably determines constitutes harassment or intimidation under the circumstances.

Examples of Harassment and Intimidation

Examples may include, but are not limited to:

- Repeatedly confronting a roommate after being asked to stop;
- Threatening another resident over a roommate dispute;
- Repeatedly waiting outside another student's room;
- Sending threatening text messages;
- Intentionally intimidating a resident who reported a conduct violation;
- Using social media to repeatedly target another resident;
- Blocking a person from leaving an area;
- Following a student through a residence hall;
- Threatening a staff member because of a conduct report.

Intent and Circumstances

Housing & Residence Life will consider the totality of the circumstances, including:

- The nature of the conduct;

- The frequency and duration;
- Whether the conduct was directed toward a particular person;
- Whether the recipient communicated that the conduct was unwanted;
- Whether threats were made;
- Whether the conduct caused fear, distress, or disruption;
- Whether the conduct was repeated after intervention;
- Whether the conduct occurred online or in person;
- Whether the conduct involved retaliation; and
- The impact on the residential community.

Relationship to Other Policies

Conduct that may constitute discrimination, sexual harassment, sexual misconduct, stalking, dating violence, domestic violence, or other prohibited conduct may be referred to the appropriate University office.

Potential Sanctions

Potential sanctions may include:

- Written Warning;
- Educational assignment;
- Required meeting with Housing staff;
- Restorative assignment;
- No-contact directive;
- Housing probation;
- Visitation restriction;
- Guest restriction;
- Room or building reassignment;
- Residential exclusion;
- Referral to the appropriate University conduct process;

- Housing Agreement termination; and/or
- Other appropriate sanctions.

2. Bullying and Cyberbullying

Bullying and cyberbullying are prohibited. Students and guests may not engage in repeated or severe conduct intended to intimidate, threaten, humiliate, isolate, demean, embarrass, or harm another member of the residential community.

Bullying may occur in person, electronically, through social media, or through third parties.

A student or guest may be charged when they:

1. Repeatedly target another resident or member of the residential community;
2. Intentionally humiliate or degrade another person;
3. Organize or encourage others to target an individual;
4. Spread harmful or malicious information about another person for the purpose of intimidation or humiliation;
5. Repeatedly send unwanted or hostile electronic communications;
6. Use group chats, social media, or other online platforms to target another resident;
7. Post or distribute humiliating content concerning another resident;
8. Encourage others to exclude, harass, threaten, or intimidate another person;
9. Create or use anonymous accounts to target another person;
10. Use photographs, recordings, memes, messages, or other digital content to harass another person;
11. Threaten to publish private or embarrassing information;
12. Engage in online conduct that substantially interferes with a student's residential experience; or
13. Continue conduct after being directed to stop.

Digital Conduct

Cyberbullying may occur regardless of whether the communication originates on or off campus when the conduct substantially affects the residential community.

Examples include:

- Group-chat harassment;
- Social media harassment;
- Repeated unwanted direct messages;
- Online threats;
- Doxxing;
- Public humiliation;
- Coordinated online harassment;
- Sharing humiliating images;
- Creating accounts to impersonate or target another resident.

Potential Sanctions

Sanctions may include educational assignments, housing probation, loss of privileges, guest restrictions, reassignment, residential exclusion, referral to University conduct processes, or Housing Agreement termination.

3. Stalking

Stalking is prohibited. A student or guest may not repeatedly follow, monitor, observe, contact, track, surveil, or appear at locations associated with another person without legitimate reason when the conduct would reasonably cause the person to feel threatened, frightened, intimidated, harassed, or unsafe.

A student or guest may be charged when they:

1. Repeatedly follow another resident;
2. Repeatedly appear outside another student's room or residence;
3. Repeatedly contact another person after being asked to stop;
4. Monitor another person's movements;
5. Track another person through electronic devices or applications without authorization;
6. Repeatedly wait for another person at locations they are known to frequent;
7. Use friends, roommates, guests, or other individuals to monitor another person;

8. Repeatedly send unwanted messages;
9. Repeatedly attempt to communicate after communication has been declined;
10. Monitor social media activity for the purpose of targeting another person;
11. Threaten another person in connection with unwanted pursuit;
12. Follow another person between residential and campus locations; or
13. Engage in a pattern of conduct that causes a reasonable person to fear for their safety.

Technology and Stalking

Unauthorized location tracking, surveillance devices, account monitoring, or other technology used to monitor another person may constitute stalking.

Immediate Safety Measures

Housing & Residence Life may impose interim measures, including no-contact directives, guest restrictions, relocation, or residential exclusion, when necessary to protect a resident.

4. Retaliation

Retaliation is strictly prohibited.

A student or guest may not retaliate against any person because that person:

1. Reported an incident;
2. Filed a complaint;
3. Contacted Housing & Residence Life;
4. Contacted University Police;
5. Requested assistance;
6. Participated in an investigation;
7. Served as a witness;
8. Provided information;
9. Assisted another resident;
10. Participated in a conduct process;
11. Requested an accommodation or other University service; or
12. Exercised a right provided by University policy.

Retaliation includes:

- Threats;
- Intimidation;
- Harassment;
- Property damage;
- Social media attacks;
- Unwanted contact;
- Roommate interference;
- Social exclusion intended to punish a person;
- Threatening a witness;
- Attempting to discourage a report;
- Threatening to expose private information.

Retaliation may constitute a separate violation regardless of whether the original complaint is substantiated.

Potential Sanctions

Because retaliation undermines the integrity of the University's safety and conduct processes, sanctions may be increased when retaliation is established.

5. Disorderly Conduct

Students and guests are expected to conduct themselves in a manner that does not unreasonably disrupt residential operations or interfere with the rights, safety, privacy, or reasonable enjoyment of others.

Prohibited conduct includes:

1. Fighting;
2. Physical altercations;
3. Threatening behavior;
4. Excessive yelling;

5. Screaming;
6. Aggressive confrontations;
7. Repeated disruptive behavior;
8. Excessive parties or gatherings;
9. Blocking hallways, entrances, stairwells, or exits;
10. Creating unreasonable disturbances;
11. Throwing objects;
12. Slamming doors or objects in a threatening manner;
13. Engaging in conduct that causes residents to reasonably fear for their safety;
14. Encouraging others to participate in disruptive behavior;
15. Interfering with emergency or Housing operations;
16. Creating conditions requiring repeated staff or police intervention; or
17. Engaging in other conduct that substantially disrupts the residential community.

6. *Failure to Comply*

Students and guests must comply with reasonable directions issued by authorized Housing & Residence Life staff, Community Mentors/Resident Assistants, University Police, emergency personnel, and other authorized University officials.

A violation occurs when a student or guest:

1. Refuses to follow a reasonable directive;
2. Refuses to identify themselves when reasonably requested;
3. Refuses to stop prohibited conduct;
4. Refuses to evacuate during an emergency;
5. Refuses to comply with a safety instruction;
6. Refuses to comply with visitation requirements;
7. Refuses to comply with an authorized room-entry requirement;
8. Interferes with a staff member performing assigned duties;
9. Fails to comply with an assigned conduct sanction;

10. Violates a no-contact directive;
11. Violates a guest or visitation restriction;
12. Violates a residential exclusion; or
13. Otherwise knowingly disregards an authorized University directive.

A student may respectfully disagree with a staff decision and may use applicable appeal, grievance, or complaint procedures. Such disagreement does not excuse refusal to comply with an immediate and reasonable safety or operational directive.

7. Abuse, Harassment, or Intimidation of Housing Staff

Housing & Residence Life employees are entitled to perform their duties without threats, harassment, intimidation, or abuse.

Students and guests may not:

1. Threaten Housing employees;
2. Physically intimidate staff;
3. Follow staff in a threatening manner;
4. Repeatedly harass staff;
5. Use threatening or abusive language;
6. Make threats because a staff member issued a policy directive;
7. Attempt to intimidate a staff member into changing a decision;
8. Damage property belonging to a staff member;
9. Encourage others to target a staff member;
10. Retaliate against staff for performing their duties;
11. Enter staff-only areas without authorization;
12. Repeatedly contact staff in a harassing manner;
13. Interfere with staff duties; or
14. Engage in conduct that reasonably causes a staff member to fear for their safety.

Students retain the right to file complaints and challenge decisions through established University procedures.

8. False Information, Identification, and Documentation

Students and guests must provide truthful and accurate information to Housing & Residence Life.

Prohibited conduct includes:

1. Providing a false name;
2. Providing another person's identification;
3. Providing false student information;
4. Providing false statements;
5. Providing misleading information;
6. Submitting forged documents;
7. Altering University documents;
8. Forging signatures;
9. Misrepresenting housing eligibility;
10. Misrepresenting occupancy;
11. Providing false information regarding a guest;
12. Providing false information during a conduct investigation;
13. Making a knowingly false report;
14. Concealing material information during a housing matter; or
15. Attempting to obtain housing, access, services, or privileges through deception.

Knowingly providing false information during a conduct investigation may also constitute Interference with Investigation.

9. Interference with Investigation or Conduct Process

Students and guests must cooperate with legitimate Housing & Residence Life investigations and conduct procedures.

Prohibited conduct includes:

1. Destroying evidence;
2. Concealing evidence;

3. Altering evidence;
4. Deleting evidence for the purpose of preventing review;
5. Threatening witnesses;
6. Intimidating witnesses;
7. Coaching another person to provide false information;
8. Encouraging another person to destroy evidence;
9. Attempting to influence a witness through threats or promises;
10. Knowingly providing false information;
11. Interfering with an incident investigation;
12. Attempting to prevent another person from reporting an incident;
13. Retaliating against a participant in the conduct process;
14. Refusing to comply with established conduct procedures; or
15. Otherwise attempting to undermine or obstruct a Housing investigation.

Nothing in this policy requires a student to provide information they are not legally or procedurally required to provide.

10. Unauthorized Entry

Students and guests may not enter residential or University spaces without authorization.

Prohibited areas include, but are not limited to:

- Another student's bedroom;
- Another student's apartment or suite;
- Staff offices;
- Mechanical rooms;
- Electrical rooms;
- Roofs;
- Maintenance areas;
- Construction areas;

- Storage rooms;
- Restricted administrative areas;
- Areas marked "Authorized Personnel Only";
- Closed facilities;
- Secured areas.

A student may not bypass, defeat, or manipulate a lock, access-control system, door, window, or other security mechanism to gain unauthorized entry.

Entering another student's assigned space without permission may constitute a separate violation even if no property is removed.

11. Unauthorized Room or Space Sharing

Students may not allow another individual to occupy, reside in, or establish residence within a University-assigned space without authorization from Housing & Residence Life.

Prohibited conduct includes:

1. Allowing another student to live in an assigned room;
2. Allowing a non-resident to establish residence;
3. Giving another person exclusive or regular use of an assigned space;
4. Subletting;
5. Renting or selling access to a residential space;
6. Allowing another student to use the assignment as their primary residence;
7. Moving another person into an assigned bedroom;
8. Permitting unauthorized long-term occupancy;
9. Allowing an individual to use another person's assignment to avoid the Housing assignment process; or
10. Attempting to conceal unauthorized occupancy.

Guests may visit consistent with University visitation requirements but may not establish unauthorized residence.

12. Unauthorized Occupancy

Only students formally assigned and authorized to reside in a University residential space may establish occupancy.

An unauthorized occupant includes a person who:

1. Resides in a room without being assigned;
2. Remains in a room for extended periods beyond permitted guest limits;
3. Uses another student's assignment as their residence;
4. Moves personal belongings into another student's room;
5. Receives mail or packages at a space for the purpose of establishing residency;
6. Sleeps regularly in a space to which they are not assigned;
7. Attempts to conceal their occupancy from Housing staff;
8. Remains in a space after their housing assignment has ended;
9. Occupies a space without completing required housing procedures; or
10. Otherwise establishes residence without Housing authorization.

The assigned resident may also be held responsible for knowingly permitting unauthorized occupancy.

13. Key and Access Card Misuse

Keys, access cards, mobile credentials, and other access devices are issued for the exclusive use of the authorized resident.

Students may not:

1. Loan a key to another person;
2. Loan an access card;
3. Share access credentials;
4. Permit another person to use their credentials;
5. Duplicate keys without authorization;
6. Possess an unauthorized key;
7. Use another person's access card;

8. Alter an access card;
9. Tamper with access-control systems;
10. Retain keys after the authorization period ends;
11. Allow unauthorized persons to gain access using their credentials; or
12. Attempt to bypass access-control systems.

Lost or stolen keys and access devices must be reported immediately.

Housing & Residence Life may change or re-core affected locks when necessary to protect residential security, and the student may be financially responsible for applicable costs under the Housing Agreement.

14. Door Propping and Security System Interference

Students and guests may not compromise the security of residential facilities.

Prohibited conduct includes:

1. Propping exterior doors;
2. Propping secured building doors;
3. Wedging doors open;
4. Disabling automatic door closers;
5. Blocking doors from closing;
6. Tampering with locks;
7. Disabling access-control systems;
8. Manipulating security equipment;
9. Removing security devices;
10. Covering or obstructing security cameras where prohibited;
11. Interfering with alarms;
12. Defeating electronic access systems; or
13. Encouraging another person to compromise building security.

A student may be charged even when no unauthorized person ultimately enters the facility because the act itself creates a security risk.

15. Tailgating and Piggybacking

Students and guests may not knowingly permit unauthorized individuals to enter secured University residential facilities by following behind or entering alongside an authorized person.

Prohibited conduct includes:

1. Holding a secured door open for an unknown or unauthorized person;
2. Allowing an individual to enter using another person's access;
3. Allowing persons without appropriate credentials to follow into a secured area;
4. Using another resident's authorized access to gain entry;
5. Circumventing access requirements;
6. Providing access to a person who is prohibited from entering;
7. Allowing an excluded guest to enter; or
8. Otherwise assisting an unauthorized individual in bypassing residential security.

Residents are expected to maintain awareness of who enters secured residential spaces with them.

16. Unauthorized Room Changes, Furniture Movement, and Space Alterations

Students may not move into, occupy, exchange, or modify a residential space without Housing & Residence Life authorization.

Prohibited conduct includes:

1. Moving into another assigned room;
2. Switching rooms with another resident without approval;
3. Moving personal belongings into an unassigned space;
4. Moving University furniture between rooms;
5. Removing furniture from a room;
6. Moving lounge furniture into bedrooms;
7. Placing furniture in hallways or exits;
8. Disassembling University furniture;
9. Installing unauthorized fixtures;

10. Altering walls, doors, ceilings, or fixtures;
11. Making unauthorized modifications to a residential space; or
12. Attempting to conceal an unauthorized room change.

Students must use the established Housing & Residence Life room-change process.

17. Roommate and Community Interference

Students have a right to reasonably use and enjoy their assigned residential space without unreasonable interference from roommates, suitemates, neighbors, guests, or other residents.

A student may be charged when they:

1. Repeatedly interfere with a roommate's ability to sleep or study;
2. Prevent reasonable use of shared spaces;
3. Intentionally create excessive disturbances;
4. Repeatedly violate agreed roommate expectations;
5. Enter a roommate's personal area without permission;
6. Use another person's property without authorization;
7. Repeatedly bring unauthorized guests into shared spaces;
8. Intentionally create unsanitary conditions;
9. Prevent a roommate from accessing shared facilities;
10. Manipulate utilities or environmental controls to interfere with another resident;
11. Repeatedly engage in conduct that makes the residential environment unreasonable;
12. Threaten or intimidate a roommate;
13. Retaliate against a roommate for reporting concerns;
14. Refuse reasonable participation in required roommate mediation; or
15. Engage in other substantial conduct that interferes with another resident's reasonable residential experience.

Roommate Disputes

Ordinary roommate disagreements do not automatically constitute conduct violations. Housing & Residence Life may first use mediation, conflict resolution, roommate agreements, educational interventions, or other community-based approaches when appropriate.

Conduct involving threats, harassment, violence, stalking, retaliation, property damage, or other serious misconduct may be addressed through the formal conduct process regardless of whether mediation is attempted.

Roommate Privacy

Residents are expected to respect the privacy of roommates and suitemates. Unauthorized entry, recording, photographing, searching personal belongings, or sharing private information may constitute separate violations.

18. Sexual Activity in Common or Publicly Observable Areas

Residents and guests are expected to maintain appropriate boundaries within shared residential environments. Sexual activity is prohibited in common areas, public areas, or locations where other persons may reasonably observe the conduct.

A student or guest may be charged under this policy when they:

1. Engage in sexual activity in hallways;
2. Engage in sexual activity in stairwells;
3. Engage in sexual activity in elevators;
4. Engage in sexual activity in lounges;
5. Engage in sexual activity in study rooms;
6. Engage in sexual activity in laundry rooms;
7. Engage in sexual activity in community bathrooms;
8. Engage in sexual activity in kitchens or shared common areas;
9. Engage in sexual activity on balconies or porches when observable by others;
10. Engage in sexual activity in common outdoor areas;
11. Engage in sexual activity in vehicles located on University property when the conduct is publicly observable;
12. Engage in sexual activity in other publicly accessible or observable residential locations;

13. Intentionally expose sexual activity to another person;
14. Record sexual activity without appropriate consent;
15. Display sexual activity to residents or guests who did not consent to viewing it; or
16. Permit or facilitate a guest's prohibited sexual conduct in a residential facility.

Privacy

Consensual private conduct within a legitimately private residential space does not ordinarily violate this policy solely because it is sexual in nature, provided that all participants are legally capable of consenting and no other University policy is violated.

Conduct involving coercion, non-consensual activity, sexual harassment, exploitation, or other prohibited sexual misconduct may be referred to the appropriate University process.

19. Lewd, Offensive, or Sexually Disruptive Conduct

Students and guests must maintain conduct appropriate to a shared educational residential environment.

Lewd, offensive, or sexually disruptive conduct includes behavior that is sexually explicit, intentionally provocative, substantially disruptive, or reasonably likely to offend or disturb others in a shared residential environment.

Prohibited conduct may include:

1. Intentionally displaying sexual acts to others;
2. Engaging in sexually explicit behavior in common areas;
3. Making repeated sexually explicit gestures toward unwilling observers;
4. Engaging in sexually explicit conduct in windows or balconies visible to others;
5. Using residential spaces to intentionally display sexual conduct;
6. Repeatedly making sexually explicit comments toward unwilling residents;
7. Engaging in sexually explicit behavior that substantially disrupts residential operations;
8. Using sexual conduct to harass, intimidate, embarrass, or target another person;
9. Combining public nudity with lewd or sexually explicit behavior;
10. Encouraging others to participate in disruptive sexual conduct; or

11. Engaging in other sexually explicit conduct that substantially interferes with the residential community.

Housing & Residence Life will consider intent, location, visibility, audience, repetition, impact, and surrounding circumstances.

20. Community Safety and Residential Security Interference

Students and guests are expected to contribute to the safety and security of the residential community.

Prohibited conduct includes:

1. Disabling security systems;
2. Tampering with emergency equipment;
3. Blocking emergency exits;
4. Interfering with emergency responders;
5. Concealing dangerous conditions;
6. Allowing unauthorized individuals into restricted spaces;
7. Creating false security emergencies;
8. Tampering with cameras or security equipment;
9. Interfering with Housing staff conducting safety operations;
10. Refusing reasonable emergency instructions;
11. Re-entering a building after evacuation without authorization;
12. Creating conditions that require unnecessary emergency response;
13. Knowingly permitting a prohibited individual to enter a restricted residential facility; or
14. Otherwise compromising the safety or security of residents or staff.

21. General Residential Community Interference

Students and guests may not engage in conduct that substantially interferes with the ordinary operation, safety, security, educational mission, or residential experience of the University community.

This policy may apply when conduct:

1. Prevents residents from reasonably accessing their rooms;
2. Interferes with Housing operations;
3. Substantially disrupts a residential community;
4. Creates unreasonable safety risks;
5. Repeatedly requires Housing staff intervention;
6. Prevents residents from sleeping or studying;
7. Interferes with emergency response;
8. Creates unreasonable sanitation or health concerns;
9. Interferes with another resident's privacy;
10. Interferes with residential programming or community activities;
11. Disrupts building operations;
12. Creates substantial property or financial harm;
13. Encourages widespread violations of residential policy; or
14. Otherwise substantially interferes with the rights and reasonable expectations of other members of the residential community.

Totality of Circumstances

Housing & Residence Life will consider the totality of the circumstances when determining whether conduct violates this policy.

Relevant factors may include:

- Location;
- Frequency;
- Duration;
- Intent;
- Impact;
- Number of people affected;
- Whether the conduct was repeated;
- Whether the student was warned;

- Whether staff intervention was required;
- Whether the student complied with directions;
- Whether property or safety was affected;
- Whether another policy was violated; and
- Whether the conduct created a significant disruption to the residential community.

This provision is intended to address substantial residential concerns that may not be fully captured by a more specific provision of the Residential Code of Conduct.

Common Provisions Applicable to These Policies

Relationship to Other University Policies

A single incident may constitute violations of multiple University policies. Housing & Residence Life may address each applicable violation or refer the matter to another University department when appropriate.

Examples include conduct that may simultaneously constitute:

- Harassment;
- Stalking;
- Sexual misconduct;
- Threats;
- Disorderly conduct;
- Failure to comply;
- Property damage;
- Retaliation;
- Unauthorized entry; or
- Other University policy violations.

A student may be held responsible under more than one applicable policy when the facts support separate violations.

Guest Responsibility

Residents are responsible for the conduct of their guests to the extent established by the Housing Agreement and Residential Code of Conduct.

A resident may be charged when the resident:

- Invited the guest;
- Authorized the guest's access;
- Knowingly permitted the guest to remain;
- Facilitated prohibited conduct;
- Encouraged prohibited conduct;
- Provided unauthorized access; or
- Failed to take reasonable steps to address known prohibited conduct when reasonably able to do so.

A resident is not automatically responsible for every action taken by a guest solely because the guest entered the building.

Attempted Violations

An attempt to commit prohibited conduct may constitute a violation even when the conduct is not completed.

Examples include attempting to:

- Enter an unauthorized space;
- Access another person's room;
- Disable security equipment;
- Provide false information;
- Obtain unauthorized access;
- Conceal prohibited conduct; or
- Interfere with an investigation.

Aiding, Abetting, Facilitating, and Complicity

Students may be held responsible for knowingly assisting, encouraging, facilitating, or enabling another person to violate the Residential Code of Conduct.

Examples include:

- Providing a key or access card;
- Allowing unauthorized entry;
- Providing a room for prohibited conduct;
- Concealing prohibited property;
- Encouraging another person to violate policy;
- Helping another person avoid staff intervention;
- Destroying or concealing evidence;
- Assisting another person in violating a residential restriction.

Interim Measures

Housing & Residence Life may impose appropriate interim measures when reasonably necessary to protect the health, safety, privacy, security, or well-being of residents, staff, or the residential community.

Interim measures may include:

- Temporary room relocation;
- Emergency relocation;
- No-contact directives;
- Guest restrictions;
- Visitation restrictions;
- Residential exclusion;
- Temporary restriction from specified areas;
- Other appropriate protective measures.

Interim measures do not necessarily constitute a finding of responsibility.

Potential Sanctions

A student found responsible for a violation may receive one or more sanctions based upon the circumstances and severity of the conduct.

Potential sanctions include:

- Verbal Warning;
- Written Warning;
- Educational assignment;
- Required meeting;
- Reflection assignment;
- Restorative assignment;
- Community service;
- Mediation;
- Conflict-resolution requirement;
- Behavioral agreement;
- Loss of visitation privileges;
- Guest restrictions;
- Housing probation;
- Financial restitution;
- Room reassignment;
- Building reassignment;
- Residential exclusion;
- Disciplinary probation;
- Referral to University Student Conduct;
- Referral to University Police;
- Housing Agreement termination; and/or
- Other appropriate sanctions permitted by University policy.

The severity of a sanction may increase when conduct is:

- Repeated;
- Intentional;
- Threatening;
- Violent;
- Retaliatory;
- Directed toward another person;
- Accompanied by harassment or intimidation;
- Conducted after a prior warning;
- Accompanied by property damage;
- Associated with a serious safety concern;
- Facilitated by a guest;
- Accompanied by failure to comply; or
- Significantly disruptive to the residential community.

Standard of Responsibility

Allegations will be reviewed through the applicable Housing & Residence Life Residential Conduct Process.

Students will receive notice of alleged violations and an opportunity to respond consistent with applicable University procedures.

Responsibility will be determined using the applicable University standard of proof.

Relationship to Criminal Law

Certain conduct addressed by these policies may also constitute a violation of federal, state, or local law.

Housing & Residence Life may refer incidents to University Police or other appropriate law-enforcement agencies when circumstances warrant.

A criminal referral does not prevent Housing & Residence Life from independently addressing the conduct through the University's residential conduct process.

Similarly, Housing & Residence Life may address conduct regardless of whether criminal charges are filed, pursued, dismissed, or resolved.

Progressive Sanctioning

Housing & Residence Life generally uses progressive, educational, and restorative sanctions when appropriate. However, progressive sanctioning does not require Housing & Residence Life to begin at the lowest sanction level when the severity of the conduct warrants a higher-level response.

Level I — Educational/Corrective

Typically appropriate for minor or first-time violations.

Possible sanctions:

- Warning;
- Educational assignment;
- Required meeting;
- Reflection assignment;
- Restorative intervention.

Level II — Formal Residential Accountability

Typically appropriate for repeated minor violations or moderate misconduct.

Possible sanctions:

- Formal warning;
- Housing probation;
- Educational program;
- Behavioral agreement;
- Visitation restriction;
- Guest restriction;

- Community service.

Level III — Significant Residential Sanction

Typically appropriate for repeated misconduct or significant disruption.

Possible sanctions:

- Extended housing probation;
- Loss of visitation;
- Guest exclusion;
- Room reassignment;
- Building reassignment;
- Financial restitution;
- Residential restrictions;
- Final housing warning.

Level IV — Severe Residential Sanction

Typically appropriate for serious misconduct.

Possible sanctions:

- Residential exclusion;
- Loss of residential privileges;
- Housing Agreement termination;
- University conduct referral;
- University Police referral;
- Other sanctions authorized by University policy.

Level V — Emergency/Immediate Action

Reserved for circumstances presenting an immediate or significant threat to safety, security, health, or the continued operation of the residential community.

Potential actions include:

- Immediate removal;
- Emergency relocation;
- Immediate guest exclusion;
- Emergency residential restriction;
- University Police response;
- Emergency Housing Agreement action;
- Referral to appropriate University officials.

Aggravating Factors

Housing & Residence Life may increase the level of sanction when:

- The conduct caused or threatened physical harm;
- A weapon was involved;
- The conduct involved threats;
- The conduct involved retaliation;
- The conduct targeted a particular person;
- The conduct was sexually motivated;
- The conduct was repeated;
- The student had prior related violations;
- The student failed to comply with staff directives;
- The conduct caused significant property damage;
- Emergency personnel were required;
- The student attempted to conceal the conduct;
- Evidence was destroyed;
- Staff were threatened or intimidated;
- Multiple residents were affected; or
- The conduct substantially disrupted the residential community.

Mitigating Factors

Housing & Residence Life may consider:

- Acceptance of responsibility;
- Immediate cooperation;
- Voluntary reporting;
- Lack of prior conduct history;
- Genuine efforts to repair harm;
- Restitution;
- Participation in restorative measures;
- Compliance with staff directives;
- Other relevant circumstances.

Mitigating factors do not guarantee a reduction in sanctions.

Residential Conduct and Housing Status

A violation of the Residential Code of Conduct may affect a student's continued eligibility to reside in University housing.

Serious, repeated, or unresolved violations may result in:

- Housing probation;
- Room reassignment;
- Building reassignment;
- Loss of housing privileges;
- Residential exclusion;
- Housing Agreement termination;
- Referral to the University's broader conduct process.

Housing sanctions may be imposed independently of academic enrollment or other University disciplinary outcomes when authorized by the Housing Agreement and University policy.

Appendix AQ — Formal Residential Code of Conduct (Numbered Format, Verbatim)

The following document is reproduced verbatim, in full, including its own internal numbering and table of contents, as an official numbered-format companion to this Code.

5.0 Prohibited Conduct

5.1 Public Nudity, Indecent Exposure, and Lewd Conduct

Public nudity, indecent exposure, or intentionally exposing intimate or private areas of the body in a manner that may reasonably be observed by another person is prohibited.

Students and guests may not:

- Appear nude or substantially unclothed in hallways, elevators, stairwells, lounges, lobbies, laundry rooms, community bathrooms, kitchens, study rooms, balconies, courtyards, parking areas, or other common areas.
- Intentionally expose the genitals, pubic area, buttocks, anus, or breasts in a location where another person may reasonably observe the exposure.
- Intentionally expose themselves through a doorway, window, balcony, or other opening to individuals outside a private residential space.
- Engage in lewd or sexually explicit conduct in a common or publicly observable area.
- Intentionally display themselves to another person without that person's consent.
- Engage in sexual conduct in a location where the conduct may reasonably be observed by others.
- Continue prohibited exposure after being directed by University personnel to stop or cover themselves.
- Facilitate or knowingly permit a guest to engage in prohibited public nudity or indecent exposure.

Ordinary changing of clothes, bathing, or other private activities conducted within an appropriately private area do not ordinarily constitute a violation.

Housing & Residence Life will consider the totality of the circumstances, including location, intent, visibility, whether another person was present, whether the conduct was directed toward another person, and whether the conduct was repeated.

5.2 Sexual Activity in Residential Facilities

Sexual activity is prohibited in public, common, or publicly observable areas of University residential facilities.

Prohibited conduct includes, but is not limited to:

- Sexual intercourse or sexual acts in common areas;
- Sexual activity in hallways, stairwells, elevators, lounges, study rooms, laundry rooms, community bathrooms, balconies, courtyards, or other common spaces;
- Sexual activity in a location where other residents may reasonably observe the conduct;
- Sexual activity involving a person who cannot legally or meaningfully consent;
- Sexual activity accompanied by harassment, coercion, intimidation, or unwanted exposure;
- Recording or photographing sexual activity without appropriate consent;
- Distributing, displaying, or sharing intimate images without consent.

This provision does not prohibit consensual private conduct that occurs within a legitimately private residential space and otherwise complies with University policy and applicable law.

5.3 Disorderly Conduct

Students may not engage in conduct that substantially disrupts, interferes with, or threatens the normal operation of the residential community.

Examples include:

- Fighting or physical altercations;
- Excessive yelling or screaming;
- Threatening behavior;
- Aggressive confrontations;
- Repeated disruptive behavior;

- Creating unreasonable disturbances;
- Engaging in behavior that causes residents to reasonably fear for their safety;
- Encouraging others to participate in disruptive conduct;
- Blocking hallways, entrances, stairwells, or other common areas;
- Creating conditions that require repeated intervention by Housing staff or University Police.

5.4 Noise, Quiet Hours, and Community Disturbances

Residents have the right to reasonable peace and quiet.

Students must observe all University-designated quiet hours and courtesy expectations.

Prohibited conduct includes:

- Excessively loud music;
- Excessive television or gaming volume;
- Loud conversations or shouting;
- Repeated yelling;
- Parties that create unreasonable disturbances;
- Excessive noise in hallways;
- Excessive balcony noise;
- Repeated door slamming;
- Excessive bass or vibrations;
- Noise that interferes with another student's ability to sleep, study, or reasonably enjoy their assigned space;
- Continuing excessive noise after being asked to reduce it.

Courtesy hours apply throughout the day. Quiet hours establish periods during which a heightened expectation of quiet applies.

Repeated violations may result in progressive sanctions, including loss of visitation privileges, housing probation, reassignment, or termination of the Housing Agreement.

6.0 Harassment, Bullying, Threats, and Interpersonal Misconduct

6.1 Harassment

Harassment includes unwelcome conduct directed toward another person that is sufficiently severe, persistent, or pervasive to interfere with that person's ability to live, study, or participate in the residential community.

Examples include:

- Repeated unwanted communication;
- Verbal abuse;
- Intimidation;
- Insults directed at an individual;
- Targeted hostile conduct;
- Repeated unwanted confrontation;
- Harassing messages;
- Harassing social media activity;
- Conduct intended to humiliate or degrade another resident.

Conduct may violate this Code even when it does not constitute a criminal offense.

6.2 Bullying

Bullying is prohibited.

Bullying includes repeated or severe conduct intended to intimidate, threaten, humiliate, isolate, demean, or otherwise harm another member of the residential community.

Bullying may occur:

- In person;
- Through text messages;
- Through group chats;
- Through social media;
- Through gaming platforms;

- Through email;
- Through photographs or videos;
- Through anonymous accounts; or
- Through third parties.

6.3 Cyberbullying and Digital Harassment

The use of electronic communication to threaten, harass, intimidate, embarrass, stalk, or target another resident is prohibited.

This includes conduct occurring through:

- Instagram;
- Snapchat;
- TikTok;
- Facebook;
- GroupMe;
- Discord;
- Text messaging;
- Email;
- Gaming platforms; and
- Other digital communication platforms.

6.4 Stalking

Stalking is prohibited.

Prohibited conduct includes repeatedly following, monitoring, contacting, appearing at, observing, tracking, or attempting to establish unwanted contact with another person when such conduct would reasonably cause a person to feel unsafe, intimidated, threatened, or harassed.

Examples include:

- Repeatedly appearing outside another student's room;
- Following a student around campus;

- Repeated unwanted messages;
- Monitoring another student's movements;
- Using technology to track another person without authorization;
- Repeatedly contacting another student after being told to stop.

6.5 Threats and Intimidation

Students may not threaten physical harm, property damage, retaliation, or other unlawful or prohibited conduct.

Threats may be:

- Verbal;
- Written;
- Electronic;
- Implied through conduct;
- Made through another person; or
- Communicated through social media.

A statement does not have to result in actual physical harm to constitute a violation.

6.6 Retaliation

Retaliation is strictly prohibited.

Students may not retaliate against any person because that individual:

- Reported an alleged violation;
- Requested assistance;
- Contacted an RA or Housing professional;
- Participated in an investigation;
- Served as a witness;
- Provided information;
- Filed a complaint;

- Participated in a conduct process; or
- Assisted University personnel.

Retaliation includes threats, intimidation, harassment, social exclusion, property damage, unwanted contact, online harassment, and other adverse conduct.

7.0 Alcohol, Drugs, Smoking, and Prohibited Substances

7.1 Alcohol

Students must comply with University alcohol policies and applicable law.

Prohibited conduct includes:

- Underage possession or consumption;
- Unauthorized possession;
- Distribution;
- Selling alcohol;
- Providing alcohol to an underage person;
- Open containers where prohibited;
- Alcohol-related disorderly conduct;
- Excessive intoxication;
- Operating a vehicle while impaired;
- Possession of prohibited alcohol containers;
- Alcohol-related property damage;
- Alcohol-related medical emergencies resulting from prohibited conduct.

7.2 Drugs and Controlled Substances

Students may not possess, use, manufacture, distribute, sell, purchase, or facilitate the use of prohibited controlled substances.

Prohibited conduct includes:

- Possession;

- Consumption;
- Manufacturing;
- Distribution;
- Sale;
- Intent to distribute;
- Possession of drug paraphernalia;
- Possession of controlled substances without authorization;
- Allowing residential space to be used for prohibited drug activity.

7.3 Smoking and Vaping

Smoking and vaping must comply with University tobacco and smoke-free policies.

Prohibited conduct includes smoking or vaping in unauthorized locations, including residential spaces where prohibited.

Students may not:

- Smoke inside residence halls;
- Vape inside prohibited areas;
- Smoke on balconies where prohibited;
- Tamper with smoke detectors because of smoking;
- Dispose of smoking materials improperly;
- Leave burning materials unattended.

8.0 Fire, Life Safety, and Emergency Equipment

8.1 Fire Safety

Students must comply with all fire safety requirements.

Prohibited conduct includes:

- Possession or use of unauthorized open flames;
- Candles where prohibited;

- Incense where prohibited;
- Unauthorized grills;
- Fireworks;
- Explosives;
- Hot plates where prohibited;
- Unauthorized cooking equipment;
- Tampering with fire extinguishers;
- Blocking fire extinguishers;
- Blocking exits;
- Blocking stairwells;
- Blocking emergency doors;
- Covering smoke detectors;
- Removing smoke detector batteries;
- Disabling smoke detectors;
- Tampering with sprinkler systems;
- Hanging objects from sprinkler systems;
- Pulling false fire alarms;
- Discharging fire extinguishers without justification.

8.2 Emergency Evacuation

When an alarm or emergency evacuation order is issued, students must immediately evacuate as directed.

Students may not:

- Refuse to evacuate;
- Delay evacuation;
- Re-enter without authorization;

- Interfere with emergency responders;
- Block emergency personnel;
- Disable emergency equipment;
- Provide false emergency information.

8.3 False Emergency Reports

False reports of fires, bomb threats, hazardous conditions, medical emergencies, or other emergencies are prohibited.

9.0 Weapons and Dangerous Items

Students must comply with University weapons policies and applicable law.

Prohibited items and conduct may include:

- Firearms where prohibited;
- Ammunition where prohibited;
- Explosives;
- Fireworks;
- Unauthorized knives;
- Tasers or stun devices where prohibited;
- BB or pellet guns;
- Airsoft weapons;
- Replica firearms when used in a threatening manner;
- Bows and arrows;
- Improvised weapons;
- Dangerous chemicals;
- Possession of an item for the purpose of causing harm.

Brandishing, displaying, threatening to use, or using a weapon or dangerous item in a threatening manner constitutes a separate and more serious violation.

10.0 Theft, Property Damage, and Vandalism

10.1 Theft

Students may not take, possess, conceal, borrow without permission, or use another person's property without authorization.

This includes:

- Personal property;
- University property;
- Packages;
- Mail;
- Food;
- Laundry;
- Electronics;
- Furniture;
- Keys;
- Access cards.

10.2 Property Damage

Students are responsible for damage caused intentionally, recklessly, or negligently to University property or another person's property.

This includes damage to:

- Rooms;
- Doors;
- Walls;
- Furniture;
- Elevators;
- Laundry equipment;
- Security systems;

- Fire safety equipment;
- Common areas;
- Landscaping;
- Fixtures.

Students may be responsible for the cost of repair or replacement in addition to conduct sanctions.

10.3 Vandalism and Graffiti

Writing, painting, carving, scratching, defacing, damaging, or otherwise altering University property without authorization is prohibited.

10.4 Community Damage

When damage occurs in a shared residential space and the responsible person cannot be identified, Housing & Residence Life may address the matter through applicable community damage procedures, consistent with the Housing Agreement and University policy.

11.0 Packages, Mail, and Deliveries

Students may not:

- Open another person's package or mail;
- Remove another person's package;
- Tamper with packages;
- Conceal packages;
- Obtain another person's delivery through misrepresentation;
- Steal packages;
- Interfere with delivery operations.

Students are responsible for retrieving packages within the timeframes established by Housing & Residence Life.

12.0 Keys, Access Cards, and Building Security

Students may not:

- Loan keys;
- Loan access cards;
- Share access credentials;
- Duplicate keys without authorization;
- Possess unauthorized keys;
- Use another person's access card;
- Prop secured doors;
- Disable locks;
- Tamper with access-control equipment;
- Bypass security systems;
- Allow unauthorized individuals into secured facilities;
- Tailgate or knowingly permit unauthorized entry.

Lost keys must be reported immediately.

When a key is lost, Housing & Residence Life may require the lock to be re-cored or replaced to maintain the safety and security of the residential space. The resident may be responsible for the applicable costs under the Housing Agreement.

13.0 Unauthorized Entry and Residential Access

Students may not enter:

- Another student's room without permission;
- Staff offices without authorization;
- Mechanical rooms;
- Roofs;
- Restricted maintenance areas;
- Construction areas;
- Closed facilities;

- Storage areas;
- Areas marked "Authorized Personnel Only."

Entering another student's assigned space without authorization may constitute a separate violation regardless of whether property is taken.

14.0 Unauthorized Occupancy and Room Assignments

Students may not:

- Allow another person to live in their assigned space without authorization;
- Move another person into a room;
- Sublet University housing;
- Transfer an assignment without approval;
- Occupy an unassigned space;
- Move into another room without authorization;
- Exchange rooms without approval;
- Permit unauthorized long-term occupancy.

Only students formally assigned to a space by Housing & Residence Life may establish residence in that space.

15.0 Guests and Visitation

Residents are responsible for their guests.

Students must comply with all visitation hours, registration requirements, guest limitations, and building-specific visitation rules.

Residents may be held accountable when guests:

- Damage property;
- Violate visitation rules;
- Engage in prohibited conduct;
- Enter restricted areas;

- Harass another resident;
- Threaten another person;
- Engage in public nudity or lewd conduct;
- Possess prohibited substances;
- Interfere with residential operations.

Housing & Residence Life may restrict or prohibit a guest's access when necessary to protect the safety and welfare of the residential community.

16.0 Roommate and Community Relations

Residents have a responsibility to contribute to a respectful living environment.

Students may not:

- Intentionally interfere with a roommate's reasonable use of the room;
- Enter a roommate's personal space without permission;
- Take or use a roommate's property without permission;
- Repeatedly disturb a roommate;
- Threaten or intimidate a roommate;
- Record a roommate without authorization where prohibited;
- Share private information or images for the purpose of humiliation or harassment;
- Prevent another resident from reasonably accessing shared spaces.

Residents are expected to participate in roommate mediation and community-resolution processes when directed by Housing & Residence Life.

17.0 Community Bathrooms and Shared Facilities

Students must respect the privacy and dignity of others using community facilities.

Prohibited conduct includes:

- Recording or photographing another person in a bathroom;
- Sexual activity;

- Public nudity outside appropriate private areas;
- Harassment;
- Intentionally flooding facilities;
- Damaging fixtures;
- Blocking toilets, showers, or sinks;
- Improper disposal of materials;
- Defacing facilities;
- Tampering with plumbing;
- Interfering with another person's reasonable use of the facility.

18.0 Pets and Animals

Animals are prohibited in University housing except as permitted under applicable University policy and law.

Students may not:

- Keep unauthorized animals;
- Bring unauthorized animals into residential facilities;
- Allow unauthorized animals to remain overnight;
- Leave animals unattended;
- Fail to properly control an approved animal;
- Fail to clean up animal waste;
- Misrepresent an animal;
- Allow an animal to create unreasonable disturbances;
- Allow an animal to threaten or harm another person.

All approved service animals and assistance animals remain subject to applicable University procedures and requirements.

19.0 Technology, Recording, and Digital Conduct

Students must use technology responsibly.

Prohibited conduct includes:

- Unauthorized access to University networks;
- Attempting to bypass network security;
- Unauthorized network interference;
- Unauthorized servers or network devices;
- Hacking;
- Unauthorized surveillance;
- Recording another person in a private setting without authorization;
- Photographing or recording bathrooms or showers;
- Recording sexual activity without consent;
- Sharing intimate images without consent;
- Cyberbullying;
- Online harassment;
- Digital threats;
- Doxxing;
- Using technology to facilitate prohibited conduct.

20.0 Privacy and Recording

Students have a reasonable expectation of privacy in residential settings.

Unauthorized recording, photographing, livestreaming, or distribution of images involving another person in a private or sensitive setting is prohibited.

This includes bedrooms, bathrooms, showers, changing areas, and other spaces where an individual would reasonably expect privacy.

21.0 Housing Staff and University Personnel

Students must treat Housing & Residence Life personnel, University Police, contractors, vendors, and other University personnel with respect.

Prohibited conduct includes:

- Threatening staff;
- Harassing staff;
- Intimidating staff;
- Verbal abuse;
- Physical aggression;
- Refusing reasonable staff directives;
- Interfering with staff duties;
- Following or confronting staff in a threatening manner;
- Entering staff-only areas;
- Retaliating against staff;
- Knowingly providing false information to staff.

Nothing in this section prohibits a student from respectfully disagreeing with a staff member, filing a complaint, appealing a decision, or exercising an applicable grievance or due-process right.

22.0 Failure to Comply

Students must comply with reasonable directions issued by authorized Housing & Residence Life personnel, University Police, emergency personnel, and other authorized University representatives.

Failure to comply includes:

- Refusing to identify oneself when identification is reasonably requested;
- Refusing to follow an evacuation order;
- Refusing to cease prohibited conduct;
- Refusing to comply with a reasonable safety instruction;

- Ignoring a conduct directive;
- Refusing to comply with a Housing Agreement requirement;
- Failing to complete an assigned sanction;
- Interfering with a staff member's lawful duties.

23.0 False Information and Documentation

Students may not knowingly provide false, misleading, incomplete, forged, altered, or fraudulent information to Housing & Residence Life or the University.

This includes:

- False statements;
- False identification;
- False housing information;
- False documentation;
- Forged signatures;
- Altered documents;
- Misrepresentation of occupancy;
- Misrepresentation of guests;
- False reports.

24.0 Interference with Investigations and Conduct Processes

Students may not interfere with a Housing or University investigation.

Prohibited conduct includes:

- Destroying evidence;
- Concealing evidence;
- Tampering with evidence;
- Threatening witnesses;
- Intimidating witnesses;

- Coaching witnesses to provide false information;
- Encouraging another person to provide false information;
- Knowingly making false accusations;
- Attempting to influence an investigation through threats or retaliation;
- Refusing to comply with lawful procedural requirements.

25.0 Staff Access, Inspections, and Room Entry

Housing & Residence Life may enter residential spaces in accordance with the Housing Agreement, University policy, emergency procedures, applicable law, and established University procedures.

Students may not obstruct authorized inspections, maintenance, health and safety checks, emergency response, or other authorized Housing operations.

26.0 Cleanliness, Sanitation, and Room Conditions

Students must maintain reasonable cleanliness and sanitary conditions.

Prohibited conditions include:

- Excessive trash;
- Unsanitary food storage;
- Excessive accumulation of waste;
- Conditions that attract pests;
- Blocking exits;
- Blocking HVAC systems;
- Creating health hazards;
- Improper disposal of bodily fluids or hazardous materials;
- Excessive odors caused by prohibited or unsanitary conditions;
- Maintaining conditions that negatively affect roommates or the residential community.

27.0 Furniture and Residential Facilities

University furniture may not be removed from assigned spaces or common areas without authorization.

Students may not:

- Remove furniture from rooms;
- Place furniture in hallways;
- Remove lounge furniture;
- Damage furniture;
- Disassemble furniture;
- Alter University fixtures;
- Install unauthorized fixtures;
- Attach prohibited objects to walls, ceilings, doors, or furniture.

28.0 Posting, Flyers, Signs, and Solicitation

Only authorized Housing & Residence Life personnel may post or remove banners, posters, flyers, signs, and other printed materials in residential facilities unless otherwise approved.

Residents may not post materials on residence hall doors, walls, windows, common areas, or other University property without authorization.

Flyers or promotional materials that have not been approved by the Housing & Residence Life Office and stamped in the appropriate location may be removed immediately.

Unauthorized posting or distribution may result in a conduct hearing.

29.0 Solicitation and Commercial Activity

Students may not conduct unauthorized business activities, solicitation, sales, advertising, fundraising, or commercial activity within University residential facilities.

This includes:

- Selling goods;
- Selling food;

- Providing unauthorized services;
- Advertising businesses;
- Door-to-door solicitation;
- Unauthorized fundraising;
- Online business activity conducted through residential facilities when prohibited by University policy.

30.0 Abandoned Property and Personal Belongings

Students are responsible for removing all personal property when required to vacate a residential space.

Property left behind may be handled in accordance with the Housing Agreement and University's abandoned-property procedures.

Items that create health, safety, pest, or operational concerns may be removed immediately.

31.0 Emergency and Safety Reporting

Students are expected to promptly report emergencies and serious safety concerns to the appropriate University personnel.

Examples include:

- Fire;
- Smoke;
- Gas leaks;
- Flooding;
- Serious injury;
- Medical emergencies;
- Dangerous persons;
- Weapons;
- Threats;

- Major property damage;
- Hazardous materials;
- Significant security breaches.

Students must not knowingly conceal serious threats to the safety of the residential community.

32.0 Failure to Report Serious Safety Concerns

Where a student has actual knowledge of a serious and immediate threat to the safety of another person or the residential community, failure to take reasonable steps to notify appropriate personnel may be considered in the conduct process, particularly when the student participated in, facilitated, or knowingly assisted the underlying conduct.

Nothing in this section requires a student to place themselves in danger.

33.0 Prohibited Conduct Involving Guests

A resident may be held responsible for guest conduct when the resident:

- Invited or authorized the guest;
- Knowingly permitted the guest to remain;
- Facilitated the prohibited conduct;
- Encouraged the prohibited conduct;
- Failed to take reasonable steps to address known prohibited conduct when reasonably able to do so; or
- Otherwise violated applicable guest-responsibility provisions.

Residents are not automatically responsible for every action of a guest solely because the guest entered the building.

34.0 Attempted Violations

An attempt to commit a prohibited act may constitute a violation even when the prohibited conduct is not completed.

For example, attempting to enter a restricted area, attempting to access another student's room without authorization, attempting to disable a security device, or attempting to provide false information may be addressed under this Code.

35.0 Aiding, Abetting, and Facilitating

Students may be responsible for knowingly assisting, encouraging, facilitating, or enabling another person to violate this Code.

Examples include:

- Providing access to a restricted area;
- Providing a key or access card;
- Concealing prohibited property;
- Helping another person avoid staff;
- Encouraging prohibited conduct;
- Providing a room for prohibited activity;
- Assisting another person in concealing a violation.

36.0 Complicity

A student may be held responsible for knowingly participating in prohibited conduct even when the student did not personally perform every act constituting the violation.

37.0 Residential Community Damage and Collective Responsibility

Housing & Residence Life may use community accountability procedures when damage, vandalism, excessive cleaning, or other residential harm occurs in a shared area and the responsible individual cannot be identified.

Community-based charges or sanctions must be administered consistent with the Housing Agreement and applicable University policy.

38.0 Community Mentor / Resident Assistant Responsibilities

Community Mentors/Resident Assistants serve as representatives of Housing & Residence Life and are responsible for supporting community standards.

Responsibilities may include:

- Responding to reported incidents;
- Documenting incidents;
- Conducting duty rounds;
- Reporting safety concerns;
- Responding to emergencies;
- Addressing community disturbances;
- Referring residents to professional staff;
- Supporting educational and restorative interventions;
- Enforcing established residential expectations.

Community Mentors/Resident Assistants do not independently determine final conduct responsibility unless specifically authorized by University procedure.

39.0 Reporting Incidents

Residents are encouraged to report concerns involving:

- Safety;
- Harassment;
- Threats;
- Violence;
- Property damage;
- Theft;
- Drugs;
- Weapons;
- Fire safety;
- Unauthorized access;
- Serious community disturbances;

- Other violations of this Code.

Reports may be made through Housing & Residence Life, University Police, emergency services, or other appropriate University reporting mechanisms.

40.0 Residential Conduct Process

Housing & Residence Life may initiate a residential conduct process when information indicates that a student may have violated this Code.

The process may include:

- Incident documentation;
- Preliminary review;
- Notice of alleged violation;
- Meeting with the student;
- Opportunity to respond;
- Review of available information;
- Determination of responsibility;
- Sanctioning;
- Educational or restorative requirements;
- Follow-up and compliance monitoring.

Cases involving sexual misconduct, discrimination, harassment, violence, or other matters governed by separate University processes may be referred to the appropriate University office.

41.0 Standard of Responsibility

Housing & Residence Life will use the applicable University standard of proof when determining responsibility.

Students will be provided appropriate notice and an opportunity to respond consistent with University policy and applicable procedures.

42.0 Interim Measures

Housing & Residence Life may take interim measures when reasonably necessary to protect the safety, health, security, privacy, or well-being of a student or the residential community.

Interim measures may include:

- Temporary room relocation;
- Emergency relocation;
- Guest restrictions;
- Temporary visitation restrictions;
- No-contact directives;
- Removal from a specific residential area;
- Temporary suspension of residential privileges;
- Other appropriate safety measures.

Interim measures are not necessarily a determination that a student is responsible for alleged misconduct.

43.0 Progressive Sanctioning Model

Housing & Residence Life uses a progressive and educational approach to residential conduct whenever appropriate.

Sanctions will be based upon the circumstances of each case.

Factors may include:

- Severity of the conduct;
- Actual or potential harm;
- Intent;
- Previous conduct history;
- Whether the student accepted responsibility;
- Whether the conduct was repeated;
- Whether the student complied with staff directives;

- Impact on the community;
- Safety implications;
- Whether the student attempted to conceal the conduct;
- Whether the conduct involved a guest;
- Whether the conduct involved threats, violence, weapons, or retaliation.

A student's prior conduct history may result in a higher-level sanction.

44.0 Progressive Sanction Levels

Level I — Educational/Corrective Response

Generally appropriate for first-time, low-level, or minor violations.

Possible outcomes include:

- Verbal warning;
- Written warning;
- Educational assignment;
- Reflection paper;
- Educational meeting;
- Community service;
- Restorative conversation;
- Conflict-resolution requirement;
- Required policy review.

Level II — Formal Residential Accountability

May be assigned for repeated Level I conduct or moderate violations.

Possible sanctions include:

- Formal written warning;
- Housing probation;
- Required educational program;

- Restorative assignment;
- Behavioral agreement;
- Loss of specific residential privileges;
- Visitation restriction;
- Guest restriction;
- Community service;
- Required mediation;
- Required professional staff meetings.

Level III — Significant Residential Sanction

May be assigned for repeated violations, significant disruption, serious misconduct, or conduct causing substantial harm.

Possible sanctions include:

- Extended housing probation;
- Loss of visitation privileges;
- Guest exclusion;
- Room reassignment;
- Building reassignment;
- Restriction from specific residential facilities;
- Behavioral contract;
- Significant educational sanctions;
- Referral to Student Conduct;
- Financial restitution;
- Final warning regarding housing status.

Level IV — Severe Residential Sanction

May be assigned for serious misconduct or conduct creating significant safety, security, or community concerns.

Possible sanctions include:

- Housing reassignment;
- Removal from a residential community;
- Loss of residential privileges;
- Residential exclusion;
- Housing Agreement termination;
- Referral to University Student Conduct;
- University Police referral;
- Trespass/exclusion measures where authorized;
- Other sanctions permitted under University policy.

Level V — Emergency/Immediate Action

Reserved for conduct presenting an immediate or significant threat to health, safety, security, or the continued operation of the residential community.

Possible actions include:

- Immediate removal from a residential space;
- Emergency relocation;
- Immediate guest exclusion;
- Immediate building restriction;
- Emergency housing contract action;
- University Police intervention;
- Emergency referral to appropriate University officials;
- Housing Agreement termination where authorized.

Emergency action may occur before completion of the standard conduct process when necessary to protect the community.

45.0 Aggravating Factors

Sanctions may be increased when the conduct:

- Involves violence;
- Involves a weapon;
- Involves threats;
- Involves retaliation;
- Targets another person;
- Is motivated by intimidation or harassment;
- Is repeated;
- Occurs after a previous warning;
- Involves substantial property damage;
- Creates a significant safety risk;
- Involves emergency equipment;
- Involves interference with University personnel;
- Involves concealment or destruction of evidence;
- Involves multiple students;
- Involves unauthorized guests;
- Requires emergency intervention;
- Creates substantial disruption to the residential community.

46.0 Mitigating Factors

Housing & Residence Life may consider:

- Immediate cooperation;
- Voluntary reporting;
- Acceptance of responsibility;
- Genuine efforts to repair harm;
- Lack of prior conduct history;

- Prompt restitution;
- Participation in restorative measures;
- Other relevant circumstances.

Mitigating factors do not guarantee a reduced sanction.

47.0 Restitution and Financial Responsibility

Students may be responsible for the cost of repair, replacement, cleaning, re-coring, or restoration resulting from their conduct.

Financial responsibility may be imposed separately from conduct sanctions.

Examples include:

- Lock changes;
- Key replacement;
- Furniture replacement;
- Cleaning;
- Graffiti removal;
- Fire equipment replacement;
- Security equipment repair;
- Property damage;
- Lost University property.

48.0 Sanction Violations

Failure to complete an assigned sanction constitutes a separate violation.

Students may be charged for:

- Failure to attend required meetings;
- Failure to complete educational assignments;
- Failure to complete community service;
- Failure to comply with behavioral agreements;

- Violating visitation restrictions;
- Violating guest restrictions;
- Violating housing probation;
- Failing to complete restitution.

Failure to complete sanctions may result in escalation to a higher sanction level.

49.0 Housing Agreement Termination

Housing & Residence Life may terminate a student's Housing Agreement when authorized by the Housing Agreement, University policy, or applicable procedures.

Termination may be considered for:

- Serious misconduct;
- Repeated misconduct;
- Significant safety concerns;
- Threats or violence;
- Serious property damage;
- Repeated failure to comply;
- Persistent disruption;
- Significant violations of the Housing Agreement;
- Conduct demonstrating that continued residence is inappropriate.

Termination of housing may be separate from University enrollment status.

50.0 Residential Exclusion

A student or guest may be restricted or prohibited from entering specified residential facilities when necessary to protect residents, staff, property, or the residential environment.

A residential exclusion may apply to:

- A building;
- A community;

- A specific floor;
- A specific room;
- Common areas;
- All University residential facilities.

Violating a residential exclusion is a separate violation.

51.0 Guest Exclusion

Housing & Residence Life may prohibit a guest from entering or remaining in University housing when the guest:

- Violates this Code;
- Threatens safety;
- Harasses residents;
- Damages property;
- Engages in prohibited substance activity;
- Interferes with residential operations;
- Repeatedly violates visitation expectations.

The resident who invited the guest may also be subject to conduct action.

52.0 Relationship to University Student Conduct

Housing & Residence Life may address residential misconduct independently from the University's broader Student Conduct process.

Housing-related sanctions may be imposed in addition to University disciplinary action when authorized.

Conduct may be referred to:

- Student Conduct;
- Title IX;
- Equal Opportunity/Compliance;

- University Police;
- Counseling or student support services;
- Academic offices;
- Other appropriate University departments.

53.0 Relationship to Criminal Law

A violation of this Code may also constitute a violation of local, state, or federal law.

Housing & Residence Life may address the conduct regardless of whether:

- Police are contacted;
- An arrest occurs;
- Criminal charges are filed;
- Criminal charges are dismissed;
- A criminal case is pending;
- A criminal case results in conviction.

Housing & Residence Life's residential conduct process is an administrative University process and is separate from the criminal justice system.

54.0 Good-Faith Reporting

Students who report a concern in good faith will not be subjected to retaliation for making the report.

Housing & Residence Life encourages residents to seek assistance when they reasonably believe that a person or community may be in danger.

55.0 Community Accountability

Housing & Residence Life seeks to balance individual accountability with the health and welfare of the residential community.

When appropriate, the University may use:

- Educational interventions;

- Restorative practices;
- Mediation;
- Conflict resolution;
- Community meetings;
- Behavioral agreements;
- Community service;
- Educational programming;
- Reflection assignments;
- Other developmental interventions.

These approaches do not eliminate the University's ability to impose formal disciplinary sanctions.

56.0 Residential Community Expectations

Every resident is expected to:

- Respect the dignity and privacy of others;
- Maintain a safe and healthy living environment;
- Follow University policies;
- Follow reasonable staff directives;
- Protect University property;
- Respect shared spaces;
- Manage guests responsibly;
- Maintain reasonable cleanliness;
- Observe quiet hours;
- Report serious safety concerns;
- Participate honestly in conduct processes;
- Complete assigned sanctions;

- Avoid retaliation;
- Support a community conducive to academic success.

57.0 Interpretation and Administration

The Department of Housing & Residence Life is responsible for administering this Residential Code of Conduct in accordance with University policy and applicable law.

Housing & Residence Life reserves the right to address conduct that:

- Is not specifically listed but is inconsistent with established residential standards;
- Creates a substantial health or safety concern;
- Interferes with residential operations;
- Harms another member of the residential community;
- Violates the Housing Agreement;
- Violates another applicable University policy.

The absence of a specific example from this Code does not necessarily mean that conduct is permitted.

58.0 Severability

If any provision of this Code is determined to be invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted.

59.0 Policy Review and Updates

Housing & Residence Life may review and recommend revisions to this Code as necessary to address changes in University operations, residential needs, applicable law, safety standards, or institutional policy.

Students will be responsible for complying with the version of the Code applicable to their residential agreement and period of residence.

60.0 Commitment to the Residential Experience

Jackson State University Housing & Residence Life is committed to creating residential communities that are safe, inclusive, respectful, educational, and supportive of student success.

Residence halls and University apartments are shared living environments. Every resident contributes to the quality of the residential experience.

The Residential Code of Conduct is intended not merely to identify prohibited behavior, but to establish clear expectations for responsible citizenship, accountability, community engagement, safety, respect, and personal development.

Residents are expected to understand that living on campus is both a privilege and a responsibility. Students are accountable for their own conduct, the conduct of their guests as provided by University policy, and their responsibility to contribute positively to the residential community.

Housing & Residence Life will administer this Code with the goals of:

- Protecting student safety;
- Protecting the rights and dignity of residents;
- Supporting academic success;
- Maintaining secure residential facilities;
- Promoting accountability;
- Educating students about responsible community membership;
- Restoring harm when appropriate;
- Maintaining an environment conducive to learning and personal development.

The Department of Housing & Residence Life welcomes residents to the Jackson State University residential community and expects every member of that community to contribute to a safe, respectful, and successful residential experience.

Appendix AR — Semester Checklist for Residents

Use the checklist below at the start of each semester to make sure you've completed the essential steps of settling into your residential community.

- Complete your Room Condition Report within the first 48 hours of move-in.
- Complete a Roommate Agreement with your RA within the first two weeks.

- Register your vehicle and obtain a parking decal, if applicable.
- Rent your JSU P.O. Box through JSU Postal Services.
- Confirm your meal plan selection, if you are eligible to choose an alternative plan.
- Locate your building's posted fire evacuation route and severe weather shelter location.
- Save your RA's and front desk's contact information in your phone.
- Review the current Facilities & Administrative Charge Schedule on the Housing & Residence Life website.
- Introduce yourself to at least one new neighbor within your first week on the floor.
- Bookmark the Housing & Residence Life website for quick access to forms, deadlines, and the current Charge Schedule.

Acknowledgement and Acceptance

I acknowledge that I have received, read, understand, and agree to comply with the Housing & Residence Life Code of Conduct, the Housing Agreement, and all applicable policies, procedures, rules, regulations, and expectations established by Housing & Residence Life and Jackson State University.

I understand that my Housing Agreement is a legally binding agreement for the full academic year. Upon the issuance of my room key, access credentials, or authorization to occupy my assigned residential space, I accept full financial responsibility for all housing charges, fees, fines, damages, and any additional costs associated with my housing assignment, regardless of my date of occupancy or continued residence in the assigned space.

I further understand that I remain responsible for my assigned housing space and all associated financial obligations until I have submitted a formal cancellation request, provided all required supporting documentation, and received written approval for release from my Housing Agreement by Housing & Residence Life in accordance with University policy. Vacating a residence hall, returning keys, discontinuing occupancy, withdrawing from classes, or relocating without written approval does not release me from my contractual or financial obligations unless an official written release has been granted by Housing & Residence Life.

I acknowledge that failure to comply with the Housing & Residence Life Code of Conduct, the Housing Agreement, or other applicable University policies may result in disciplinary action, educational sanctions, restitution, fines, housing reassignment, restriction from University housing, removal from University housing, referral to the Office of Student Conduct, and/or any other action deemed appropriate by the University.

I understand that this Housing & Residence Life Code of Conduct supplements, and does not replace, the Jackson State University Student Code of Conduct or any other applicable University policy. Conduct occurring within University housing may be addressed through Housing & Residence Life, the Office of Student Conduct, or any other appropriate University process. When applicable, a resident may be subject to action under multiple University policies or procedures arising from the same incident.

I acknowledge my responsibility for the behavior and conduct of my guests while they are present in or around University housing. I understand that I may be held accountable for guest misconduct, policy violations, damages, or disruptions resulting from their presence, as outlined in Housing & Residence Life policies.

I understand that Housing & Residence Life reserves the authority to interpret, administer, and enforce this Code of Conduct and all housing policies in a manner that promotes the health, safety, security, and welfare of the residential community. Housing & Residence Life also reserves the right to take immediate or interim administrative action, including room reassignment, temporary relocation, emergency room entry, or emergency removal from University housing, when necessary and consistent with University policy.

I understand that Housing & Residence Life policies, procedures, and operational practices may be revised, amended, or updated as necessary to comply with federal or state law, University

policy, accreditation requirements, or operational needs. I accept responsibility for remaining informed of such changes through official University communications and acknowledge that continued occupancy in University housing constitutes acceptance of all applicable Housing & Residence Life policies and procedures.

Final Note from Housing & Residence Life: This Code is reviewed and updated periodically to reflect changes in University policy, facility conditions, and community needs. The most current version is always available on the Housing & Residence Life website and controls over any printed or previously downloaded copy. Thank you for making Jackson State University's residential communities your home — we're glad you're here.