



DEAN COLLEGE
RESIDENCE LIFE

HOUSING AGREEMENT 2019-2020

Dean College Residence Life

Updated August 2019

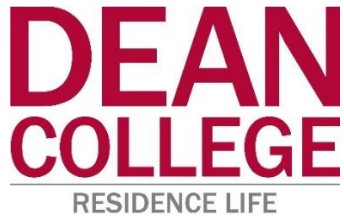


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I. DEAN COLLEGE MISSION STATEMENT

Dean College is a private, residential New England college grounded in a culture and tradition that all students deserve the opportunity for academic and personal success. A uniquely supportive community for more than 150 years, Dean has woven together extensive student support and engagement with exceptional teaching and innovative campus activities. Our graduates are lifetime learners who thrive in their careers, embrace social responsibility and demonstrate leadership.

II. RESIDENCE LIFE MISSION STATEMENT

The office of Residence Life at Dean College creates an environment that supports and enhances students' academic and personal success.

To achieve this mission, the Office of Residence Life is committed to the following departmental goals:

- i. Create a safe environment for students to recognize and appreciate diversity amongst their peers, and within themselves.
- ii. Foster meaningful and supportive relationships with all students to promote their holistic development.
- iii. Develop a residential community that teaches citizenships and fosters a sense of social responsibility.
- iv. Work collaboratively with other campus and community organizations.
- v. Provide co-curricular educational opportunities to enhance student learning beyond the classroom.

III. HOUSING AGREEMENT AND RULES

- A. Students are provided a copy of the Housing Agreement annually in the form of a link on the College internal website, Today@Dean and www.dean.edu. Hard copies are available upon request in the Office of Residence Life in Chapman House.

- B. All accepted full-time students are required to reside on campus. Students are permitted to reside off-campus if they are living at home with a parent or guardian or can provide proof of independent status. Please note that based on Federal Government regulations, a person must be at least 24 years of age to qualify for independent status, or as verified by Student Financial Services. Students who believe there are circumstances that warrant an exception to the residency requirement should submit such a request in writing to the Director of Residence Life. *Requests for a waiver of the residency requirement must be made by the end of the fourth week of classes. For details regarding the Institutional Refund Policy, please refer to the Academic Catalog.*
- C. Any resident who withdraws or whose course load is reduced to less than 12 credits (part-time status) must notify the Office of Residence Life and check out within 24 hours. The Assistant Vice President of Student Development/Dean of Students and the Associate Vice President of Student Success must approve any exceptions to this policy.
- D. All resident students must abide the College's Housing Agreement to live on campus. Any violations of the Housing Agreement will be resolved through Residence Life procedures. Some behaviors that violate the Housing Agreement and the Code of Student Conduct may be managed simultaneously by Residence Life Staff, and the Student Conduct Process. This may mean that a student is responsible for both a Code of Student Conduct violation and a Housing Agreement violation.
- E. Personal Property
- The College shall not be responsible for the loss of, or damage to, personal property, whatever the cause. Residents should be familiar with the extent of their family's insurance coverage. Residents who do not have adequate family coverage are encouraged to enroll in a Student

Personal Property Plan, which is available through an outside vendor at the student's expense.

Information about this Plan is available in the Office of Residence Life.

F. Revocation of Housing

The College reserves the right to remove/dismiss students who are determined to pose a risk to the health and safety of themselves, others, or the College. Additionally, the College has the right to revoke residency for violations of rules and regulations and for the nonpayment of bills.

The Housing Agreement is binding and in effect for the entire period during which a student is in residence. This period ends no later than the last day of final exams at 6pm unless a student is authorized to participate in Graduation Days Celebrations. Living on campus is a privilege and not a right.

IV. ROOM, BOARD, AND FINANCES

A. To live on campus all resident students are required to pay the Enrollment Deposit. The Enrollment Deposit is \$250 per year and is payable through the following means:

- Via www.dean.afford.com (Preferred Method of Payment).
- In person at the Center for Student Financial Planning and Services.
- Via phone by calling the Center for Student Financial Planning and Services office at 508-541-1518.
- Mail a check to Dean College, Attn: Student Accounts, 99 Main Street, Franklin, MA, 02038.

B. Dean College offers a variety of rooms and dining styles including traditional residence halls as well as suite and condo style buildings. Our traditional style residence halls are as follows:

- Adams Hall
- Dean Hall
- Ewen Hall

- Jones Hall
- Wallace Hall
- Clark House
- Houston House
- Mitchell House

Traditional style halls and houses are made up of single, double, triple, and quad bedrooms.

Students who live in these halls will share a common lounge and bathroom, both of which are cleaned each weekday by a maintainer. However, students are responsible for the cleanliness of their individual bedrooms.

Our suite style housing is in Horne and Woodward Halls. These halls include single, double, and triple bedrooms that share a common area and bathroom within their suites. Horne Hall students are responsible for the cleanliness of their suites' individual bedroom, bathrooms, and common area; whereas students residing in Woodward Hall have a maintainer that will clean the lounge and common area bathrooms once per weekday.

We also offer condos, which are located downtown. These are apartment style living accommodations that feature double bedrooms, with a living room, bathroom, and full kitchen in each condo. Students who live in the condos have the option of a limited meal plan, and are expected to maintain the cleanliness of their condo.

For up-to-date housing and meal plan prices refer to Today@dean.edu under our housing booklet.

C. Room and Board Refunds

- Room Charges

If a student voluntarily leaves the college, the refund on room charges is as follows:

- 1st week of the semester 80% of the room cost
- 2nd week of the semester 60% of the room cost
- 3rd week of the semester 40% of the room cost
- 4th week of the semester 20% of the room cost

After the first 4 weeks of the semester the student is no longer eligible for a refund on room charges. In addition, if the student is suspended or dismissed for disciplinary or academic reasons, the student is not eligible for any refund.

- Board Charges

When a resident student withdraws from all courses after all applicable refund periods have passed, the College will refund a portion of meal plan charges based on the number of complete weeks remaining in the semester. Students dismissed or suspended from the College or residence halls for any reason will forfeit their right to a refund.

D. Responsible Use of Alcohol in Residential Living Areas

The Responsible Use of Alcohol in Residential Living Policy allows students of legal drinking age to possess and consume alcohol in residence halls designated by the College. The Responsible Use of Alcohol in Residential Living Policy applies to students who are 21 years or older and reside in the following locations:

- Adams Hall
- Clark House
- Franklin Commons
- Horne Hall
- Houston House
- Woodward Hall

No alcohol may be possessed or consumed in the following halls, even if 21 years of age or older:

- Bourret Hall

- Dean Hall
- Ewen Hall
- Jones Hall
- Memorial Hall
- Mitchell House
- Wallace Hall

Students Under the age of 21 are not permitted to consume alcohol regardless of where they reside on campus. For additional information regarding the College's Substance Awareness Policy please visit the Code of Student Conduct.

Students who are 21 years or older may store alcohol in their bedroom if they live in one of the alcohol permitted residence halls listed above. Storage in a bedroom will take place in a refrigerator or furniture such as a desk or bureau that is designated only for that student's use. Consumption in hallways of residence halls or common area lounges is not permitted.

Anyone who knowingly provides alcohol to a person under 21 years of age or allows a person under 21 years to possess alcohol may face disciplinary action from the college and/or criminal action from local authorities.

For the complete policy regarding alcohol, please refer to the Student Code of Conduct.

E. How to request a Single and Housing Accommodations

Most housing options include multi-student rooms; however, a small number of single-student rooms are available. These single occupancy rooms are assigned on a space-available basis, with priority given to returning students.

Students with documented medical needs who are requesting a single room must coordinate their request with the Accessibility Services Coordinator. All requests must include supporting medical documentation and are reviewed on an individual basis. Requests will not be reviewed

that do not include supporting documentation, and students must re-apply for housing accommodations each academic year.

Students who are not requesting an accommodation must go through the Office of Residence Life in order to obtain a single room.

F. Hall-Provided Essentials

- Room Furniture

In each room students will be provided with a single, extra-long twin bed, a desk, a chair, a dresser, and closet space.

All resident students are expected to report any existing room damage to their direct Resident Director within 24 hours of moving in. Throughout the academic year students are expected to keep their individual rooms clean and safe according to the Housing Agreement; for more information please refer to the Health & Safety and Prohibited Items sections on pages 18 and 24.

- Laundry

Each student will be able to pay for laundry using the laundry app on their smartphones. The app allows students to select and start a machine, as well as see when a cycle is done. Further instructions can be found on today@dean.edu on the Residence Life homepage.

- Lounge/Common Areas and Kitchens

Each residence hall includes one large fully furnished lounge and/or common area. These areas are meant to serve as a gathering space for students to socialize and interact with their peers and residence hall staff. The items provided in the lounges are meant for every student's use; any student who moves the lounge furniture to their individual room will be told to return the furniture and face possible conduct action.

The majority of residence halls have a common area kitchen, with an oven, sink, microwave, and refrigerator. These items are meant for community use and are cleaned every weekday by the hall maintenance staff; however, it is still expected of the students to treat these items with respect, by keeping the common areas clean and in working condition. Failure to do so will result in community damage billing.

G. Damage Billing

The following is a list of charges that correlate to items and damages that may occur in the residence halls and individual student rooms. Including but not limited to this list, damages that occur in the residence hall or within an individual student room may result in one or more of these charges, and will appear on the end of semester bill from the College.

DEAN COLLEGE INDIVIDUAL DAMAGE CHARGES	
Type of Damage/Description of Charges	Amount Fined
Bed - disassembled	\$100.00
Bed frame - missing	\$375.00
Bureau - broken	\$50.00 per drawer
Bureau - missing	\$350.00
Cablebox damaged	\$100.00
Carpet - burnt holes	\$50.00 per hole
Closet - missing	\$550.00 for oak wardrobe, \$600.00 for walnut
Closet - painting	\$75.00
Desk Chair - missing	\$100.00/wood
Desk - broken parts	\$50.00 per drawer
Desk - missing	\$495.00
Emergency lights damaged	\$100
Excessive Cleaning Required (including vomit)	minimum \$200.00 - each incident to be assessed
Failure to properly check out	\$50.00
Fire pull station - damaged	\$100
Graffiti	\$25 per letter
Light cover vandalism	\$75.00
Mattress - ripped, missing	\$175.00
Mirror	\$30.00
Motion Switch- damaged	\$75
Outlet or switch - damaged	\$50
Paint on walls, ceiling, etc.	\$75.00 per wall

Personal belongings left in room	\$100.00per roommate/per item
Room Number - missing/damaged	\$100
Screen - missing	\$50.00
Shade(s)	\$60.00
Shower Curtain(s)	\$50.00/each
Smoke and Co2 detector - damaged/removed	\$100
Wall - holes (FD will assess)	minimum of \$75.00 labor & materials
Window(s) - broken	minimum of \$100.00 patch/materials/CB
Removal/Tampering with Loft Bed Kit	minimum of \$500.00 charge
DEAN COLLEGE COMMUNITY DAMAGE CHARGES	
Type of Damage/Description of Charges	Amount Fined
Access Card	\$60.00
Alarm Door Use	\$75.00 per person
Appliances	By Vendor
Bench	\$100.00
Bulletin Board Ripped Off	\$75.00
Ceiling Tiles-Broken/Damaged	2X2 - 30.00, 2X4 - 35.00
Chair	\$800.00
Cigarette burn holes	\$50.00 per hole
Coffee Table, 48x24, 48x48	\$350.00
Cushions - Replace	\$200.00
Door jamb	\$125.00 + labor
Exit Light-Replace cover	\$100.00
Exit Light/Sign - Damaged or vandalized	\$200.00
Fire alarm pulled	\$500.00, suspension & possible criminal charges
Fire hose/Cabinets - damaged	\$250.00
Fire Extinguisher - Discharged, F.D Custodial Service	\$200.00
Fire extinguisher discharged - custodial services	\$500.00
Graffiti	\$25 per letter
Hardware	\$25.00
Heating Valves	By Vendor
Lost keys	\$75.00
Loveseat	\$1,000.00
Microwave	\$150.00
No Core/Cylinder	By Vendor
No Door - materials & labor	By Vendor
No Doorframe - materials & labor	By Vendor
Personal Trash Violations	minimum \$50.00
Picnic Table	\$200.00-wood\$,800.00-pvc
Propped Door	\$50.00 per incident
Pulled Fire Alarm	\$500.00, suspension, and possible criminal charges
Room doors and Building doors	\$400.00

Shower Curtain and Rod Damage	minimum of \$100.00
Soap Dispenser -Replace/Repair	\$75.00
Sofa	\$1,340.00
Toilet Paper Dispenser-Replace/Repair	\$75.00
Toilet seat cover dispensers	\$100.00
Toilet seats w/cover	\$85.00
Toilet seat - elongated, Replace	\$75.00
Toilet/Sink - Unclog	\$75.00
Towel Dispenser - Replace/Repair	\$75.00
Trash Out Windows	\$50.00 per item
T-stat cover	\$75.00
T-stats	\$150.00
TV	IT to determine
TV Cabinets	\$650.00
VCR	\$200.00
Vending machines	By Vendor
Washer/Dryer	By Vendor
Wireless Access Ponit	\$1,000.00

V. ROOM ASSIGNMENT PROCESS & MOVE-IN AND -OUT PROCEDURES

Room assignments are made for the entire academic year. Residency must be for one academic year unless the student is completing the requirements for graduation at the end of the Fall Semester, entering the College for the first time at the beginning of the Spring Semester or living where a housing vacancy has occurred which would permit occupancy for a shorter period of time.

A. First-Year Student Housing Process

New students are assigned a residence during the summer, based upon information provided by the student on a Housing and Dining Request Form. Dean College requires a three-month advance notification of any requested special housing accommodation.

The Office of Residence Life reserves the right to change room assignments whenever necessary or to deny roommate requests. No resident may refuse another assigned student the use of an unoccupied space.

B. Returning Student Housing Process

During the Spring Semester, the Office of Residence Life works with returning students to obtain housing for the next year. Dean College utilizes a random lottery system in order to provide a fair and smooth room selection process. The lottery is based on times; for example, a student with an earlier lottery time will pick their housing before a student with a later lottery time. Before receiving a lottery time though, each returning student must pay an enrollment deposit, and complete the housing application where you will sign the Housing Agreement and select your upcoming meal plan.

Note: Any student who does not participate in the Housing Selection but has paid their deposit will still receive housing for the next year, but forfeits their right to choose a room, instead the Office of Residence Life will make the housing placement.

C. Move-in Procedures & Expectations

Students will be contacted prior to the start of the semester regarding move-in date, time, and location. All students moving on campus must be financially cleared in order to receive their room key.

- Early Arrivals

Students wishing to return to campus prior to the official move-in date must complete the following: a request for an Early Arrival to the Office of Residence Life reslife@dean.edu at least one week prior to the College's official opening date. The written request must include a detailed explanation of why an early arrival is needed, as well as copies of any pertinent documentation which may impact the final decision (i.e. address being more than 500 miles from campus, copies of airline tickets, bus tickets, receipts, etc.). This request for Early Arrival will be reviewed by Office of Residence Life and a decision will be rendered (approving or denying the request) to the student applicant in writing. The final decision will be based on student need, disciplinary record, and recommendation of the student's Resident Director.

D. Room Changes

Students requesting a room change must complete a room change request form, available on Today@Dean.edu, and ensure that all information is complete and accurate. After the form is submitted, the student must meet with a member of the Residence Life Staff and receive authorization to move. The student must then move from their current residence hall to their new residence hall within 24 hours. It is the student's responsibility to ensure their room is left in move-in condition. For forms and more information please refer to the Today@dean.edu Residence Life Departmental page.

E. Roommate Mediation

Living together successfully requires a willingness to openly communicate and compromise. It is essential that roommates appreciate and respect individual differences and each other's needs and rights. While students are encouraged to resolve concerns that may develop as they learn to live together, genuine incompatibility between roommates is inevitable. If roommates find they are having difficulty, the Office of Residence Life has a specific procedure which involves roommate mediation with a Residence Life staff member. Roommates who are in need of mediation are required to fill-out a Roommate Agreement with their Community Advisor or Resident Director. A Roommate Agreement is considered a living document and therefore can be edited or changed. Roommates are required to mediate and re-visit their Roommate Agreement with a Resident Director at least twice before changing rooms, unless otherwise indicated by the Associate Director of Residence Life and Community Standards or his/her designee.

There is a room change freeze for the first two weeks of each semester. Based on occupancy, the room freeze may be extended. The following two weeks are available for room changes if space permits. All other room changes will be handled on a case by case basis, but room

changes cannot be guaranteed. Students may not switch rooms without prior permission from the Office of Residence Life.

F. Move-out Procedures & Expectations

- Although we assign rooms by academic year and provide our students with resources to manage any conflict within their room, some room changes will happen during the school year. In addition, any students who are leaving the college or are changing rooms between semesters must follow these instructions when moving out.

- Submit the appropriate paperwork (i.e. Room Change Form, Withdrawal Form etc.).
- Submit this form to the Office of Residence Life.
- Your old room must be in “move-in” condition upon your departure.
 - a. Move-in condition means that the room is clean of garbage and personal items.
 - b. All furniture is present and properly assembled (Please refer to the Damage Billing chart for damaged or dissembled furniture cost).

G. Closing Procedures

- Mid-Semester (Thanksgiving and Spring Break)

During each semester, there is one break (Thanksgiving and Spring Break). During these breaks, classes are not held and the residence halls will be closed. These closings are noted on the academic calendar on the Dean website as well as advertised via paper and electronic media.

Mandatory hall meetings conducted by the Resident Directors and Community Advisors explain the process of leaving campus for these breaks.

- End of Semester (Winter Recess and End of Academic Year)

At the end of each semester the Residence Halls will close for Winter and Summer Breaks. These closings are noted on the academic calendar on the Dean website as well as advertised via paper and electronic media. Mandatory hall meetings conducted by the Resident Directors and Community Advisors explain the process of leaving campus at the end of the semester.

During these closings student will be required to return their room keys and student IDs if they are not returning, additionally a building staff member will inspect their room prior to them departing from campus. Not handing in keys or failure to abide by the proper check-out procedure could result in a lock change, key replacement and additional sanctions. Find more information in the Policies section starting on page 19.

- Late Departures

Students wishing to stay in their assigned residence after their last final exam or after closing must complete the following: a request for an Extension of Residence, in written form, to the Office of Residence Life reslife@dean.edu at least one week prior to the date of their last final exam. The written request must include a detailed explanation of why the extension is needed, as well as copies of any pertinent documentation which may impact the final decision (i.e. copies of airline tickets, bus tickets, receipts, etc.). This request for extension of residence will be reviewed by Office of Residence Life and a decision will be rendered (approving or denying the request) to the student applicant in writing. The final decision will be based on student need, disciplinary record, and recommendation of the student's Resident Director.

- Abandoned Belongings

The College is not responsible for any belongings left behind by a student. Following a student's departure from campus at the end of the academic year, the College will enter the room for

housekeeping purposes and will remove and discard any personal belongings. Additional fees will be assessed for the disposal of belongings.

Students vacating their housing assignment due to withdrawal (mid semester or end of the fall semester if not returning) or suspension (academic or conduct) must remove all belongings from their room no later than two business days after their departure date. The Office of Residence Life will communicate via the student's Dean email the date their belongings must be removed from their room. If belongings are not removed by the date the items may be discarded.

If the belongings cannot be removed within two business days arrangements must be made by the student with the Office of Residence Life or designee. The Office or designee reserves the right to adjust removal dates as it sees fit. If arrangements are made to remove belongings with the Office, and the student fails to do so within the agreed upon time, the College retains the right to dispose of the belongings.

It is not the responsibility of the College to store any personal belongings, pack up or mail belongings for a student.

VI. SAFETY & SECURITY POLICES AND PROCEDURES

A. Roles of Campus Safety, Resident Directors, and Community Advisors

Dean College understands the need for safety and therefore provides it through various means on its campus. Our Department of Campus Safety provides 24/7 security for the campus with patrol officers doing hourly rounds of residential and academic buildings as well as responding to any emergency that is reported.

Each residence area on campus is supervised by a Residence Life staff member. Resident Directors and Community Advisors work with students to develop a sense of community in their residence areas to insure an atmosphere conducive to mutual respect and consideration. A Resident Director is a professional staff member residing and working in the residence hall. They

serve as a resource to students and enforce Dean College's rules and policies in order to maintain health, wellness, and safety in the halls. Community Advisors are student staff, and undergo training each semester to prepare them for their roles. The staff is also instrumental in assisting students in developing positive attitudes and behaviors to deal responsibly with the establishment of a more independent lifestyle as well as the social freedoms of adult life including those addressed by the College policies on the use of alcohol and drugs and the rights of others. Throughout the academic year, in cooperation with residents, the Residence Life Staff conducts educational programs and social activities designed to meet the needs, interests, and talents of the residents. Above all else, these departments in conjunction with the Dean community work to make our campus a safe environment for our students.

B. College Authorized Entry

- Health & Safety Inspections

Health & Safety Inspections occur once per month and are conducted by the Office of Residence Life and/or Facilities Office. During these inspections staff are conducting a plain view search of the room to inspect for, correct, repair, or remove hazards to health or personal safety. Any item that violates the Housing Agreement and/or the Student Code of Conduct will be confiscated. Note: Health and Safety Inspections are not always announced nor are they required to be announced. For more information on our safety regulations please refer to our Prohibited Items and Activities List as well as our Fire Safety Policy.

In addition, it is necessary to inspect a vacant/unoccupied portion of a double/triple/quad in order to prepare it for new occupancy.

- Emergency Situations

A room also may be entered and/or searched in any of the following emergency situations:

- The overall well-being and order of the residential community is thought to be in jeopardy.
- Danger, including, but not limited to, floods, fire and a life- or injury-threatening situation is thought to be imminent.
- The occupant cannot be located for an extended period of time (a search for this purpose will solely be to enter the room and look for the occupant).
- It is believed that a resident is using his/her assigned space in a manner contrary to the provisions of the Housing Agreement or other College policy

Items which are illegal and/or in violation of College policy will be confiscated and possibly discarded.

- Health & Wellness Checks

These checks are conducted at the request of the Office of Residence Life and/or the Counseling Center and/or the Office of Campus Safety. These checks are meant to ensure that a student is safe within their room during a certain period. These checks are conducted by the Office of Residence Life in partnership with Campus Safety.

C. Temporary Room

In the unfortunate event that a student cannot stay in their assigned room due a new or on-going incident, a Temporary Room will be assigned to them. These rooms can be found throughout campus and are reserved only for emergency circumstances. These are only assigned at the discretion of an Administrator on Call and/or Associate Director of Residence Life and Community Standards, are not permanent room moves, and cannot be requested by any student.

VII. RESIDENCE HALL POLICIES

These policies are established by the Office of Residence Life in conjunction with the Office of Student Conduct and Community Standards. Violations of the Housing Agreement and/or the Code of Student Conduct may be managed simultaneously by Residence Life Staff, and the Student Conduct Process. This may mean that a student is responsible for both a Code of Student Conduct violation and Housing Agreement violation. All students, whether resident or not, are expected to adhere to the following policies at all times when they are in any residence hall:

A. Quiet and Courtesy Hours

Any time students are in a residence area they must respect the rights and privacy of other students. Quiet hours are times when students are expected to keep sound and activity within the confines of their rooms and are established to provide students with the opportunity for uninterrupted sleep and study. Volume control on items such as radios, stereos, and televisions must be kept at a reasonable level and excessive noise is not permitted.

Quiet Hours are in effect during the following times:

- i. Sunday thru Thursday 9:00PM to 10:00AM
- ii. Friday and Saturday 12 midnight to 10:00AM

On weekends, common courtesy and reasonable discretion are required at all times. During the Final Exam period, quiet hours are in effect 24 hours per day in all residence areas. Any significant violation(s) of policy which occur during 24-hour Quiet Hour Periods may result in more severe immediate sanctioning and fines, including loss of housing during finals.

B. Visitation/Guest Policy

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other students who are entitled to the use of the residence area facilities in a manner consistent with the design of the facility. Each resident is allowed a

maximum of one non-student or commuter guest to be signed in with Campus Safety and receive a guest pass. Residents are allowed to host up to two guests (one non-student/commuter and one residential student or two residential students) per room occupant of their room, suite, or condo, at any given time.

- i. A student may have no more than four 24-hour visits during any one month.
- ii. A resident may not have a guest stay for more than two consecutive 24-hour visits at a time.
- iii. A guest visit can be considered a period of 24 hours or less.
- iv. Commuters visiting in the residence halls after 9pm must be registered with Campus Safety, even if they are not staying overnight.

All non-residential guests (including commuter students) are required to register and obtain a guest pass from the Department of Campus Safety. Each guest must be accompanied by a student host at all times.

- i. To obtain a pass, the student host must present his or her College ID and the guest must provide a valid picture ID. Guest passes are required for all College events and may be obtained at the Department of Campus Safety or, in some instances, at the event itself.
- ii. Guest passes are only valid for up to 48 hours.
- iii. Guests are not permitted to reside in a host's room for more than two consecutive nights and must abide by all College policies and guidelines.
- iv. Hosts will be held responsible for all actions of their guests. Failure to comply with this policy will result in the guest being asked to leave the campus and/or the loss of guest privileges.

The term "guest(s)" refers to any individual who is not a current student at Dean College.

- i. Also, guests who are age 17 or under must have picture identification and must be registered with and approved by the Office of Residence Life three days prior to the planned visit.
- ii. The College reserves the right to deny guests privileges to anyone 17 or under in order to avoid disruption or interference with the normal operations of the College.
- iii. Guests under the age of 16 are not permitted overnight visits.

Students asked to host a potential new student (defined throughout the rest of the document as a recruit) must fill out the registration form with the office arranging the visit. The recruit must adhere to all policies set forth in the housing agreement. Their length of stay may only be 48 hours.

Dean College students only need to show their ID. Visitors to the campus must sign in at Campus Safety before signing in at Franklin Commons.

The Office of Residence Life reserves the right to reduce the number of guest visits or suspend guest privileges during certain times of the year (i.e. Finals Week, Spring Week, etc.)

C. Trash Policy

The trash policy exists to provide students with a clean and safe living environment. Residents must clean their rooms regularly, remove waste material, and maintain reasonable sanitation and safety standards. Residents may not place personal trash in lounges, hallways, stairwells, closets, bathrooms or kitchens. Personal trash must be collected and emptied into outside dumpsters when necessary. Nothing may be thrown from windows or doors. Any trash belonging to a resident that is found in or around a residence area, or not disposed of in the correct receptacles, will be in violation of the policy. If no individual is found responsible for excess personal trash in a public area, cleaning fees will be assessed to the entire community.

D. Solicitation

To protect the privacy of residents, outside vendors are not permitted on the campus and inside the residence areas unless they have received written clearance from the Office of Student Development. Residents should not purchase any item sold by non-Dean personnel unless such persons have an appropriate clearance. Vendors operating without clearance should be reported immediately. Dean students who desire to host a retail demonstration or sell, lease or otherwise transact products or services of any kind inside the residence areas must have the approval of the Office of Residence Life.

E. Key Policy

Students requesting a replacement key must complete a new key replacement form, ensuring that all information is complete and accurate. Students are expected to report a lost key immediately, and in no event later than 24 hours after discovering the key is missing. Forms are located on Today@Dean. Authorization to issue a key replacement is the responsibility of the Office of Residence Life. Once the form is approved, signed, and processed the student may pick up their key at the Lockshop located in Dean Hall. Lockshop Hours are Monday-Friday, 9:30am-10:30am and/or 2:30pm-3:30pm. The student must present a picture identification/ID card in order to receive replacement key. Replacement fees will be assessed to the student for keys that have been lost or stolen.

- Key Replacement Fee = \$75 to be placed directly on the student bill
- Replacement ID card = \$50.00 to be placed directly on the student bill

Students requesting a replacement access card must complete an ID request form, ensuring that all information is complete and accurate. Forms may be filled out at Campus Safety. ID Cards may be picked up at Campus Safety

- Key / Access Card Charges

Each resident is responsible for the keys to his/her room and building and/or access cards to specific residence halls. All keys and access cards issued by the College are the property of the College and may not be duplicated. Failure to return keys to Residence Life Staff at check-out or room keys that are lost or stolen will result in an automatic lock change with the cost of \$75.00 assessed to the student. Loss of access card, or mailbox key will result in a replacement cost assessed to the student.

Students are responsible for their key and Access Card, and under no circumstances are students allowed to give their key or Access Card to anyone. If found with another student's key or Access ID Card, the key and/or Access ID Card will be confiscated, one or both students may be found in violation of the Entry Access Policy and the Key Policy.

The best way to keep your belongings and the belongings of other students' safe is by following these instructions:

- Not handing out your key or ID to anyone (students, guests, or parents/guardians)
- Not propping outside doors and tampering with locks.
- Not leaving windows or doors to living-space unlocked.

F. Lock-out Policies

Students who lock themselves out of their room must go to the Campus Safety Office and sign a Campus Safety Lock-Out Form. An officer will, upon verification of the student's identification and residence location, issue the duplicate key for the student's room, attach one of the key chains to the key, give a copy of the Lock-Out Form to the student, and advise the student the key must be returned within ONE HOUR or the student will be charged, in addition to the Lock-Out Fee, a replacement charge for a new lockset for the door. (Lockset replacement \$75.00).

- The charges for lockouts are as follows:

- 1st - No Charge
- 2nd - \$5
- 3rd - \$10
- 4th or more - \$15

All key(s)/access cards that are issued to students are the property of Dean College and are merely on loan to students. Failure to return key(s)/cards as stipulated may result in a breach of the student housing agreement. Students will be held accountable for the replacement cost of the key/access card and/or lock cylinder replacement. Duplication or altering of any Dean College key/access card, lockset, core or lock cylinder is strictly prohibited. Students found to be in violation of this policy shall be subject to disciplinary action under Dean College and/or legal action under Massachusetts General Laws chapter 266, section 49.

G. Prohibited Items/ Activities

- Items
 - Permanent adhesives on walls or anything that may cause damage when removed.
 - All appliances (except microwaves of 700 watts or 3.6 cubic feet max. refrigerators).
A limit of 1 microwave per room and 1 refrigerator per student will be enforced.
 - Sheets or tapestries hung from ceilings, over windows or as room dividers. Curtains are only permitted if hung via a tension rod, and no screws or nails are put into the walls.
 - Firearms, fireworks, knives (anything larger than a 4-inch fixed blade), switch blades (regardless of size), nunchucks, cap guns, explosives, chemicals or other dangerous weapons or substances as well as using any item in the form of a weapon against another person or object. Everyday eating utensils are allowed.

- Pets or animals of any kind (excluding fish in a small bowl - less than 2 gallons, other than bona fide disability service animals or assistance animals).
- Water beds and other liquid-filled furniture, including tanks.
- Air conditioning equipment and outside radio or television aerials.
- Activities
 - Removing screens from windows.
 - Using cellophane, adhesive tape, paste, glue, stick-on decorations (this includes peel and stick decorations deemed easily removable from painted surfaces), nails or tacks on walls, furniture, ceilings or woodwork.
 - Entering onto or occupying roofs.
 - Painting any College property.
 - Making structural modifications to any room.
 - Participating in any sports in the hallway/building, including but not limited to biking, skateboarding, and rollerblading.
 - Sleeping in or on facilities/quarters not designed for that purpose.
 - Removing furnishings provided by the College from rooms or common areas (lounges).
 - Throwing any objects from windows or balconies.
 - Playing musical instruments to a degree in which it reasonably disrupts those around you or is played during quiet hours.
 - Using opposite sex bathrooms in buildings in which there is a designated gender-specific bathroom. Students should use bathrooms that best correspond to their gender identity.

- Placing objects in window sills or on door exteriors that may be deemed offensive or inappropriate, i.e. signs that promote alcohol or illegal activity, discriminatory statements or symbols. (This includes the hanging of flags or posters out of windows.)
- Passing objects through windows.
- Using furniture as room dividers or otherwise blocking direct access to exits with furniture or other items. All beds must be visible from and have easy access to the door.
- Tampering with TV cable lines in any way.
- Tampering with heating or cooling system controls.
- Taping or installation of any materials on window or door frames.
- Bunks and lofts

H. Fire Safety Policies

- The following are items that violate the Fire Safety Policy and therefore are not allowed in the residence halls for any reason:
 - Multiple outlets “piggy backing” on each other or the “3 -in-1” plugs. Surge protectors with reset buttons are the only permissible outlet adapters. A limit of 1 per occupant is enforced.
 - Anything with an open flame, including but not limited to the following:
 - a. Candles
 - b. Lanterns
 - c. Incense
 - d. Potpourri

- Flammable decorations such as live evergreen trees (i.e. fir or pine trees) and streamers.
 - Space heaters. If heat is an issue within your resident hall room, you must first go through your Resident Director to obtain an approved space heater provided by the Department of Facilities.
 - Indoor and outdoor grills (i.e. George Forman Grill)
 - a. Hot Plates
 - b. Toaster and toaster ovens (permitted only in Franklin Commons)
 - c. Electric frying pans
 - d. Iron and Coffee makers without automatic shut-offs
 - e. Immersion coils
 - f. Other similar cooking devices * (Any cooking device must have an automatic shut off and may only be used in the common area kitchen)
 - Flammable liquids including but not limited to the following:
 - a. Gasoline
 - b. Turpentine
 - c. Oil-based paints
 - Hover Boards
 - Wax Burner
- The following are activities that violate the Fire Safety Policy and therefore are not allowed in the residence halls for any reason.

- Misusing, covering or tampering with any fire safety device(s) including but not limited to fire extinguishers, sprinklers, and smoke detectors.
 - If a smoke detector is sounding in your room or residence hall, but there is no smoke or fire, call Campus Safety immediately. Dismantling the smoke detector is prohibited.
 - Cooking in resident rooms.
 - Smoking of any substance in the residence halls.
 - Tampering with any building's electrical wiring.
- The College is committed to providing a healthy, comfortable, and productive environment in which to study and work that is in accordance with all state and federal laws.

The College has adopted the following policy for all full and part-time students, full and part-time faculty and staff, vendors, campus visitors, and facility users. The use of tobacco, marijuana, and/or smoking products on campus is prohibited anywhere inside the College's facilities and on the campus grounds. This includes All College owned property and areas, including sidewalks and streets adjacent to campus, buildings, grounds, and vehicles on college property. This policy includes all tobacco and marijuana products including but not limited to: cigarettes (marijuana laced) and cigars (marijuana) pipes, chewing tobacco, edibles, and any other item used for the consumption of tobacco or marijuana products. Additionally, all smoking products are prohibited as well including but not limited to: water pipes (Hookah), devices used for vaping, Juuls, e-cigarettes and any other device used to consume smoking products. Complete drug policy can be found in the Student Code of Conduct.

The use of the following items is permitted only at the Designated Smoking Areas:

1. Cigarettes

2. Cigars

The smoking locations on campus are as follows:

- Picnic table area adjacent to Jones Hall;
- Picnic table area at the corner of the Dean parking lot;
- Picnic table area between Adams Hall, Horne Hall & Mitchell House;
- Smoke stack at the end of the ramp at Franklin Commons;
- The designated seating area outside the Campus Center behind Woodward Hall.

Violations of this policy may result in sanctions from the College. Smoking indoors is a fire safety hazard and may result in sanctions including suspension or dismissal from the College.

I. Fire Drills

Every academic year Massachusetts state law requires the Office of Residence Life partnered with Campus Safety to conduct fire drills for each residence hall. These are timed events, that are not announced to students. All residents (and any guests) must evacuate the building when the fire alarm sounds. Not evacuating is a serious offense.

Jones Hall	Picnic Table Area
Wallace Hall	Grass area to the left of Ewen
Ewen Hall	Grass to the right of building
Dean Hall	Flagpole
Memorial Hall	Flagpole
Clark House	Flagpole
Woodward Hall	Front of building (Beech Tree)
Houston House	Side by Children's Center
Adams Hall	Grass by Union Street
Mitchell House	Grass by Union Street
Bourret Hall	Grass by Union Street
Horne Hall	Grass by Union Street
Franklin Commons	Across the street in front of Auto Body area

Conclusion

The policies and guidelines that have been established in the residence areas are designed to promote and maintain a living environment that enhances a student's opportunities to succeed academically and socially. The Housing Agreement is binding and in effect for the entire period during which a student is in residence. This period ends no later than the last day of final exams at 6pm unless a student is authorized to participate in Graduation Days Celebrations. Residents who fail to comply with the Housing Agreement will be held accountable for their actions and may face reassignment or revocation of residency. All residential students are also held to the standards mentioned in the Student Code of Conduct. Living on campus is a privilege and not a right.