



WESTMINSTER
COLLEGE

**Residential Life Living Guide
2024-2025**

WELCOME MESSAGE

Greetings from the Director of Residential Life, Darryl Glenn

Dear, Westminster Residents,

On behalf of the Office of Residential Life, WELCOME to campus living at Westminster College! By joining our residence hall community, you have unlocked another door that will offer you a world of exciting new experiences, academic and personal support, and meaningful connections with others. Our department supports the educational mission of the College through the creation of a positive living and learning community.

Our team is committed to fostering community, engagement, and academic excellence. We want you to know that there are many staff members who are available to you for guidance and support. You should make sure to say hello and get to know your **Resident Assistant (RA)** throughout your journey on campus. We look forward to engaging and interacting with you and helping you create a sense of belonging within your residence hall community as well as the greater campus community.

The following pages are provided to help you navigate your journey in the residence halls in a way that promotes healthy living, community engagement, and meets the standards and expectations set forth by our college and our office.

If you have any questions, comments, or concerns regarding the information contained in this email, please feel free to contact the Office of Residential Life at reslife@westminster-mo.edu

In Community,

The Office of Residential Life Team!

V. RESIDENCE LIFE POLICIES

RESIDENCE LIFE

The Office of Residential Life strives to create an engaged, supportive, and inclusive community while providing enriching learning opportunities through campus and hall programming. Staff are available to assist students living on campus with facility needs, roommate conflicts, or educational concerns. This office employs resident advisors to serve and educate residential students.

College-Owned, Managed or Approved Housing Facilities

Westminster College has many different housing facilities that are either owned, managed, or approved for campus housing and fulfill the campus residency requirement. **College-owned facilities** include all of the residence halls in the Quadrangle (Gage, Marquess, Rice, Scott and Sloss Halls), the Triangle (Weigle, Wetterau and Sweazey), the Westminster Apartments, the Westminster Grove Townhouses, and are in close proximity to campus. Residence hall rooms typically contain two beds, desks, and wardrobes.

Quadrangle

The Churchill Quadrangle is comprised of Gage, Marquess, Rice, Scott, and Sloss Halls, which are suite-style and typically assigned to first-year students. Within each quadrangle building, there are up to nine suites, each with four two-person rooms and a bathroom.

Triangle

The Westminster Triangle is comprised of three residence halls including Sweazey Hall, Wetterau Hall, and Weigle Hall. These traditional hall residences are typically assigned to upper-class students and include a lounge and kitchen area. The Triangle Halls also have separate floors in each building, one residential hall floor, and lounges dedicated to our three sororities on campus.

Apartments

The Westminster Apartments include two buildings with 32 beds, located on Fifth Street. Each apartment has four single bedrooms, two bathrooms, kitchen, living room, and all modern appliances. Each apartment also has its own washer and dryer. All utilities, college WiFi, routine and emergency maintenance are covered in the rental agreement, as well as a small amount of custodial service in common community areas.

Townhomes

The Westminster Groves include five 24-bed Townhouses at the corner of Seventh Street and Hickman Avenue. Each townhouse unit has four single bedrooms, one double bedroom, three bathrooms, a kitchen, a living room, and all modern appliances. Each unit also has its washer and dryer. All utilities, college Wi-Fi, routine and emergency maintenance are covered in the rental agreement and a small amount of custodial service in common community areas.

Fraternity & Sorority Facilities

Westminster College also manages five Inter/national Fraternity facilities. For these chapters, the college is responsible for the maintenance and routine upkeep of the structure. Residents of these facilities sign a housing contract with the College, which outlines room and board responsibilities and charges each year. This includes the following fraternities:

- Beta Theta Pi at 502 Westminster Ave.
- Phi Delta Theta at 500 Westminster Ave.
- Sigma Alpha Epsilon at 315 W. Fifth St.

- Sigma Chi at 402 Westminster Ave.
- Delta Tau Delta at 604 Westminster Ave.

The College recognizes our remaining men's fraternity facility as college-approved housing as long as the facility meets the College Minimum Standards for Housing. Students who live in these facilities are considered campus residents, and their occupancy fulfills the terms of the College's Residency Requirement. All campus policies still apply to these facilities, but each fraternity's own Housing Corporation manages them. This includes the following fraternities:

- Kappa Alpha Order at 602 Westminster Ave.

The College recognizes three national women's sororities: Alpha Gamma Delta, Kappa Alpha Theta, Kappa Kappa Gamma. Each of our women's organizations has a residential hall, social lounge and chapter room in one of our upper-class residence halls in the Triangle: Alpha Gamma Delta/Sweazey Hall, Kappa Alpha Theta/Wetterau Hall, and Kappa Kappa Gamma/Weigle Hall.

Gender Inclusive Housing

Westminster does not restrict roommate pairings based on sex, gender identity or gender expression. This means that any student can choose to live with one another, regardless of sex, gender identity or gender expression, in a shared room or suite. However, a student(s) must first request to be placed in Gender Inclusive Housing; if they do not, Residence Life Staff will place the student based on male and female suites/rooms/townhomes and apartments. The Office of Residential Life Office will only honor a request mutually made by all parties. For more information, please contact the Office of Residence Life.

COMMUNITY SAFETY AND SUCCESS

Residence Life is proud of its many student and professional staff members who work around the clock to ensure that our residential facilities are communities focused on resident safety and success.

Resident Advisers

Resident Advisers (RAs) are undergraduate students who serve as live-in peer leaders and role models. Each RA is assigned to a wing, floor, or building and the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience. They answer questions about the campus and residential facilities; help residents with community, personal, and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce College policies. There is an RA on call in each community from 5:00 p.m. to 8:00 p.m. each day; the on-call number is posted throughout each community for emergency use.

Head Resident Advisors

Head Resident Advisors (HRAs) are student leaders on the Resident Advisor staff who have served on the RA staff for one year, demonstrated gifts and talents for leadership, and have been promoted to lead staff of their peers. HRAs facilitate community for their assigned hall and support RAs in efforts. HRAs provide leadership to on-call teams at night to support students in any challenging situations that might arise.

Residence Life Office

The full-time and student staff on the Residence Life program oversee business operations in the Residence Life Office, administer the work order system, and manage incoming and outgoing communications via phone, email, and website. This team collaborates with other departments to manage assignments, occupancy, room changes, and various other services. The Residence Life Office is located in the Hunter Activity Center.

Open/Closure

The opening and closing dates for all residence halls, houses, apartments, and townhouses will be the same: opening dates will be advertised with all campus move-in dates and closing dates will typically be 24 hours after a student's last final or the day after Commencement.

Residency Policy

As a Residential College, Westminster requires all admitted degree-seeking students with freshman, sophomore, or junior academic standing at the beginning of each academic year to live in one of the college residence halls, fraternity houses, college-owned houses, college apartments or townhouses. Students who are requesting an exemption must fill out the [Residency Exception Form](#) on MyWC. Exceptions to this policy may be requested by students who:

1. Are living at home with their parents and commuting within 30 miles of campus
2. Are 22 years or older or have senior status (88 credit hours) prior to the first day of classes
3. Are married or the primary caregiver of a child(ren)
4. Have a special circumstance (medical, financial, etc.) that may require one to live off-campus and can provide appropriate documentation of those circumstances.

If a student does not meet these conditions above and would like to apply for a housing exemption, please see the Housing Exemption Request policy below.

Residency Exception for Fraternity Men

The College recognizes occupancy in all fraternity houses as compliance with our Residency Policy if the facilities meet the College Minimum Standards for Housing. The College supports the fraternity's efforts to fill their facility and maintain housing agreements with their members. Therefore, the College refrains from making residency exception decisions that may impact a fraternity's potential occupancy without their support. Given that fraternity men enter into different agreements with their respective House Corporations, they must gain approval from both the College (through the above outlined process) in addition to their House Corporation. If a student makes an exception request to the College prior to receiving fraternity approval, the Office of Residential Life will hold their request until confirmation is received from the relevant House Corporation. Receiving permission from one party, without confirmation from the other, does not grant an exception to the residency policy.

Housing Selection Process

All new students desiring to live in college residence halls must complete a [Housing Selection Agreement](#) (must be logged into MyWC). The housing selection agreement is reviewed by Student Life staff to carefully match students with their ideal roommate. New students are assigned to rooms in the summer and are notified of their assignment and roommate via SOAR and/or their Westminster email.

Room selection for students in upper-class student residence halls is made during the spring semester for the following academic year. Depending upon the desired residence hall, students will select their respective roommates to form a group or pair. Each group or pair is then assigned a number (based upon status and GPA) and entered into a lottery system for selection.

Single Room

Single rooms are available at an increased cost and based upon a lottery selection system and pending availability in that given year. Students who have a documented medical need will also be provided with a single room. For a breakdown of the costs for a single room and a medical single room, refer to the annual room and board rates located on the [Westminster College website](#).

Housing Exemptions Request

Westminster College recognizes that certain situations and/or living conditions affecting our students may require special housing accommodation while they are living on-campus. As such, students need to submit a personal request for [Special Housing Accommodation Form](#) with attached documentation prior to housing assignments being issued (for new students), or room selection (for continuing students). Students must submit this form each year as conditions may have changed that will impact their previous approval.

The Residential Life staff will work closely with the housing exemption committee, comprised of five College professionals, it is at the discretion of these entities and in conjunction with the space availability that dictates whether an offer of accommodations can/will be made. Students who fail to comply with the residency policy or disregard the result of their request and therefore reside off-campus without approval will be responsible for full room charges and may also be subject to additional disciplinary action.

Please be aware of the following deadlines when submitting your application and/or documentation:

New Students: To have one's request considered for the start of a fall semester, the priority deadline to submit this application is June 1 of the same calendar year. If a student will first attend Westminster and live on campus for the spring term, please submit your application by December 1, immediately prior to the semester you plan to enroll.

Continuing Students: To have one's request considered, the deadline to submit this application is February 15, immediately prior to the start of the campus room selection process, in order to get a response before the housing selection process takes place. Students may be able to submit forms after this deadline at the discretion of Residential Life, but no decision will be made on these requests until June 1.

**Please make note that because all forms are completed and subsequent forms are turned into the Office of Residential Life, it does not guarantee that all requests will be accommodated or granted.*

Housing Review Committee

The Office of Residential Life utilizes a Housing Review Committee to hear requests for exemptions or special consideration to any campus housing policies. The committee is composed of professional staff members in the following areas:

- Residential Life
- Fraternity and Sorority Life
- Wellness Center
- Financial Aid
- Academics
- Business Office
- Student Life (when deemed necessary)

The committee will then consider the request and the student's written statement prior to making a decision. The majority of the policy exemptions that are considered by the committee include residency requests and special meal plan requests. The Office of Residential Life may elect to refer other policy issues to the committee depending upon the nature of the request. The student will be notified via email of the committee's decision.

Students whose requests are denied by the Housing Review Committee are allowed one appeal each academic year; appeals are submitted in writing to the Vice President/Dean of Student Life. This is the final appeal of the request process. Typically, these requests are made and considered for the start of a new academic year and the exemption runs for the duration of that year. In rare instances, mid-year exceptions may be considered.

Campus Meal Plans

All students who reside in a college owned residence facility (Quadrangle, Triangle, Townhomes, and Apartments) must participate in a campus meal plan. The meal plans offered include:

- *19 meals/week plus \$50 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- *14 meals/week plus \$75 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- *10 meals/week plus \$100 Blue Jay Bucks each semester (for use in JCI or other meal needs)
- *5 meals/week plus \$25 Blue Jay Bucks for each semester (for use in JCI or other meal needs)

**Unused meals do not carryover or cannot be "banked" from one week to the next*

Meal Plan Requirements by Location:

Quadrangle (typically freshmen) – 19 meal plan

Triangle – 19, 14, or 10 meal plans

Townhomes/Apartments – 19, 14, 10, or 5 meal plans

First-time, full-time students are required to participate in the College's 19 meal plan as they are typically assigned housing in the Quadrangle. The Quadrangle, a suite-style living facility, does not provide adequate kitchen space for storage or preparation of meals. Additionally, students may have food insecurities and/or financial constraints that having a regular meal plan allows for proper nutrition and decreases these potential concerns. Students living in the Triangle, will default to the 19-meal plan each semester. If these students wish to select the 14-or 10- meal plan, they must fill out a "[Request to Change Meal Plan](#)" form (must be logged into MyWC) prior to the census date (seven days after the start of classes each semester). Requests to lower one's meal plan after the census date will not be approved. However, a student may raise their meal plan at any time during the semester, and their semester charges will be prorated based upon the week they make their request. Students living in campus housing with full kitchen service (Apartments and Townhomes) will default to a 5-meal plan on their college bill. If they wish to select a 10-, 14-, or 19 meal plans, they must fill out a "[Request to Change Meal Plan](#)" form (you must be logged into MyWC to access).

Consistent with our housing exceptions policy, individuals may submit documentation and complete the Request to Change Meal Plan form if they want to apply for an exception to the requirement. Individuals may apply for an exception due to extenuating financial, medical or personal reasons. The committee will review exceptions throughout the year and notify students within a reasonable timeframe regarding their decisions. All decision made by the housing/meal plan review committee can be appealed to the Vice-President/Dean of Student Life.

Vacating Campus Housing

In some situations, it may be necessary for a student to vacate campus housing in the midst of an academic term. If this occurs, it is the responsibility of the student to coordinate their own checkout process with the Office of Residential Life.

In situations where a student is medically withdrawn, a student is permitted three (3) business days to notify Residential Life of their plans to leave campus. The Vice President/Dean of Student Life may approve extensions to this policy at their discretion. When a student is administratively withdrawn, a student must adhere to the instructions given by the Vice President/Dean of Student Life or designee. The student may still be held responsible for full room and board charges for the entire semester. In situations where a student is academically dismissed at the conclusion of the fall semester, they have one week (seven days) after receipt of letter of academic dismissal to notify the Office of Residential Life of plans to remove belongings from campus owned housing. If items are left in campus owned housing one week prior to the beginning of the spring semester, they may be discarded and/or removed and the student will be charged for the removal.

For all other situations, room charges will be refunded based on the date of official withdrawal or the last date of occupancy, whichever is later. When students withdraw during a semester, they leave rooms vacant that cannot be filled; therefore, no refund of room charges will be made after the seventh day of the semester (per the campus refund policy in the College Catalog). Board charges will be refunded on a pro-rated basis, based on the end of the billing cycle that the meal plan is cancelled. Miscellaneous fees will not be refunded. The preceding policy is part of the financial contract the student makes with the College. Westminster College assumes that by entering the College and registering, the student accepts these terms.

Move-In Policies

New Student Move-In will occur prior to opening the facilities for continuing students. Continuing students will often have their own move-in dates and expectations, separate from those of our new students. Anyone wishing to be considered for an early return must fill out the ["Request for Early Return" form](#) and submit it online through MyWC. Unless there is a justifiable reason for the request, the student will incur a \$75/night convenience charge which will be assessed directly to their student account. In addition, any early arriving student who provides housing access for another, non-approved student will be subject to disciplinary procedures and/or fines.

On or before August 1, the faculty and staff are invited to send the Office of Residential Life names of students who need to return to campus early and a suggested move-in date. If approved, these students are permitted to return to campus prior to all campus move-in dates free of charge. The following groups are often considered for early return, but still require approval from the Office of Residential Life; fall student athletes, Resident Advisors, Freshman Seminar Mentors, and Student Government/Campus Activity Board leadership.

Break/Holiday Housing

The college residence halls are typically closed during regular college holidays and vacations. Residents who need to remain on campus during holidays and breaks must register for break housing. If a student is approved to stay on campus, they are still expected to follow all regular campus policies and expectations. Permission to remain on campus is a privilege which may be rescinded if a student fails to comply with these expectations or campus policies.

Storage of Personal Items

Limited storage is offered on a first-come, first-served basis during the summer months and is available throughout the year. Storage consists of individual lockers available for rent in the basement of Marquess Hall, and private storage cubes in the basement of Cedar in Westminster Groves. There is a \$50 non-refundable rental fee for the Summer. ***Storage is limited to the items that can fit within the reserved storage locker or cube.***

Bulk items (such as large furniture or appliances) may be stored in specific areas within the College-owned Fraternity and Sorority housing facilities as jointly determined by the Vice-President/Dean of Student Life or Director of Residential Life and the respective Chapter Advisors. In the College owned Fraternity and Sorority housing facilities, items are stored at the risk of the individual and rooms must be accessible to security and plant operations for cleaning and fire inspection purposes. Any items that do not meet the criteria for bulk items must be taken home by residents upon check out or the student or respective chapter may be billed for items left.

The College's policy on loss of student personal property also applies to items stored over the summer. While the College will provide limited storage, the College assumes no liability for any damaged, lost or stolen items. **Students are encouraged to acquire renter's insurance (or their parent's homeowners' policy) to cover their belongings while at Westminster during the academic year and if applicable, while using College storage facilities.** Personal items left in Residence Halls, Residential Houses, Westminster Apartments, and Westminster Grove after the official closing of campus housing will be disposed of at the discretion of the Office of Residential Life and the Plant Operations staff.

Room Inventories and Check-In/Out Process

Each resident of college-owned housing will have a Room Condition Report form for their housing assignment. For those living in a college-owned fraternity house, this form will be filled out by Residential Life staff prior to student arrival, and each student will be responsible for making any changes they determine necessary and signing the form which will be stored in the Residential Life office. For living in all other college-owned housing options the form will be filled out with an RA, documenting the move-in condition of the room and any outstanding damages or missing items. This will be reviewed with the student who will be asked to sign the form. If the student fails to turn in the form or does not sign the form the room condition report completed by the staff member and/or residential advisor will serve as record. The Office of Residential Life uses this form to assess damages at the conclusion of the academic year, or whenever the student leaves the current housing assignment. It is the student's responsibility to play an active role to notify their RA if/when they find anything missing or damaged and to send in work orders in a timely manner throughout the semester. Plant Operations staff keep an inventory of furniture in each room and/or common area, which may be used for end of the year condition reports or housing damages/fines.

When a student checks out of their housing assignment, they need to arrange a time to meet with their RA to complete the "checkout condition" of the Room Condition Report form and to return their keys prior to leaving campus. Failure to complete a checkout or be present during checkout will result in a fine of two hundred fifty dollars (\$250). If the student is moving from their room mid-semester, the date they complete their checkout and sign the Room Condition Report form is the date that will be used to prorate or adjust their housing charges. Emails will be sent leading up to each check-out period outlining the complete list of checkout responsibilities for residents. Such responsibilities include but are not limited to:

- Schedule a checkout time with a RA. It is recommended to give at least 24-hour notice so that the staff can meet your request and also retrieve your Room Condition Report Form.

- Remove all personal items from your room. Your room should only have college-issued furniture remaining at the time of checkout.
- Thoroughly clean your room, which includes but is not limited to: vacuum/wash your floors, empty all trash in designated residential hall spaces, wipe down college furniture (inside and out), clean room blinds and windows, and remove all forms of adhesive from walls, doors and ceilings.
- Ensure all the College issued furniture is in the room and in working condition.

Failure to do any of the above items will likely result in monetary fines. In addition, students who fail to check out by the advertised closing deadlines of the College will forfeit their housing deposit and will be subjected to a \$75/day fine for each day they stay past this deadline. This charge goes into effect immediately after the closing deadline has expired (i.e. if the halls/houses close at 6:00p.m., the charge goes into effect at 6:01p.m.). This applies at the end of each Fall and Spring semester, and any summer moving deadlines given to summer residents. As noted, exceptions to this deadline may be approved by the Director of Residential Life, Vice-President/Dean of Student Life, or designee.

Damages and Charges

Students are responsible for damage to their room during occupancy and for the costs of any items missing from the room at checkout. While a student staff member may conduct the final inspection and checkout, fines are not assessed until professional staff inspects the facilities. These professional staff members are the final authority of damage and charge decisions. The costs for repair or replacement are determined by Plant Operations and then communicated to Residential Life and the Business Office. After checkout paperwork is processed and damages are assessed, the charges will then be sent to the Business Office to add to their student account. An e-mail will also be sent to students who incur charges, outlining the nature and amount of the damage. There will be a one-week window for a student to submit an appeal for charges, and if overturned, the Office of Residential Life or Plant Operations will notify the Business Office to remove some or all of the fees. If two or more students share a living space, damage charges will be equally divided among the residents unless the responsible party absolves their roommate of any role in the original damage.

For the Fraternity facilities, Plant Operations will assess any damage to rooms and common areas. All costs for damage will be billed to the Fraternity at the end of the year. The Fraternity will then have the authority to determine how to assign damages to the facility as outlined in their respective lease agreements.

Common Area Damage

At various times during the year, damage may occur to a shared community space within our residential facilities. This may include, but is not limited to hallways, bathrooms, lobby space, etc. If this does happen, the community may be held responsible for the damage unless the individuals responsible can be identified.

Once common area damage occurs, each member of the community will receive notice from the Office of Residential Life with a summary of the damages/charges associated with the repair/replacement, and a quote of the expected cost per person. The community will be given one week (seven days) to identify the person(s) responsible. If no person (s) are identified, then each member of the community will be charged for their shared portion of the damage on their next monthly bill. Damage to common areas will be divided evenly among all members of the living area.

This same process may be used if a community fails to maintain an appropriate level of cleanliness in their living environment. If it is deemed that a custodian is spending an extensive amount of time to return the community to a reasonable level of order and cleanliness, the overtime charges may be

distributed among the residents unless the person(s) responsible can be identified. Additionally, the college may need to utilize external contractors to complete the repair work, depending on campus needs and staffing, but will notify the student(s) and share the invoice of such costs.

Room Changes/Switches

On occasion, students may request to change housing assignments. All requests to change rooms or switch rooms with another student must be submitted to the Office of Residential Life and receive approval from the Director of Residence Life. Students who move without approval will forfeit their housing deposit (\$200), may incur a fine, and must return to their original housing assignment.

The College has a “room freeze” at the start and conclusion of each semester, in which moves will not be permitted to occur at this time. During the beginning of each term, a room freeze is in effect for the first two weeks of the semester, allowing students and residential advisors time to work through the conflict resolution process. At the end of each term, the room freeze is in effect for the last two weeks of the semester to ensure that students have a quiet and undisturbed study environment. In the event that room changes are approved to occur during the winter break, the Office of Residential Life may allow students to stay on campus and complete their move the day after finals conclude.

Students must have a justifiable reason to change rooms. If the rationale is due to a roommate conflict, those involved must participate in a mediation process prior to being considered for a move. The Office of Residential Life will have the authority to accept or deny a request for a room change.

If a student occupies a room that has a vacancy, the student will be given a week to find a roommate. If they are not able to find a roommate, they will be notified about the possibility of having a roommate assigned to them at any time during the academic year. A student cannot deny another student from occupying this space. Students who are in a room/space with vacancy are not permitted to remove unused furniture from the room. All college rooms/facilities must retain all sets of furniture at all times.

Housekeeping and Maintenance

Students are responsible for maintaining their rooms and common areas in a clean, tidy, and sanitary manner. Rooms are subject to inspection by the college for reasons of health and safety. The bathrooms, hallways, and other public areas are maintained by the College; however, residents will be held responsible for cleaning areas that have trash/dirt that exceeds normal usage. In order to effectively clean bathrooms and common area spaces, students should store and/or remove their personal items from spaces like countertops, kitchen sinks, etc. Problems should be brought to the attention of the Resident Advisor. When a resident fails to maintain an appropriately clean and tidy living space, they may be subject to fines and/or charges for college staff to bring the space up to a minimum standard.

Requests for maintenance, such as broken locks, electrical problems, plumbing, and carpentry needs, should be directed to the Plant Operations e-mail (workorder@wcmo.edu) or by phone (extension 5282). Repairs, replacements, and alterations will be made by the college at their discretion. Any repair, replacement, alteration, or painting by a student in the residence halls must have the prior approval of the Plant Operations Office. Failure to gain prior approval will result in fines and/or charges assessed to the responsible party.

Room Entry and Lockout Procedures

To ensure the safety and well-being of our entire campus community, students will not be granted access to facilities and/or buildings of which they are not current residents. This includes common area access (exterior door or hall lounges) and private resident rooms. Students are not permitted to

loan or share their keys with another person for entry into unauthorized areas. Students found in violation of this policy will be subject to disciplinary action.

If a student gets locked out of their building, room or residence hall, they can call Campus Security (573-592-5555) to gain access to their space. Security will respond, confirming the student should receive access, and then grant them access. At this time, they may ask for identification and/or proof of identification when allowed into the residence.

If a student loses their room key, it is important for them to immediately notify their RA, or another member of the Residential Life staff. When a key is unaccounted for, it creates an unsafe environment not only for our students but also within the facilities. Because of this, the College will change the lock(s) of the area, and issue new keys to all residents whose safety may be compromised.

Depending on the number of locks and keys which need changed the cost to issue new hardware and keys varies by the number of doors which are impacted. As a general rule, there is a \$50 charge for each door that needs to be serviced in the Triangle and \$250 for all other campus living quarters. This fee is assessed to the student account of the student who originally lost the key. However, these prices are subject to change pending costs for locks, cores, keys, etc.

Roommate Assignment, Mediation and Conflict Management

New Westminster students will be matched with a roommate(s) based upon the information submitted on the Housing Questionnaire. Once housing assignments have been made, students will be notified of their placement and the contact information for their assigned roommate(s). These assignments are subject to change for administrative reasons, although every opportunity is made to keep assignments once students have been notified.

If a student is experiencing living challenges with their roommate, suitemate, or other community member, they are encouraged to contact one of their Resident Advisors (RA) in their building for assistance. The RAs have been trained in conflict mediation and will be able to offer several solutions or strategies to support the student. If the RA has exhausted their resources or maximized their options for resolution, they will reach out to a professional staff member in the Office of Residential/Student Life. At that time, the professional staff member may intervene in the mediation process and work with the student (s) involved to find a reasonable resolution to the situation. *Please note that during the beginning of each term, a room freeze is in effect for the first two weeks of the semester. Moves will not be permitted to occur during this time. Once the room freeze ends, room changes will be considered; however, the roommate conflict mediation process will begin as early in the semester as necessary.*

During the mediation process students will be encouraged to make their own decisions about potential moves or room switches. The Office of Residential Life will rarely make a decision on which party or parties should be moving, and the students will be empowered to make this decision on their own. However, in the event that the situation is elevated to a point where others are being negatively impacted by the original conflict, Residential Life staff reserves the right to move one or more students for the overall health of the community. In these cases, the decision is not one based upon disciplinary action or sanctions but is something that must occur when the involved students' efforts have not resulted in a positive resolution to the problem.

Housing Policy Violations

Students who violate any of our Residential Life housing policies may receive a written warning, monetary fines, or be subject to campus disciplinary consequences. All Westminster students should

have a thorough understanding of all of our housing policies, whether they reside on or off-campus. These policies apply to all students in college housing as well as guests.

Guests and Visitation

Any person in college-owned or managed housing who is not assigned to live in the room they are located in is considered a guest. The student(s) assigned to the room is considered the host, and the host is responsible for the conduct of their guest at all times. The host will be held responsible for any damage, theft, or disturbance caused by their guest. Guests are expected to abide by all campus policies, regulations, and conduct standards, regardless of whether they are a Westminster student.

Students are permitted to invite guests to their room but are advised to adhere to common standards of decency and be sensitive to their roommate's rights to privacy and use of the room. If a student wishes to host a guest overnight in their assigned residence, they must consider the following:

- They may invite an overnight guest only if they give advance notice and/or receive permission from their roommate(s).
- Guests are not permitted to stay longer than three (3) consecutive nights at any time.
- Guests are not permitted to stay more than six (6) nights in a thirty (30) day period. This policy applies even if the roommate gives permission for the guest to stay in the residence.

Students deemed to be in violation of our visitation policy or appear to be abusing the policy may be contacted by a Residential Life staff member to discuss the policy and their perceived compliance. In some situations, a student may face disciplinary action for repeated violations of this policy. In addition, the guest may be escorted off campus and/or advised not to return.

Prohibited Items

Halogen/heat lamps	Incense/Candles	Open Flames
Space Heaters	Fireworks/Explosives	Toasters/Toaster Oven
Coiled cooking units	Extension Cords	Weapons/Guns
Illegal Drugs	Petroleum Distillates	Waterbeds
Alcohol (if underage)	Pets/Animals/Fish	Heated bedding
Personal mattresses	Live Holiday Trees	Air fryers
Open Flames	Gas Grills	

Grills and Barbecuing

Charcoal grills are permitted under specific safety conditions, but students are not permitted to keep lighter fluid in their rooms/residence. Gas grills, smoker grills, etc. are prohibited. A Resident Advisor or Campus Security must approve the location for grilling prior to use. Grills must be used on a level surface, at least twenty (20) feet from any vehicle or campus structure, including buildings, trees, shrubbery, etc. Grills must not block any egress from any campus building and must not impede pedestrian or motor vehicle traffic. Attention should be paid to wind speed and direction so that other students are not bothered by blowing smoke. Students should never leave a lit or hot grill unattended and when finished grilling, coals must be doused with water until cold. All grills and charcoal must be stored outside campus buildings. If these conditions are not met, the students may be documented for creation of a fire hazard, the Fire Department may be notified, and the grill will be confiscated. Students will be held strictly liable for any damages resulting from grilling.

Pets

Pets are not permitted in any of our college-owned or managed facilities. Pets are not allowed to “visit” students in their residences or stay indoors for any period of time. Animals of any kind are not permitted in college residence halls or other college buildings, out of respect for others’ potential allergies, aversion to animals, and the continued good condition of college facilities. Students found violating the campus pet policy will be subject to \$250 fine and may potentially be removed from college housing, this includes unapproved Emotional Support Animals.

Emotional Support Animals (ESA)

Students can apply for an Emotional Support Animal as defined by the Federal Housing Act (FHA) Americans with Disabilities Act (ADA). These requests are looked at on a case-by-case basis and are not guaranteed to be approved. To apply for an ESA please complete the [Emotional Support Animal Request form](#) on MyWC.

Service and Emotional Support Animal in College Housing

Westminster College understands the importance of Service Animals and Emotional Support Animals as reasonable accommodations to individuals with disabilities. Therefore, Westminster is in compliance with the FHA and ADA, and established the following policy regarding requests for Service Animals and Emotional Support Animals in College owned housing. This policy outlines:

- 1) the applicable definitions,
- 2) the procedure for evaluating accommodation requests with respect to Service Animals and Emotional Support Animals in college housing,
- 3) the Owner’s responsibilities, and
- 4) the standards for maintaining Service Animals and Emotional Support Animals at Westminster College.

Westminster College reserves the right to amend this policy as necessary and in accordance with federal or state guidelines. All Service Animal and Emotional Support Animal applications must be ***renewed annually***.

Section I. Definitions

A. Service Animal: A "Service Animal" is a dog (or in certain cases, a miniature horse) that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, do not qualify as Service Animals. The work or tasks performed by the service animal must be related directly to the individuals’ disability. Examples of such work or tasks, but not limited to, include assisting those who are blind or with low vision, alerting individuals who are deaf or hard of hearing, pulling a wheelchair, assisting if an individual is having a seizure, assisting in alerting individuals to the presence of allergens, getting items such as medicine or telephone, provide physical support/assistance with balance to individuals with mobility issues, assist individuals with psychiatric and neurological disabilities. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person’s disability. Dogs or miniature horses whose sole function is to provide comfort or emotional support do not qualify as Service Animals. Service Animals must be harnessed, leashed or tethered unless these devices interfere with the Service Animal work/tasks or the individual’s disability. In such cases, the individual must maintain control of the animal through voice, signal, or other means.

B. Emotional Support Animal: Emotional Support Animals are animals that provide assistance or perform tasks for the benefit of individuals with a disability, or animals that provide emotional support, which alleviates one, or more identified symptoms or effects of a person’s

disability or mental health diagnosis. Some, but not all, animals that assist persons with disabilities are professionally trained. Other Emotional Support Animals are trained by the owners. In some cases, no special training is required. The question is whether the animal provides assistance or provides the benefit needed as a reasonable accommodation by the person with the disability. Unlike a Service Animal, an Emotional Support Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Emotional Support Animals may be considered for access to college-owned/managed housing; however, they are not permitted in other areas of the College (e.g. dining hall, libraries, academic buildings, classrooms, labs, student center, etc.).

C. Pet: A domestic or tame animal kept for companionship. A pet is not considered a Service Animal or an Emotional Support Animal. Residents of Westminster College are not permitted to keep any type of pet.

D. Approved Animal: A Service Animal or Emotional Support Animal that has been approved by Westminster College in accordance with this policy.

E. Owner: Is the student or other covered person who has requested the accommodation of a Service Animal or Emotional Support Animal and has been approved for the accommodation.

Section II. Procedures for Requesting Service Animals or Emotional Support Animals as a Reasonable Accommodation

A. Any individual requesting, as reasonable accommodating, permission to allow a Service Animal or Emotional Support Animal must submit the “Request Form for Service Animal and Emotional Support Animal Accommodations” to the Director of Residential Life. This Request Form is available in MyWC here [Emotional Support Animal Request form](#).

B. If an individual requires assistance in completing the Request Form, please contact the Office of Residential Life at 573-592-5242.

C. Westminster College may also require additional documentation indicating that the individual has a disability, and that the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability. Westminster may require that a reliable third party provide the required documentation. A “reliable third party” includes an external physician, psychiatrist, social worker, or other mental health professional. The documentation must be obtained by the individual or someone acting on behalf of the individual, and NOT by Westminster College Wellness Center staff. Documentation for the need of a Service Animal or Emotional Support Animal as a reasonable accommodation should include the following information:

1. Verification of the individual’s disability from an external physician, psychiatrist, social worker, or other mental health professional;
2. A statement regarding how the animal serves as an accommodation for the verified disability; and, if necessary;
3. A statement regarding how the animal provides the individual an equal opportunity to use and enjoy Westminster housing.
4. Statement from a licensed Veterinarian regarding the animal’s vaccination status and temperament.
5. Verification, i.e., cat or dog, is hypo-allergenic if deemed necessary by the committee due to housing accommodations and places of frequency by the animal.
6. Verification of pet-owners insurance will be required

D. Westminster, in consultation with the individual and other parties, as appropriate, may consider the criteria below in determining whether the presence of the animal is a reasonable accommodation to allow the individual access to college housing:

- Whether the animal poses or has posed in the past a direct threat to the individual or others;
- Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
- Whether the size of the animal is too large for available assigned housing space;
- Whether the animal's presence would force another individual from individual housing (e.g. serious allergies);
- Whether the animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
- Whether the animal is housebroken or is unable to live with others in a reasonable manner.

E. Westminster will make a reasonably timed decision regarding the individual's request. Residential Life staff will review the Request Form and all other documentation provided by the individual in reaching a determination regarding the request. In the event Westminster needs additional information to make a determination, staff will promptly advise the individual of the information needed. It is Westminster's practice to seek only the information necessary to verify whether the individual is a person with a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy Westminster housing. If Westminster grants the request, the individual will be notified.

F. Westminster may deny the requested accommodation if providing it would impose an undue financial burden and administrative burden on Westminster or fundamentally alter the nature of Westminster's operations. If Westminster denies the request, Westminster will schedule a meeting with the individual at a mutually convenient time to discuss possible alternative accommodations that would not impose such a burden or result in a fundamental alteration. The following timelines for requesting housing accommodations apply:

- First-year students:
 - o June 1 of the same calendar year for fall semester
 - o December 1, immediately before the spring semester
- All Other Requests:
 - o February 10, immediately before the start of campus room selection

Request Forms and other documentation submitted for housing accommodations after these dates will be accepted and considered; however, Westminster College cannot guarantee it will be able to meet an individual's request for accommodation after these timelines, as it may impose an undue financial and/or administrative burden or fundamentally alter the nature of Westminster's operations.

G. If an accommodation request is not granted, the student may appeal the decision in writing. All appeals will go through the Vice President/Dean of Student Life and a response will be provided in a timely manner.

H. If a student is approved for an accommodation pursuant to this Policy, the individual must provide written consent for Westminster to disclose information regarding the request to those individuals who may be impacted by the presence of the animal, including, but not limited to, Campus Life and Security staff. If necessary, the student's potential and/or actual roommate(s)

and/or suitemate(s) and/or neighbors will also be notified. Such information shall be limited to information related to the animal and shall not include information related to the individuals' disability. Any roommate(s) and/or suitemate(s) will sign the "College-Owned/Managed Roommate/Suitemate Acknowledgement" provided within this policy.

Section III. Owner's Responsibilities

A. Only Approved Animals will be permitted in Westminster College housing. The owner must also abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. Westminster has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. Westminster reserves the right to request documentation showing that the animal has been licensed.

B. The Owner is responsible for assuring the Approved Animal does not interfere with routine activities of the residence or cause difficulties for others residing in the residence.

C. The owner is financially responsible for the Approved Animal including property damage, liability, and potential bodily injury caused by the animal. Examples: replacement of furniture, carpet, window(s), walls and wall coverings, etc. The owner is expected to cover any cost associated with the damage or injury and encouraged to get personal liability insurance coverage.

D. The Owner is responsible for any cost relating to cleaning or repairs beyond standard cleaning or repairs.

E. Animals must be placed in a kennel or locked shelter when the owner is away from the room.

F. If the animal is no longer needed as an Approved Animal or the animal is no longer in the residence, the owner must notify the Office of Student Life. If the owner wishes to replace the Approved Animal with a different animal, the owner must submit a new request.

G. If applicable, the owner's college-owned/managed residence may be inspected for fleas, ticks, or other pests once a semester or as needed. If any pests are found, the residence will be treated, and the owner will be billed for the expense that is beyond standard pest management in residence halls.

H. If the owner resides in a shared living space, all roommates and/or suitemates must agree to allow the Approved Animal to reside with them (the College-Owned/Managed Roommate/Suitemate Acknowledgement provided in this policy). In the event one or more roommates or suitemates do not approve, either the owner and the Approved Animal or the roommate(s)/suitemate(s) may be moved to a different residence.

I. Service Animals may travel freely with their owner throughout College Housing and other areas of the College as long as they are under the control/supervision of the owner. Emotional Support Animals that do not otherwise qualify as Service Animals must be kept in the owner's assigned room at all times if housed on-campus, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the owner of an Emotional Support Animal shall carry proof that the animal is an Approved Animal. No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from Westminster housing.

J. Approved Animals may not be left overnight in college housing to be cared for by another student. Approved Animals must be taken with the owner if they leave campus for a prolonged period.

K. Housing has the ability to relocate the owner and the Approved Animal as deemed appropriate and in compliance with this policy.

L. The owner is expected to comply with all other residential policies.

M. If the owner lives in a fraternity house or sorority floor, they must obtain the signature/approval of their chapter president, chapter advisor, or respective house corporation.

N. Any violation of the above requirements may result in immediate removal of the Approved Animal from the College.

O. Should the Approved Animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Section VI. Standards for Maintaining an Approved Animal at Westminster College

A. Care and Supervision: a. All care and supervision of Service Animals and Emotional Support Animals is the responsibility of the animal's owner.

B. The owner is required to maintain control of their animal at all times. For dogs, there will be an approved area to walk dogs on campus.

C. The Owner is responsible for the cleanup of the animal's waste. Indoor animal waste, such as a litter box must be placed in a tied sturdy plastic bag and disposed of in the outside trash dumpster. All litter boxes must be placed on mats, so waste is not tracked.

D. The College may prohibit the use of Service Animals in certain locations because of the health and safety restrictions (e.g., where the animals may be in danger). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, etc. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Director of Residential Life.

E. All Emotional Support Animals are restricted to the Owner's assigned housing.

Section VII. Animal Health and Well-Being

A. Vaccination: All animals must have current vaccinations against diseases common to that type of animal in accordance with local ordinances and regulations. Dogs must have current vaccination for rabies and wear a rabies vaccination tag.

B. Licensing: Local licensing requirements must be followed.

C. Health: All animals housed in college housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The college reserves the right to direct that the animal receives veterinary attention, at the owner's expense.

D. Leash: The animal must be on a leash, unless the leash would inhibit the animal's ability to be of service. Owners must abide by any local city, county, or state ordinances related to leashing.

E. Other Conditions: Other reasonable conditions or restrictions may be placed on the animal depending on the nature and characteristics of the animal.

Section VIII. Responsibilities for Faculty, Staff, Students and Other Members of the Westminster Community

A. They will allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.

B. They are not to touch or pet a Service or Emotional Support Animal unless invited to do so. c. They are not to feed a Service or Emotional Support Animal. d. They are not to deliberately startle a Service or Emotional Support Animal. e. They are not to separate or to attempt to separate an Owner from his or her Service or Emotional Support Animal. f. Except as otherwise provided in this Policy/permitted under state or federal law, faculty, staff, students, and other members of the Westminster Community are not to inquire for details about the Owner's disabilities. The nature of a person's disability is a private

Room Inspections and Searches

Westminster College reserves the right to inspect and/or search college-owned or managed buildings or property, including residence halls, apartments, townhouses, and fraternities recognized by the college if there is reason to suspect that policies are being violated or the health/safety of students is at risk. This policy also applies to fraternity houses not owned by the college. If a fraternity knowingly hides, covers up/conceals, denies access to college officials or withholds information from the college that fraternity will be subject to the disciplinary process from the Vice President/Dean of Student Life.

An inspection is considered to have taken place when a college official looks in the room, observing only items in view without the need to move or open items. A search is considered to have taken place when a college official moves or opens items in the room to inspect parts of the room or its contents that are not in plain view. If a student refuses to open a locked container, the container may be confiscated until a search warrant can be obtained or the matter turned over to the police.

Residence Hall/Facility Furnishings

All furnishings and equipment provided in each resident's room and other campus community areas are the property of the college and are provided for the convenience of the residents. Residents are not permitted to remove furniture from the premises or move to or from other parts of the building, any furnishings, or equipment without the written permission of the Office of Residential Life. Students are expected to retain all college-issued furniture provided in their room for the duration of their occupancy. This applies to all college-owned and managed facilities (except for the one fraternity house unowned by the College. Their respective House Corporation is responsible for adopting and enforcing their own policy on room furnishings). Students who violate this policy may be charged full replacement costs of missing furniture items, and/or subject to disciplinary action where appropriate. An inventory of furniture will be documented by plant operations, noting any work orders that lead to the removal or repair of such items.

**** Residents are not allowed to bring their own personal mattresses unless it is medically approved in advance by the Wellness Center and the Office of Residential Life.***

Student Appliances

The College does not lease or sell refrigerators or microwave ovens to students. Small refrigerators and microwave ovens, which use 120 volts are permitted in the college residence halls. Students in any campus housing are only permitted to have one refrigerator per resident and one microwave oven per room. In the event that a student's appliance becomes a hazard and overloads our circuit breakers, they may be asked to remove some items from their room for precautionary reasons.

Decorations and Wall Adhesives

Decorations will only be permitted inside residents' rooms. Any decorations or other items hanging outside of the room, including outside of the residents' window or on a balcony, must be taken down. Failure to remove items outside of the room will subject residents to a meeting with Residential Life staff and/or the student accountability process. Because of the damage caused to walls, woodwork, and doors, care must be taken in hanging decorations in a student's room. The only recommended product for hanging decorations is the 3M Command product which is available for purchase in the College Bookstore. However, students must follow the product user guidelines to prevent any damage from occurring.

Students will be assessed a charge for any damage or marks on the wall, floor, or ceiling that result from tape, tacks, adhesives, or other methods of attachment. An adhesive that is not removed when the student checks out (i.e. poster tacks, command hooks, etc.) will be removed by the College, at the student's expense. Any damage beyond normal wear and tear will also be the student's financial responsibility. Because of the potential for significant wall damage, dartboards are prohibited in all campus housing including fraternity houses.

Windows, Window Blinds and Screens

Windows, window blinds, and screens have been installed in each room for safety and health reasons. The blinds and screens are not to be removed. Any damage done to windows, window blinds, and screens will result in the resident being charged for repairs or replacement.

In addition, student room windows are not meant to be an entrance to or an exit from the room, building or suite. Students who use the windows for entrance and exit during non-emergency situations may face disciplinary consequences. The college recommends that students lock their windows any time they are closed. Failure to do so presents a huge liability to the student and those living in their area.

Noise and Disturbance

The use of radios, stereos, sound systems, televisions, etc. is permitted in college housing facilities. The use of said devices is a privilege and may be revoked if it causes disturbance to other residents. Stereo speakers may be confiscated from those students who create unacceptable levels of noise.

The use of musical instruments in campus housing facilities, (i.e. trumpets, drums, and guitars) is highly discouraged. Amplified sound systems are prohibited, at an appropriate volume for common living areas. Students may practice their musical instruments in Champ Auditorium, and piano and choral activities in the Hunter Activity Center/Glass Music Room. Noise in other college residences (fraternity houses) or in off-campus residences must be within Fulton City ordinances and not disruptive to neighbors, businesses, or the College. The fraternity houses, whether they are college-owned or not, must stay in compliance with the Fulton City noise ordinance at all times. Those organizations that continuously fail to remain in compliance with the Fulton City noise ordinances will be subject to disciplinary actions from the Office of the Vice President/Dean of Student Life.

Anyone living on campus is expected to be courteous toward their fellow residents at all times. Courtesy hours are in effect 24 hours a day, regardless of whether it is designated “quiet hours.” All students are encouraged to both comply and uphold the campus’ courtesy hour policy. In order to provide an atmosphere conducive to study, relaxation, and sleep while classes are in session, “quiet hours” begin at 10:00PM. Sunday-Thursday evenings and 12:00AM/midnight on Friday and Saturday evenings. “Quiet hours” are in effect until 8:00AM on Monday-Friday mornings and until 10:00AM on Saturday and Sunday mornings. “Quiet hours” are in effect 24 hours/day during final exam periods. While there are no curfews for students, it is recommended that students reside in their rooms after 12:00AM (midnight) on school nights and 2:00AM on weekends-especially for freshmen making the transition from home to independent living.

Fire Safety and Alarm Procedures

All residence halls and other College buildings are equipped with fire alarms and safety equipment including detectors, extinguishers, and hand-activated alarms. If a student discovers a fire, they should:

1. Activate an alarm
2. Call the Fulton Fire Department (911)
3. Notify the Resident Advisor or other staff and other students
4. Call Campus Security (573-592-5555 or 573-544-7191)

When a fire alarm is sounded, each student must leave the building immediately. Campus Security, College officials, or emergency personnel will direct students to safe shelter. All students in campus housing will conduct fire drills throughout the semester, and RAs (or other College staff) will indicate where each respective hall will meet in case of fire emergency. If prohibited or illegal items are discovered during fire drills, students will be subject to disciplinary action. Students are required to abide by the instructions given during emergency situations, including the directive to vacate any facility actively in alarm.

Hallways in campus housing areas must be kept clear of debris or other items that restrict the ability of residents to exit the building. Bikes, furniture, and other items may not be stored in the hallways or stairways. In the Quadrangle, the residents of the suite are responsible for keeping their hallway clear and unobstructed. All members of the suite are subject to disciplinary action unless it can be determined who is responsible for the obstruction.

Students who tamper with the fire alarm system or any safety equipment (including smoke detectors and/or fire extinguishers) will be subject to campus disciplinary proceedings through the Vice President/Dean of Student Life or their designee.

Open Burn

Per the fire code, the location for any open burning shall not be less than 50 feet from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet of any structure. A bonfire shall not be conducted within 50 feet of a structure or combustible material unless the fire is contained in a barbeque pit. Open burning, bonfires, and the use of portable outdoor fireplaces should be constantly attended to until the fire is extinguished and at least one portable fire extinguisher must be available on site. A recreational fire is defined in the fire code as “an outdoor fire burning materials other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.” In the event a student organization or department on campus wants to have a recreational burn or bonfire on campus, they must contact Campus Safety & Security to receive approval and/or receive a burn permit from the City of Fulton.

Tornado and/or Other Severe Weather Procedure

In the event of a severe weather watch, Campus Security will notify all campus community members and remind students to be cautious of a potential severe weather outbreak. Remember, a *watch* means that conditions are favorable for a weather incident (tornado or severe thunderstorm). If the watch is upgraded to a *warning*, this means that the weather condition is actually occurring in your area. Students are advised to watch local news broadcasts (KOMU: Channel 8, KMIZ: Channel 17 or KRCG: Channel 13) for up-to-date information. Students are also strongly encouraged to sign up for Textcaster alerts on the Campus Security website to receive notifications about safety concerns on campus.

In the event of a tornado warning, the City of Fulton will sound the local sirens; and you are advised to immediately seek safe, underground shelter. Students should remain in their shelter location until Campus Security or a Residential Life staff member notifies them that the warning has expired, and conditions are again safe.

The majority of our housing facilities have basement facilities that can be used for shelter, and all of our general campus buildings have directions posted for emergency evacuations and/or shelters. If you cannot get to the shelter area below, go to the lowest level of a building away from any windows or doorways. Please see the chart below for additional information about where to shelter in a severe weather emergency:

- | | |
|--|----------------------------------|
| • Gage, Marquess, Rice and Scott Halls | Basement in hall |
| • Sloss Hall | Basement of other Quad buildings |
| • Wetterau, Sweazey, and Weigle Halls | Basement lounges |
| • Westminster Apartments (5 th St.) | Basement of Beta Theta Pi |
| • Westminster Grove Townhouses | Basement of Cedar or Hickory |
| • Residential houses | Basement of house |

If you live in 302 W. 5th or 309 W. 5th, your shelter location is the Beta Theta Pi Fraternity house. There is not a basement facility to provide shelter on location.

Institutional Scholarships for Room and Board

Institutionally funded scholarships for room and board are intended to cover students' on-campus living expenses. In order to ensure that these awards are used for this purpose only, the following regulations apply:

- The room portion of the award may be used to fund campus housing only and is intended to cover the rental charges associated with living in a double room in a residential hall.
- The board portion of the award will cover up to the cost of a 19-meal plan in the College dining hall. Students who live in an on-campus residential house, Triangle, Westminster apartment, Westminster townhouse, may elect to continue the 19-meal plan or select from the 14, 10, or 5-meal plans depending on their assigned residence.
- The sole exception to this policy is that room and board awards may be applied to living and dining in a fraternity house, with any charges above the cost of a residence hall double and 19-meal plan being paid by the student. **Students receiving scholarships for room and board may not move from college-managed housing to a fraternity house after the start of the academic year.**
- Under no circumstances can institutionally funded room and board awards be used for off-campus housing, applied to non-room and board expenses, or converted into cash for other uses.