



2025-2026

# **RESIDENCE LIFE HANDBOOK**

TOMPKINS CORTLAND COMMUNITY COLLEGE

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## Residence Life at Tompkins Cortland Community College

Tompkins Cortland Community College values excellence, inclusion, community, connection, integrity and accountability, and equity. Residence hall living focuses on the co-curricular experience and fosters an environment where students can grow in these values and develop both academically and personally.

Residence halls operate under the Tompkins Cortland Foundation, a not-for-profit corporation affiliated with the College and operated by the Faculty Student Association (FSA). The residence halls are supervised by a team of professional staff and assisted by a student staff of Resident Assistants.

### Residence Life Program goals:

- Implement and foster a diverse learning community in which students are accountable and take responsibility for themselves while respecting the rights and needs of others within the College community.
- Provide students with affordable and comfortable on-campus housing accommodations.
- Provide values-based educational programming, utilizing a holistic model, to focus on emotional, physical, social, intellectual, environmental, occupational, spiritual, and financial wellness.
- Encourage student participation in campus programs, events, and resources.

### Resident Student Rights and Responsibilities

You have the right to:

- 1) Study, sleep and socialize in your room.
- 2) Live in a supportive and stimulating community where your individuality is valued, respected, and appreciated.
- 3) Involve yourself and others in promoting all residents' health, safety, and security.
- 4) Enjoy access to various facilities and services provided by the College.

You have the responsibility to:

- 1) Demonstrate respect for the needs of other community members and receive respect in return.
- 2) Promote care of the program's physical facilities, equipment, and services.
- 3) Communicate with other residents and staff members.
- 4) Advocate for your needs and be accountable for your actions.

### Being a Good Neighbor

- Lock your room and apartment door at all times
- Report missing or stolen keys
- Close any propped doors you see
- Report suspicious people and activities to staff members
- Deal with differences maturely and responsibly
- Take precautions for the safety of yourself and others
- Be respectful of shared spaces and resources
- Understand and follow all Tompkins Cortland and Residence Life rules



## Campus Living

### Housing Contract Highlights

The Residence Hall Contract is a legal and binding document. Please be sure to read it thoroughly and ask questions before signing the document. Some crucial points to keep in mind:

- You are signing either an Academic Year Contract or a Spring semester-only contract.
- Breaking the contract: If you decide to move off-campus but enroll at Tompkins Cortland, you will still be responsible for housing for the entire term of your contract. Breaking the contract for any reason, except graduation (or an official Contract Release) will cause your security deposit to be forfeited. Students must submit the Contract Release within two weeks of moving out of the residence halls.
- By signing the contract, you agree to the terms of the agreement and the policies of Residence Life, detailed in the Residence Life Handbook. Violations of our policies will result in disciplinary actions, as determined by the College.

### The Apartments and Rooms

All housing is apartment-style, and each apartment has a kitchen, living room, bathroom, and four individual bedrooms. The layout and size vary, but the average bedroom size is 8' x 12'. All residence halls have lounges, laundry facilities, and study spaces.

### Furnishings

Only college-provided furniture is permitted in the residence halls. Exceptions permitted for accommodation must be approved through the Coordinator of Access and Equity Services.

- Living Room: couch, chair, end table, and coffee table
- Bedrooms: Extra-long, twin-size beds 80 inches by 36 inches, dresser, desk, and chair
- Kitchen: full-size refrigerator, electric stove/oven, breakfast bar or a table and chairs, double sided sink, cabinets
- Bathroom: full bathroom with tub/shower. Please note, toilets are pressure assisted and cannot use drop-in cleaner or deodorizer

### Internet Connection

All buildings offer Wi-Fi for resident student use. Students must follow the Computer Use and Policy Protocol.

### Laundry

Every residence hall floor has a laundry room with washers and dryers for resident student use. There is no additional charge to use the machines, but students should provide their own laundry detergent and supplies.

- **Laundry that has been abandoned in the laundry room for multiple days is discarded.**
- **The use of laundry facilities is limited only to those students registered to live on-campus.**

## **Apartment Care and Maintenance**

### **Room/Apartment Accountability**

Students are responsible for the proper use of residence hall facilities. Residence Life Staff will inspect apartments at each semester break. If common areas are left dirty to the point of causing a health hazard or creating an environment where a new student could not be placed, the housekeeping staff will clean those areas, and all residents will be charged for that cleaning.

All residents will pay a security deposit as stipulated in the current housing contract to ensure the property's upkeep and pay for damages discovered at the end of the contract term. Each student will complete a room condition report (RCR) with their RA upon arrival.

### **Damages to Property**

Each student is responsible for the condition and upkeep of their private Bedroom and, collectively with other roommates, is accountable for the state of the living room, kitchen, hallway, and bathroom. Whenever a student moves out of a room, the expectation is that the room has been made ready for the next resident.

When damage occurs to the common areas and lounges and the person responsible cannot be determined, all persons in the building or apartment may be charged for the damage.

Students are responsible for filing a maintenance request if someone has damaged any property in the apartment as soon as possible.

Charges will occur for anything not considered normal wear and tear – including damage to appliances and additional cleaning needed to prepare the apartment. Damage charges are not limited to the amount of the security deposit. Students may be referred for disciplinary action when damage is discovered. Damages will be assessed, and students will be billed.

All repairs are to be made by the facilities staff or their contracted designee.

### **Maintenance and Housekeeping**

Maintenance staff is authorized to enter apartments to address concerns between 8 am and 4 pm. Maintenance personnel may be required, and are approved, to enter an apartment at any time to perform emergency repairs when health and safety issues are involved. Housekeeping, campus police, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks.

Residents with immediate concerns or situations can contact the Residence Life office Monday through Friday from 8:30 am to 4 p.m. The RA on duty can be reached on weekdays after 4 p.m. and throughout the weekend. Students who fail to report serious problems in their apartment (i.e., leaking plumbing, holes in bath-tubs, etc., which cause ongoing damage, will be assessed for that damage.



## Property/Renters Insurance

Tompkins Cortland Community College and the Faculty Student Association do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, and any other acts of nature resulting in the interruption of service or damage to personal belongings. Students are responsible for having private insurance either by being included in their parents' homeowners' policy or purchasing renters insurance to protect themselves against loss.

## Trash and Recycling

Students are responsible for bagging and placing all refuse in the dumpsters located in the main residence life parking lot. Students are also responsible for recycling their items, as listed below. Students found leaving garbage in public areas or littering are subject to disciplinary action and/or cleaning charges. When mixed items are placed in recycling dumpsters, fines are assessed on the halls by Tompkins County. These fines are passed along to the residents in the form of damage charges. All boxes must be broken down. Please do not include plastic bags in the recycling receptacles with these materials; it contaminates the recycling products. For more information, you can visit [www.recycletopkins.org](http://www.recycletopkins.org).

### RECYCLABLE ITEMS

Cardboard/Mixed Paper	• Moving boxes
• White paper	Containers
• Cardboard (clean/dry) and flattened	• Plastic bottles #1- #7
• Newspapers	• Plastics smaller than a 5 gallon bucket
• Magazines	• All clear, green and brown glass
• Self-adhesive notes	• Paper cartons and drink boxes
• Colored paper, manila folders	• Metal cans and aluminum foil
• Junk mail	• #5 wide-mouth containers
• Phone books	
• Paperboard cereal, cracker, etc., boxes	

## Mail and Packages

The Residence Life Mailroom is located on the first floor of Tioga Hall. All student mail and packages come through the mailroom. Each apartment has a shared mailbox for U.S. letter mail. Students will receive a notification from the mailroom when they have a package for pick up. Packages can only be released to the addressee with student ID. Outgoing stamped mail and pre-paid packages may be sent out through the Mailroom. All out-going packages must have a prepaid shipping label attached. It is suggested students request a pick-up through the service provider to ensure a timely process. Each building has a unique street address and all mail must use the correct address to reach the intended recipient. The addresses are:

Tompkins Hall, 32 Farview Drive Apt. #XXX, Dryden, NY 13053

Cortland Hall, 36 Farview Drive Apt. #XXX, Dryden, NY 13053  
Tioga Hall, 24 Farview Drive Apt. #XXX, Dryden, NY 13053  
Cayuga Lake Hall, 20 Farview Drive Apt. #XXX, Dryden, NY 13053

## Break Housing

Residence halls close to students during Thanksgiving Break, Winter Break, and Spring Break. During these breaks, students must vacate their apartments. All students must follow correct closing procedures posted by their RA, including but not limited to:

- Close and lock all windows
- Remove all trash and recycling
- Clean or remove any dirty dishes
- Unplug all electronics except the oven and refrigerator
- Turn off all lights
- Lock your doors

Students needing to remain on campus during breaks may register for break housing with the Residence Life Office. Students staying for breaks will be charged at a rate of \$25 per night. Those needing to remain for athletic, academic, or campus employment obligations will not be charged. Students staying for winter break must be registered for spring classes.

Any students who stay during break periods, must abide by the following policies, which differ from the policies during the semester:

- Overnight guests are not permitted during breaks
- Extended break quiet hours: 10 p.m.- 8 a.m. daily

## Fall to Spring Semester Assignments

Fall residential students planning to return for spring may keep the same apartment. However, if there is a vacancy in the apartment a new student may be assigned to that space. If returning students are registered by the last day of classes in the fall semester:

- They are permitted to leave belongings in their Bedroom.
- They must leave the common area of the apartment in a clean condition. This includes disposing of any perishable items, cleaning any dirty dishes, and ensuring the remainder of the apartment is clean. If the common area is not clean, cleaning staff may clean the common area and the residents will be responsible for those charges.

If students are NOT registered for Spring by the end of Fall semester, we will not be able to guarantee assignment to the same apartment. If students are not registered by the last day of classes in the fall semester:

- They must remove all belongings from the apartment and turn in keys before leaving for Winter Break.
- The bedrooms and common area of the apartment must be left clean.

- If the student registers over break, contact the Office of Residence Life to discuss placement for the Spring semester.

If students drop courses during the break period OR are suspended or expelled:

- They must return to collect their belongings within seven days of dropping courses. Contact the Office of Residence Life to be granted access to the building to organize your belongings.
- Failure to follow expectations for moving out or collecting belongings will result in remaining possessions being considered abandoned property.

## Check-In/Check-Out

### Check-In

Prior to the start of each semester, students will receive a room assignment email with instructions and the location for check in. At check in, students will receive keys, a set of room condition reports, and an apartment roommate agreement template.

### Check-Out

When the student moves out of the room, they are responsible for the following (failure to meet any of these criteria can result in fines for key replacement, additional cleaning, or damages):

- Turn in all keys
- Remove all belongings
- Remove all trash from bedroom and apartment
- Leave the bedroom and apartment in clean condition (including, but not limited to: wiping down surfaces, sweeping the floor, leaving no visible dirt or messes)

If students receive additional charges for cleaning or damages, they have the right to appeal. Appeal information will be emailed to students' TC3 email account after the semester has ended.

## Campus Security Information

### Campus Police

Campus Police patrol the residence halls and surrounding areas to ensure the safety of residents. Officers are on duty 24 hours a day, 365 days a year, and can be reached at 607.844.6511. Residents are required to comply with instructions provided by Campus Police Officers. See their website for more information.

### Alarmed Doors

The front entrance to each building and rear doors not labeled For Emergency Only are used to enter and exit the building. All other doors are for emergency exits only and have alarms on them. It is a violation of residence hall regulations to leave through an alarm-equipped door. However, during a fire or an emergency, students should always go through the nearest exit.

For the safety of all residents, Residence Hall doors should never be propped. Residents found propping doors will be referred to student conduct.

## Security Doors

All residence halls are secured 24 hours a day. Residents are issued an identification card (ID or key) to admit them into all residence halls. Students are allowed to enter their building of residence 24 hours each day. All non-residents must be accompanied by their host at all times.

## Fire Regulations

New York state law requires fire evacuation drills be held periodically in the residence halls. All residents must evacuate the halls any time the fire alarms sound. Failure to evacuate will result in disciplinary action.

Fire safety inspections will occur throughout the semester by the Residence Life staff. The purpose is to educate students about potential fire safety threats to themselves and others and to rectify violations in compliance with New York state law. Resident violations must be corrected; failure to do so is considered a violation of the housing contract and will result in conduct action.

The following items or actions are prohibited:

- Use of multi-plug outlet without surge protection
- Tampering with fire equipment
- Disconnecting or covering smoke/heat detectors
- Smoking anywhere inside a residence hall
- Any fabric wall hangings or coverings (i.e. curtains, flags, tapestries, headboards)
- Possessing candles or incense
- Heating detergent or cleaning chemicals on the stove
- Cooking on an unclean stove/oven
- Using an oven to heat the apartment
- Use of air conditioners or space heaters
- False reporting of fire by pulling an alarm or otherwise causing an alarm in this manner

The New York State Division of Homeland Security & Emergency Services regularly inspects all residence halls in the state. Students will be notified of violations and must immediately correct any violations. Residence Life is fined by the NYS Division of Homeland Security & Emergency Services for repeated fire code violations. These fines will be charged to students who are notified of such breaches and do not remove them immediately. These fines can be upwards of \$5,000.

## Health and Safety Inspections

Residence Life staff reserve the right to inspect any apartment with 24-hour notice. No notice is necessary when it is reported or suspected that a dangerous condition exists within the apartment/room. In addition, Residence Life staff are entitled to enter and conduct an unannounced search of any residence hall room if there is cause to reasonably believe illegal activity may be occurring in said space or that any of the policies or conditions of occupancy either in the residence hall contract or handbook is being violated therein.

In addition, all apartments are inspected whenever the halls close, including Thanksgiving break, Winter break, Spring break, and May closing. Residence Directors may enter apartments to conduct room inspections any time a room is vacated or vacant. Students will be charged for trash removal and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.

# Living in Community

## Residence Life Staff and Structure

### Resident Assistants (RAs)

Resident Assistants are student staff who live on each residence hall floor. They are trained in residence life policy, safety protocols and harm reduction, and peer mediation. Their general responsibilities are to:

- Serve as a mentor, role model, and resource, helping to ease the transition to residence hall living and college in general
- Build community and get to know the residents on their floor by providing social and educational programs
- Provide an opportunity for student input, disseminate official College information, and explain administrative policies at regularly scheduled floor meetings
- Foster a culture of accountability, responsibility, and mutual respect through the enforcement of residence hall policies and by serving as a peer mediator when needed
- Be responsible to the residence life department for their area's overall supervision

### Residence Directors (RDs)

Residence Directors are full-time, professional Residence Life staff members who live and work in the residence halls. Professionals in this role have backgrounds in education, counseling, campus life, and crisis response. RDs directly supervise the staff in their respective buildings and provide general oversight for the day to day operations of their hall. They serve as a resource for students, serve as hearing officers in the conduct system, meet with students around policy violations, and ensure a safe, welcoming community by creating and developing programming for the Residence Life Office. RDs maintain regular office hours in each of our residence halls—their offices are located in the main lobbies of their building.

### Residence Hall Association (RHA)

The Residence Hall Association is the governing body for all residential students. It allows students to take an active role in building their community, advocating for their needs, and shaping their environment. RHA is a registered student organization open to any resident student. The duties of RHA consist of reviewing, recommending, and/or establishing policies/procedures relating to the welfare of all residential students. RHA is also responsible for allocating funds raised by the hall association fee and the development/planning of social and educational programs for students living in the residence halls.

## Packing List

Below is a suggested packing list for students moving into the residence halls. Each student is different and needs will vary. Please contact the Residence Life Office if you have questions about whether or not an item is permitted.

Clothing: Pack for a variety of weather—remember your winter coat, boots, and gloves.

Campus is also very walkable, so comfortable shoes and an umbrella are a good idea.

Bedding: Pillows, sheets, and blanket for a XL twin bed (36"x80")

Waterproof, allergy, and bed-bug proof zipped mattress protector for XL twin mattress

Bath: Towels, washcloths, toilet paper, toilet plunger, bath mat, hand soap, a shower curtain, and shower curtain hooks; some students find using a shower caddy is the easiest way to store their things in a shared bathroom

Health and Wellness: First-aid items, prescribed medications, toiletries, water bottles, a copy of your insurance information, driver's license or ID

Study: Laptop, School supplies, Desk lamp, alarm clock, surge protectors, chargers, and flashlight; You may also want a sturdy bag for your walk to class

Cleaning supplies: Trash can, Mop, broom, dish soap and scrubber, garbage bags, and cleaning supplies (bleach wipes, toilet cleaner, all purpose cleaner, air freshener, etc); A small vacuum cleaner or Swiffer is also handy. Residence life does not provide vacuums.

Laundry: hamper, laundry basket/bag, hangers, iron, ironing board, laundry detergent (washing machines are not High Efficiency HE)

Kitchen: Pots, pans, cooking utensils, Plates, bowls, cups, mugs, and eating utensils.

Students may bring small UL rated kitchen appliances for use in the common kitchen area only (i.e. toaster, microwave, air fryer).

Students must provide their own groceries. There are two local grocery stores in Dryden, along with a Dollar General. Walmart in Cortland also delivers. All students also have access to the Panther Pantry through Health and Wellness which provides an on-campus grocery store at no cost to students.

## Additional Things You May Want to Bring

- Decorations for your room—please see the Decorations policy in the policy section of this handbook before decorating. Note: nails or other hardware are not permitted for use in hanging decorations. Sticky tack or tape is allowed.
- Car – be sure to register your car with the Residence Life office to receive your parking pass. Registration is free, but you need a sticker to park in the residence hall lots.
- Television or gaming system
- Fan— Residence halls are not air conditioned and it can get a little warm at the start and end of the year. Fans can help with circulation and creating a breeze.
- Sports and outdoors gear—our campus is a great place to take a hike, play sports with new residence hall friends, or just get outside.

### Things to Leave at Home

- Pets—no animals are permitted in the residence halls unless they are a service dog or an approved ESA; please see the Animals/Pets policy in the policy section of this handbook
- Hoverboards or lithium battery scooters
- Dartboards with sharp point darts
- Candles/incense and wax warmers (including cosmetic wax warmers)
- Curtains or fabric wall hangings/covering (i.e. flags, tapestries, headboards)
- Alcoholic beverages and cannabis products (regardless of your age)
- Multi-plug outlets or extension cords without a UL rating and surge protection
- Illegal drugs and drug paraphernalia (including hookahs)
- Gasoline, lighter fluid, or any other flammable liquids
- Fireworks or any type of explosive agents
- Space heaters and air conditioners
- Alternate or additional furniture
- Mini refrigerators or freezers
- Halogen bulbs
- Lava lamps
- Nails and foam-backed adhesive tape
- Multi-arm floor lamps
- Weapons of any kind, including paintball guns and equipment

### Equity and Accessibility

Students who may require an accommodation to equally access housing and dining services should visit [Access & Equity: Housing & Dining Accommodation](#) or contact the Coordinator of Access and Equity Services. Students should follow the process through Access and Equity Services and submit a Housing and Dining Accommodation Request Form. Provided accommodations will be communicated directly to Residence Life from Access and Equity Services.

### Roommates and Apartment Community Agreements

All apartments house four students. Students can make requests for roommates and specific housing on their housing application and Residence Life staff will do their best to honor such requests. As students will often arrive not knowing their roommates, each apartment will complete a community agreement at the start of the semester.

This process will help residents talk about cleaning the apartment, guests in the apartment, noise, etc. Students who experience roommate difficulty after completing this form should consult with their Resident Assistant and/or Residence Director on the next steps. Staff are available for assisting with the mediation.



## **Policies**

Living on campus presents numerous opportunities and challenges. The following rules and regulations are in place to help ensure the safety and security of all residents in a safe and clean environment. Violators of any portion of this handbook or the Residence Life Housing Contract will be referred for disciplinary action, with the possibility of being removed from campus housing.

### **Abandoned Property**

Any personal property that remains in a room upon the termination of the license shall be deemed abandoned and may be disposed of by the FSA at its sole discretion. The FSA may, at its discretion, make efforts to notify the student and/or student's parent or guardian that property has been found in the room. Neither the FSA, the Foundation, Tompkins Cortland, or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.

Note: This includes instances of students withdrawing from all classes, being suspended, expelled, or removed from housing, or not registering for the Spring semester.

### **Alcohol**

No student or their guest(s), regardless of age, may possess, consume, store, or distribute alcoholic beverages anywhere on the residential property or be in the presence of others drinking alcohol. This includes possession of empty alcohol containers. In addition, any student under the influence of alcohol who brings attention to themselves by making noise or general disruption or publicly displaying intoxication is in violation of this policy. Any alcohol found on the property will be turned over to the residential staff and discarded immediately. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the residence halls.

### **Animals/Pets**

With the exception of service animals and emotional support animals, no animals or pets are permitted in the residence halls. Requests for service or emotional support animals should be directed to the Coordinator for Access and Equity.

### **Attendance/Student Success**

Residential students must be enrolled in a minimum of 12 credits. If students are de-registered or withdraw from their courses and no longer in at least 12 credits, their housing status will be review and they may be required to move out immediately. Note: students may be de-registered from classes by the college for ceasing participation.

### **Bicycles**

Bicycles are not permitted inside the residence halls or apartments. Outdoor areas are provided for locking bikes. Indoor storage can be provided in the winter months.

## Confiscation Policy

Any item prohibited by law or campus policy is subject to confiscation by Residence Life staff. Items that are lawful may be retrieved by the student from Residence Life staff and taken off-campus. Any items left unclaimed after 1 month may be disposed of. If the confiscated item requires additional disposal fees, that charge will be passed along to the student. Residence Life staff is not responsible for any lost or damaged contraband items.

## Dangerous Materials

Firearms and other weapons are not permitted on campus or in the residence halls at any time. This includes, but is not limited to, hunting rifles, hand guns, paint ball guns, BB guns, very realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices including pepper spray, ammunition of any kind and any martial arts weapons (ex. chuka sticks, throwing stars, etc.). Use of any object against another person will be considered a serious breach of the housing contract, and is probable cause for removal from housing. Any type of flammable liquids (gasoline, lighter fluid, etc.) are prohibited. Fireworks and any explosive materials are prohibited.

## Decorations

Please take care in the decoration of the apartment as well as in the removal of those decorations. Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings. The following guidelines apply:

- Do not use nails and be mindful that adhesive strips of any kind can damage walls.
- No decorations can be hung on or from the ceiling.
- No decorations can be attached to any fire prevention device including sprinkler heads.
- No curtains or cloth wall coverings of any kind are permitted (ex. Tapestries, upholstered headboards, flags or banners)
- No more than 20% of a wall or door may be covered (per State Fire Code)
- Making permanent modifications to a space (i.e. painting walls, removing flooring) is not permitted

## Drugs

No student or their guest may possess, distribute, or consume controlled substances or unprescribed drugs anywhere on the premises or be in the presence of others consuming drugs. Use or possession of cannabis, including medical cannabis used or possessed under New York State Compassionate Care Act, is strictly prohibited on college property. This includes:

- Any drug or smoking paraphernalia (pipes, bongs, hookahs, rolling papers, etc.) found in student rooms or in use on residence life property will be viewed as a violation of this policy.
- In addition, any student, under the influence of a controlled substance who brings attention to themselves by general disruption or publicly displaying that they are under the influence of drugs, is in violation of this policy.

- Misuse/abuse of a dangerous or harmful substance for the purpose of intoxication, except for prescribed therapeutic purposes, is cause for disciplinary action.
- Inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.
- Use of a prescription drug other than by the person to whom the drug is prescribed and in accordance with the prescription is prohibited. This includes sharing drugs.
- The Residence Life Office will work closely with law enforcement officials in all drug-related matters. Any drugs or paraphernalia found on any college property will be confiscated and destroyed by Campus Police. Possession of controlled substances, other than for medication prescribed by a doctor, is grounds for dismissal from the residence hall.

### **Failure to Evacuate**

Law requires that all residents evacuate the building immediately upon activation. Students must evacuate as soon as possible, regardless of the circumstances. This must be done in a timely manner, to ensure the safety of the individual student and first responders.

### **Guests and Visitors**

It is the residents' responsibility to inform their guests of the rules and regulations, and to ensure their compliance. Residents will be held responsible for the behavior of their guests and any damage they may cause. Visitor policies may be restricted at times to protect the community. Students are required to follow restrictions communicated by the Office of Residence Life.

- Guests are welcome to visit for a period not to exceed 48 hours within seven days.
- No overnight guests will be permitted during the first and last week of classes each semester and again during final exam week.
- A guest may stay for up to 48 hours no more than three times in a semester.
- Guests must be with their host residents and carry IDs with them.
- Guests who violate the rules and regulations will be asked to leave the property and, if necessary, be banned from entering the premises.
- There should not be more than 10 people in an apartment. Exceeding this limit will result in conduct charges for those residents present.
- Residents with guests who are minors must report this Campus Police and Residence Life along with a contact name and number for the minor's guardian
- Non-Resident minors (under 18 years of age) are not permitted to stay in residence halls overnight. All non-resident minors must leave residence life property by 6 pm.

### **Harassment and Assault**

Any action intended to annoy, threaten, alarm, or harm any other member of the residential community is considered a serious breach of the housing contract and will not be tolerated. Any student who harasses or threatens another student will be referred for disciplinary action and subject to eviction from the residence halls. Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent

manner, and seek help from staff members or college community members whenever necessary. Fighting in any area of the residential property is not tolerated.

### **Lock Outs and Keys**

All residents are expected to carry their keys and Tompkins Cortland ID Card. If a resident is locked out, they may call or visit the Residence Life Office during regular business hours. After hours, residents can call the RA on Duty for assistance. If an RA is unavailable, Campus Police is able to assist with lock outs.

Please note:

- Residents are responsible for the keys they are assigned at move in. Residents who lose their keys can receive a new set at charge of \$200.
- Students who get locked out and attempt to break into the apartment will be in violation and held financially responsible for any damage occurring.
- Students will only be let into their assigned apartments/rooms; attempts to gain access to someone else's apartment/room will be referred to the conduct system.
- Residence life staff members do not have the authority to key someone into another person's room.

### **Noise and Quiet Hours**

Students are expected to be considerate of others at all times and are expected to refrain from any activity that might cause a disturbance in the community (including, but not limited to, yelling out the window or down the hallway and playing loud music or television in the buildings). At no time is loud music permitted, either in the rooms or in vehicles on the premises. Students are not permitted to put music equipment in the windows. Drums or amplified instruments are not permitted in the residence halls.

Quiet hours are established as follows:

- Sunday through Thursday: 10 pm to 8 am.
- Friday and Saturday: 1 a.m. to 10 a.m.
- During the weeks of final exams quiet hours are 24 hours each day.

### **Non-Compliance with a Reasonable Request**

In the performance of their duties, the Resident Assistants, the professional staff of Residence Life, Campus Police, and other staff members may make reasonable requests of the residents in order to ensure the safety and security of the community at large. All residents and their guests are expected to comply with such reasonable requests and will be found in violation of the housing contract for failure to do so.

### **Non-Discrimination**

The Residence Life Office will not discriminate on the basis of race, color, religion, gender, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran status, or sexual

orientation. We are committed to providing an open environment, free from discrimination, harassment, and prejudice.

## **Parking**

All students must register their car with the Residence Life Office upon arrival to campus. Only cars with proper registration can park in student-designated areas.

- Residents who drive recklessly, park illegally, and/or speed in the parking lots may be referred to student conduct and could face temporary or permanent removal of parking privileges
- Vehicles parked in areas designated as no parking, handicapped or staff parking may be ticketed and/or towed at the expense of the owner of the car.
- Students must comply with all reasonable requests to move cars to ensure proper snow removal.
- Students who have been found in violation of the residence life drug policy or have committed a serious offense are subject to having their vehicles searched under “probable cause” to ensure the safety of other students.
- Cars that are inoperable must be tended to or removed within 48 hours.
- FSA shall not be liable, directly or indirectly, for any loss or damage to vehicles.

## **Posting**

Flyers, posters, or other advertisements may be posted on common area bulletin boards by Residence Life staff. Those wishing to post should bring one copy of the material to be posted to the Residence Life office for approval. Criteria for material approval:

- Materials are from a campus department or office
- Materials are for an approved campus event or student organization activity
- Materials are not in violation of residence hall policy, campus policy, or law

Approved materials will be copied (one for each common area bulletin board), date stamped by office staff, and posted for a maximum of 2 weeks. Materials that are time specific will be removed after the advertised event/program date.

## **Removal from Housing**

Serious and/or repeat violations of the housing rules and policies can result in removal from the residence halls. Students receiving an order to vacate as a result of a conduct hearing may have as few as 48 hours to leave their apartments. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have entire liability for their housing costs.

Students will also be banned from the residence halls and the property grounds, with a threat of arrest for violators.

## **Room Changes**

All room changes must be approved by Residence Life. The Residence Life Office has the right to administer room changes at any time in order to settle disputes, consolidate rooms for new incoming students, and to uphold disciplinary sanctions issued through the conduct process.

- Room changes begin two weeks after the first day of class and end two weeks before the end of the semester.
- Any change made without prior consent from a residence life professional staff member will result in a minimum administrative charge of \$40.
- A student must clean and return their bedroom to move-in condition for the next occupant. Students who do not do so will be charged a \$60 turnover cleaning fee.
- Students who are late returning keys will be charged \$10 per day for up to a week. If the key is not returned at that time, the student will be charged a \$200 lock change fee.

### **Skateboarding, Skating, and Electric Bikes**

Skateboarding and use of scooters, hoverboards, skates, electric bikes, etc. are prohibited in the residence halls and on the premises of Residence Life. Hoverboards are prohibited on campus as well and will be confiscated. Any vehicle with a lithium battery may not be charged or stored in the residence halls.

### **Sledding and Snow fights**

Sledding and snowball/ice fights are not permitted on Residence Life property.

### **Solicitation, Sales, and Businesses**

Solicitation in the residence halls for non-college/residence life-related services or programs is not permitted. Solicitation cannot be posted to any residence hall or College social media.

Students are not allowed to run a business from their residence hall apartment.

### **Tobacco**

Tobacco smoking is not permitted anywhere inside the residence halls or within 25 feet of the residence halls. This policy includes the use of electronic smoking devices (commonly referred to as “e-cigs” or “vapes”) and use or possession of hookahs. Violations of the smoking policy by a student are subject to disciplinary sanctions.

## Student Conduct System

Being a member of Tompkins Cortland Community College and its Residence Life program are privileges that carry responsibility for the well-being of all community members. It is understood that students voluntarily enter this educational and residential community with the highest regard for the establishment and maintenance of a campus environment characterized by interpersonal care and personal responsibility.

### Community Expectations and Standards

Residents are expected to adhere to community standards and are expected to know and follow the Residence Life Handbook, the housing contract, and the College Catalog/Code of Conduct. The conduct process serves as an educational mechanism by which students are confronted with regard to harmful or insensitive behaviors, held appropriately accountable, and offered an opportunity to modify behaviors. Students are expected to learn the importance of accepting personal responsibility for behavior that violates community standards through the conduct process. In some instances of misconduct, the Associate Vice President for Student Affairs, or their designee, following the procedures for adjudication, reserves the right to remove any resident from housing and/or from the College without reimbursement of housing charges or deposit. This extends to resident behaviors both on- and off-campus, as outlined in the Student Conduct Code. Procedures used to enforce standards should contribute to teaching appropriate individual and group behaviors and protecting the rights of individuals and the campus community from disruption and/or harm. Appeals of conduct decisions may be filed in the Office of Student Conduct and Community Standards within ten days of receiving the findings notification.

### Categories of Misconduct

The following provisions define the misconduct for which students may be held accountable. Since residents also are full-time Tompkins Cortland students, the College will hold students responsible for all policies within the Handbook of Rights and Responsibilities. This can apply to behaviors on- and off- campus. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or minimize the responsibility of individuals charged through the conduct process. A student attending an off-campus College function is subject to the same standards of conduct expected on campus. Likewise, students are responsible for the behavior and actions of their guests at all times.

### Misconduct Subject to Disciplinary Action

Level A Offenses will be assigned to an administrative hearing officer. Sanctions can include both punitive and educational outcomes.

- Disorderly conduct/disturbing the peace.
- Violation of quiet hours.
- Violation of visitation/guest policies.
- Appropriation of common or public furniture in apartments.

- Littering in a public area or on campus grounds.
- Unauthorized/unapproved room change.
- Engaging in indoor hall sports.
- Smoking in non-designated smoking areas outside of the residence halls.
- Propping open of residence hall doors.
- Skateboarding or skating in and around the residence halls, sledding or throwing snow/ice.
- Parking violations.
- Engaging in sports activities in unauthorized areas.
- Health and Safety violations
- Failure to comply with any health related directives by the College or staff
- Possession of any pet other than an approved service/support animal

Level B Offenses will typically be handled by an administrative hearing officer for adjudication. Students engaging in any of the following acts may be subject to the maximum penalty of removal from the residence halls. Multiple or severe level B offenses could be referred to a conduct hearing board for a maximum penalty of suspension or expulsion.

- Repeated violations of any Level “A” offenses.
- Violation of the terms of any disciplinary sanction imposed in accordance with this code or failure to complete disciplinary sanctions.
- Failure to comply with the directions of Residence Life or College personnel acting in the performance of their duties in the residence halls and/or harassment of Residence Life personnel.
- Smoking inside of the residence halls; this includes e-cigarettes, hookah, vaping, etc.
- Use or possession of fireworks.
- Indecent conduct including, but not limited to, streaking, profanity, lewd or obscene expressions, racial or ethnic slurs, disrespectful behavior or statements toward college personnel or students.
- Verbal harassment defined as abusive or threatening language or behavior that intentionally or recklessly abuses, ridicules, or puts down a person and adversely affects his or her living, working or learning environment.
- Unauthorized entry, presence in, or use of residence hall premises, facilities or property.
- Reckless causing of physical harm to any person (including oneself), or intentional or reckless causing of reasonable apprehension of such harm.
- Intentional or reckless misuse or damage of fire safety equipment.
- Stigmatizing or disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age, or people with disabilities.
- Any comment designed to incite violence.
- Theft or possession of stolen property.
- Destruction or defacing of property.
- Intentional or reckless interference with the freedom of expression of others.



- Dishonesty, such as the known falsification of official records or the giving of false information.
- Forgery, unauthorized alteration, or unauthorized use of any document or instrument of identification.
- Misuse or abuse of the telephone, computer system, TV security system, or elevator.
- Tampering with campus mail.
- Refusing to show or surrender a College ID card upon request by residence life staff or employees acting in the performance of their duties.
- Possession, consumption, or distribution of any alcoholic beverages or possession of empty alcoholic beverage containers anywhere on the property. Public intoxication. In the presence of others possessing or consuming alcohol.
- Disruption of teaching, research, or other activities taking place within the residence halls.

Level C Offenses typically will be handled by the Associate Vice President for Student Affairs for review and sanctions. They may be referred to a student conduct board based on severity. Students engaging in any of the following acts will be subject to the maximum penalty of removal from the residence halls and/or suspension or expulsion from the college and will be subject to arrest and prosecution:

- Possession, manufacture, distribution, or use of any unprescribed drug and/or drug paraphernalia, including being under the effects of any unprescribed drug within the residence halls. In the presence of others possessing or using drugs.
- Physical harassment. Any action or situation producing physical discomfort of an individual or group, or placing the individual or group in danger of physical injury including, but not limited to, punching, kicking, scratching, biting, pushing, slapping, etc., or the threat thereof. Students are expected to handle conflict appropriately. In the event of physical threat, students should pursue every means possible to avoid physical retaliation.
- Use, possession, manufacture, or storage of any weapon.
- Engaging in acts or deeds violating existing federal, state, county, or local laws or ordinances.
- Repeated violation of campus alcohol policy; sponsoring a keg party, serving or selling alcoholic beverages to others on premises; promoting harmful drinking behaviors.
- Intentional or reckless initiation of any false report, (including the activation of fire alarms for non-emergency, non-administrative reasons), warning or threat of fire, explosion, or emergency.
- Cooking or heating chemicals, such as laundry detergent or other cleaning supplies.

Violation or actions not covered in the lists of Level A, B, or C offenses will be sent to the Associate Vice President for Student Affairs for determination of severity and the appropriate category of the offense to proceed with a correct course for adjudication.

## Removable Offenses

Residents involved in the following activities should expect to be removed and banned from the residence halls as part of their student conduct consequences. Students who pose an immediate and ongoing threat to the community may be Summarily Removed from the residence halls. See the Tompkins Cortland Code of Conduct for more information on this process.

- Any form of physical assault or harassment.
- Possession of large quantities or distribution of any unprescribed drug.
- Possession of a weapon.
- Multiple alcohols or drug offenses, or singular drug or alcohol offenses with extenuating circumstances.
- Breaking and entering into another student's apartment or Bedroom.
- False reporting of an emergency.
- Multiple incidents of covering a smoke detector or interfering with other fire safety devices.

## Hearing Procedures

Residence Life policy violations are handled through the same process as Student Conduct hearings. Please refer to the Handbook of Student Rights and Responsibilities for the hearing process. Students should know that disciplinary records are maintained in the Office of Student Conduct and Community Standards and are managed according to federal legislation guidelines of the *Family Educational Rights and Privacy Act [FERPA]*.

In minor disciplinary cases, the guidelines listed above will be implemented with a minimum of formality. But in all cases, it is essential that steps to promote fairness should govern procedures, providing the accused with an opportunity for defense against the charge of misconduct.

Parents of underage resident students will be notified of all drug and/or alcohol violations. Parents of all resident students will be notified of any violation resulting in removal from housing or suspension from the college.