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Welcome to Midwestern State University Housing and Residence Life!

Welcome to MSU Housing and Residence Life. This handbook is presented to the students living in University Housing in the hopes that it may broaden their understanding of housing guidelines and explains many of the obligations and opportunities of life in the residence halls. The Office of Housing and Residence Life recognizes that an important aspect of the educational experience is the student’s living situation. Daily living experiences that are not learned in the classroom often occur in the students’ informal living environment. Therefore, the Office of Housing and Residence Life is dedicated to providing a safe and comfortable learning atmosphere at a reasonable cost.

FREQUENTLY CALLED NUMBERS

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INTRODUCTION

The Office of Housing and Residence Life is a vital part of the Midwestern State University community. By promoting an atmosphere conducive to the academic, social, and personal needs of resident students, the Housing and Residence Life program supports the educational goals of the University.

BASIC POLICY

Midwestern State University is committed to the philosophy of “student development.” Respect for the rights of others is a basic ingredient of this developmental experience. A student is expected to show respect for law and University policy, personal honor and maturity, and respect for the rights of others, whether on campus or off campus.

Regulations, rules, policies, and procedures are based on a number of concepts, including:

- As a legal entity established by the State of Texas, the University is obligated to support the laws of the community of which it is a part.
- As a landowner, the University is obligated to protect its property from destruction and misuse.
- As an educational community, the University is obligated to establish and promote standards of behavior and decorum of its own which will serve the well being of the University, the total community and its individual members.
- As a residential community, the University is obligated to make certain the residential experience contributes fully to the institution’s educational objectives and the development of its students.
- All rules and regulations are an extension of this basic policy.
STUDENT OBLIGATIONS
Students assume obligations when they become voluntary members of the academic community at Midwestern State University. Students are obligated to:
1. Be fully acquainted with the rules, regulations, and policies.
2. Maintain conduct of the highest standards, knowing that misconduct reflects upon self, family, Midwestern State University, and citizenry.
3. Follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
4. Respect the rights and property of others at all times.
5. Take advantage of all available opportunities found at an institution of higher education.

HOUSING AND FOOD SERVICE REQUIREMENTS

HOUSING POLICY
The Housing Policy is based on the knowledge that living in University Housing can provide both educational and social opportunities important to the success of college students. All students enrolling at Midwestern State University are required to live in University Housing unless they:
1. Are living in the home of their parents or legal guardian and commuting to class;
2. Are married and living with their spouse;
3. Have accumulated 45 semester hours of academic credit prior to the first day of classes for the Housing Agreement Period;
4. Have reached the age of 21 prior to the first day of classes for the Housing Agreement Period;
5. Are part-time students enrolled for eleven hours or less for the Fall or Spring semester;
6. Are enrolled for evening classes only.

In unusual circumstances the Director of Housing and Residence Life may grant exceptions to the Housing Policy. Interested students should contact the Office of Housing to obtain the required forms and/or to request further information regarding exemptions to the Housing Policy. During the time an exemption request is under review, the student remains obligated to live in University Housing. Exemption requests will not be taken after June 1.

FOOD SERVICE POLICY
All students living in the residence halls during the Fall and Spring semesters are required to take a meal plan in the Mesquite Dining Room. Three meal plans (10 meals per week, 14 meals per week, and 19 meals per week) are available for students to select from. Each meal plan includes either a $65.00 or $75.00 declining balance plan that may be used at any dining facility in the Clark Student Center. An optional meal plan is available for students residing in Bridwell Courts, Sunwatcher Village and Sundance Court as well as students residing in University Housing during either summer term. In unusual circumstances the Director of Housing and Residence Life may grant exemptions to the Food Service Policy.

SERVICE ANIMAL POLICY
With regard to University Housing, students with service animals are not automatically assigned to a private room. Students with service animals will be matched with potential roommates to whom contact has been made to prevent possible incompatibilities such as allergies or other concerns. If a private room is requested and approved, the standard private room rate will apply (additional one-half time the applicable room rate). A specific exercise location for the service animal (e.g., room furnishings, roommate belongings, common area rugs, etc.) will be the responsibility of the student/handler contracted for University housing. Service animals may not be fed using food/scraps from any dining center.
**BACTERIAL MENINGITIS VACCINATION REQUIREMENT**

Every first-time student attending a Texas institution of higher education, including transfer students, who live in on-campus housing, must show evidence of vaccination against bacterial meningitis. Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the Vinson Health Center. The student must have received the vaccination at least ten (10) days prior to classes starting. Please call the Vinson Health Center at (940) 397-4231 for additional information or to schedule an appointment.

**HOUSING RESERVATION COMMITMENT AND AGREEMENT GUIDELINES: KILLINGSWORTH, PIERCE, AND MCCULLOUGH-TRIGG HALLS**

*(see below for campus apartments)*

Student’s requesting/required to live in University Housing must complete and sign a Housing Reservation Commitment and Agreement as well as pay a $100.00 Housing Reservation/Damage Deposit. The following guidelines apply to all students in University Housing.

1. **Facilities** – The Reservation Commitment and Agreement is for a space in any University residence hall, apartment or other facility the University may acquire, lease or otherwise make available for student housing after the execution of the agreement. Applicants requesting a specific roommate, residence hall, apartment, or other type of accommodation, must provide this information on the application form. The University reserves the right, at any time and for any reason, in its sole discretion, to change or cancel any room assignment.

2. **Agreement Period** – The Agreement Period is for the ENTIRE academic year (Fall and Spring semesters) from August 21, 2012 to May 10, 2013. If entered into after August 21, 2012, the agreement applies to the remaining balance of the academic year through May 10, 2013. The summer Contract Period is for either or both summer terms.

3. **Rental Period** – The Rental Period begins when University Housing officially opens, and ends 24 hours after the student’s last final examination. University Housing is officially closed during certain breaks throughout the year: Semester Break (December 15, 2012 – January 12, 2013), Spring Break (March 9-17, 2013), before Summer Session I (TBD) and after Summer Session II (TBD).

4. **Break Housing** – Students wishing to remain in University Housing during a period when the halls and apartments are officially closed must have permission from the Office of Housing and Residence Life. Students may be temporarily reassigned housing during the break period.

5. **Eligibility** – Priority for living in University Housing is given to full-time (12 or more semester hours) undergraduate students registered for classes at the University. With permission from the Director of Housing and Residence Life, part-time and graduate students may be assigned housing if space is available.
   a. A resident who ceases to be a full-time student and remains enrolled on a part-time basis must seek permission from the Director of Housing and Residence Life if he/she wishes to remain in University Housing.
   b. If a student academically withdraws from the University, the individual is no longer authorized to live in University Housing and must properly check out within 24 hours.

6. **Transferability** – The Housing Agreement is with the individual and may not be transferred or assigned by any party other than by the Office of Housing and Residence Life.
7. Cancellation/Refund Policy
a. Fall Housing Charges for ALL on-campus housing
   i. If a student has reserved a room for the fall semester and cancels BEFORE July 1, they will receive their $100 deposit and will not be charged for the fall.
   ii. If a student has reserved a room for the fall semester and he/she does not show-up or cancels after the July 1 deadline, the student will be assessed a 20% penalty, forfeit the $100 deposit, and be charged for 2 weeks of meals (if applicable).
   iii. If a student has reserved a room for the fall semester and breaks the housing contract, any refund of housing charges will be made according to the following schedule:
       | Before July 1 | 100% refund | During the 3rd week of class | 50% refund |
       | July 1 - prior to Move-in Day | 80% refund | During the 4th week of class | 25% refund |
       | Move-in Day - During the 2nd week of class | 75% refund | After 4th week of class | NONE |
   iv. If a student does not fulfill the term of their housing contract for any reason that is not academically approved, the student is charged a 20% cancellation fee of the semesters not fulfilled and forfeits the $100 housing deposit.
   v. If a student leaves the university for an academically approved reason and notifies the Office of Housing by properly submitting a Departure Notice form, his/her housing obligation ceases with no penalty and will receive his/her deposit.
   vi. Refund for meals will be made only for the unused portion of the meal plan beginning the Wednesday after the student moves out of housing.

b. Spring Housing Charges for ALL on-campus housing (applied only to students new to housing in a spring semester)
   i. If a student has reserved a room for the spring semester and cancels BEFORE January 1, they will receive their $100 deposit and will not be charged for the spring.
   ii. If a student has reserved a room for the spring semester and he/she does not show-up or cancels after move-in day, the student will be assessed a 20% penalty, forfeit the $100 deposit, and be charged for 2 weeks of meals (if applicable).
   iii. If a student has reserved a room for the spring semester and breaks the housing contract, any refund of housing charges will be made according to the following schedule:
       | Before January 1 | 100% refund | During the 3rd week of class | 50% refund |
       | January 1 - prior to Move-in Day | 80% refund | During the 4th week of class | 25% refund |
       | Move-in Day - During the 2nd week of class | 75% refund | After 4th week of class | NONE |
   iv. Refund for meals will be made only for the unused portion of the meal plan beginning the Wednesday after the student moves out of housing.

8. Refund of Reservation/Damage Deposit
a. New students prior to moving into housing – a refund of the Housing Reservation Deposit will be based on the contract cancellation date. The deposit is only refundable if cancellation is made in writing to the Office of Housing and Residence Life in accordance with the following schedule:
   i. Prior to July 1 for students new to University Housing and enrolling for the Fall semester;
   ii. Prior to January 1 for students new to University Housing and enrolling for the Spring semester
   iii. Prior to May 15 for students new to University Housing and enrolling for the Summer I term
   iv. Prior to June 20 for students new to University Housing and enrolling for the Summer II term;
b. **After moving into housing** – A student will be eligible for a refund of his/her Housing Reservation Deposit upon fulfilling his/her housing contract or when he/she graduates before the end of the agreement period and submits a Departure Notice form.
   i. Any damages to a student’s room will be deducted from the deposit.
   ii. The University reserves the right to withhold from a student’s deposit any appropriate charges and/or fines owed to the University.
   iii. Students removed from University Housing for disciplinary reasons are not eligible for refund of the deposit and are responsible for any monies still owed, including those from lease agreements that student has signed and agreed upon.

9. **Agreement Termination by the University**
The University reserves the right to terminate this agreement at any time for violation of the terms and conditions stated herein or for any other reason that the University, in its sole discretion, deems to be good cause.

10. **Room/Apartment Entry and Inspections**
   a. The University reserves the right to inspect student housing facilities:
      • to perform necessary maintenance.
      • to ensure compliance with sanitation, health, safety and fire regulations.
      • in response to potential crises or emergency situations.
   b. The University reserves the right to check rooms/apartments for valid reasons such as illness, missing person, and fire.
   c. Under fair and reasonable circumstances, it may be necessary for University staff members to enter a student’s room/apartment for the purpose of a search. Ordinarily, students will be advised in advance of a search and will be asked to be present during a search. **However, prior notice is not required and a student’s absence will not prevent a search from being conducted.** The Director of Housing and Residence Life, or a designated representative of the Office of Housing and Residence Life, together with at least one other staff member, constitute a search group.
   d. A student’s personal refrigerator(s) are subject to search by Housing staff members.

11. **Response to Official Information Requests and Summons**
The University and Housing Office will occasionally send out important information pertaining to students including but not limited to notices of administrative disposition, housing assignments and reapplication materials, requests for information, etc. All students are expected to check their provided voice mail and campus mailbox on a daily basis to respond to such requests.

**HOUSING RESERVATION COMMITMENT AND AGREEMENT GUIDELINES:**
**BRIDWELL COURTS, SUNWATCHER VILLAGE, AND SUNDANCE COURT CAMPUS APARTMENTS**

Students requesting/required to live in University Housing must complete and sign a Housing Reservation Commitment and Agreement as well as pay a $100.00 Housing Reservation/Damage Deposit. The following guidelines apply to all students in living in the Sunwatcher Village/Sundance Court/Bridwell Courts apartment communities.

By signing a lease and living in one of the Sunwatcher Village/Sundance Court/Bridwell Courts apartment communities, I understand that I am a member of a living and learning community. As a member of this community, I have certain rights as a resident and as a student. I recognize as well that other members of this community have these same rights, and that my rights stop where another’s rights begin. For this reason it will be important to learn to compromise with others in order to maintain an environment in which all members

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Page 7
of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience.

Community standards are established to assist in shaping this environment, to protect our rights and assert the responsibilities we have to one another. As a member of this residential community, I agree to abide by Local, State, and Federal laws, as well as by these Community Standards (and others as may be developed to further support this community), University policies and the University Code of Conduct at all times while I am a resident of Sunwatcher Village/ Sundance Court/ Bridwell Courts at Midwestern State University. Failure to comply with these guidelines could result in disciplinary sanctions and/or removal from the apartments and/or University Housing.

1. **Facilities** – The Reservation Commitment and Agreement is for a space in any University residence hall, apartment or other facility the University may acquire, lease or otherwise make available for student housing after the execution of the agreement. Applicants requesting a specific roommate, residence hall, apartment, or other type of accommodation, must provide this information on the application form. The University reserves the right, at any time and for any reason, in its sole discretion, to change or cancel any room assignment.

2. **Agreement Period** – The rental agreement period is for the ENTIRE dates selected, including breaks in which the University and its housing is typically closed. If the lease is entered into after the start date of the lease option, the agreement applies to the remaining balance of the lease period. The apartment must be vacated on or before the end of the lease period and a proper check-out must be completed with the Complex Coordinator or his/her staff. Tenants failing to vacate by the end of the lease period will be considered as trespassers and all belongings considered abandon property.

3. **Rent** - Tenant shall pay rent to the University, payable in monthly installments on the first of each month for the month succeeding or at a semester rate due prior to the lease start date. If a student is staying throughout the summer, their summer rent will be due at the same time as summer school tuition and fees. Payments can be made at the Sunwatcher Village Clubhouse or at the Business Office located in the Hardin Administration Building. If paying at the Business Office, please note on the payment that it is for apartment rent. Initial failure to make timely payments will result in your account being placed in “Hold” status. Continuous failure to make timely rent payments will result in a warning letter, and the tenant will have forty-eight (48) hours to bring his/her account into good standing with the University. Failure to do so will be considered as violation of the lease and may be ground for removal. A $30.00 late fine will be added to your account on the 5th of the month.

4. **Lease Renewal** – Lease renewals will be mailed to tenants prior to the lease’s expiration date. Tenants wishing to renew their lease shall inform the Complex Coordinator by returning the properly signed Lease Renewal to the Sunwatcher Village Office prior to stated renewal deadline.
   
   A. Current Apartment-Tenants interested in living in the same apartment for a new lease period are given first opportunity to renew the lease for their current apartment only if the new lease period begins immediately after the current lease option ends.
   
   B. New Apartment-Tenants interested in renewing their lease for a new apartment must notify the Sunwatcher Village Office prior to stated renewal deadline. Tenants will be reassigned as new spaces become available. If the request is unable to be honored, the lease will be renewed for the current apartment.
   
   C. Non-Renewal-Failure to return the signed Lease Renewal within the time stated above shall be cause for final termination of the lease upon its expiration and the apartment shall be reassigned. Neither the tenant nor the University is under any obligation to renew the lease upon its expiration.
5. **Eligibility** – Priority for rental in the apartments is given to full-time undergraduate students registered for classes at the University. A full-time undergraduate student is one who is registered for twelve (12) or more semester hours.
   
   A. Graduate and part time students will be assigned housing if space is available and must have permission from the Director of Housing.
   
   B. A resident who ceases to be a full-time student and remains enrolled on a part-time basis must seek permission to remain in campus housing from the Director of Housing.
   
   C. If a student academically withdraws from the University, the individual is no longer authorized to live in Sunwatcher Village/Sundance Court/Bridwell Courts and must properly check out within 24 hours.

6. **Subletting** – The tenant shall not sublet the apartment, nor any part thereof, nor assign this lease.

7. **Cancellation/Refund Policy** – As stated in Agreement Period, a lease extends for the entire dates agreed upon in the lease option selected. If an individual cancels his/her lease, except as noted below, a **reletting charge equal to one month’s rent and loss of deposit will be assessed.** If a student graduates from the University at the end of a semester and notifies the Sunwatcher Village Office by signing the appropriate form forty-five (45) days prior to his/her graduation date, his/her lease is terminated without penalty.

8. **Refund of Reservation/Damage Deposit**—a deposit of $100.00 is required of all tenants applying to live in the apartment communities. Once a tenant moves into an apartment, the deposit converts into a damage deposit. Upon expiration of one’s lease, one will be eligible for a refund of his/her deposit in accordance with the following:
   
   A. Any damages to a tenant’s bedroom and/or common areas will be deducted from the deposit.
   
   B. The University reserves the right to withhold from a student’s account any appropriate charges and/or fines owed to the University.
   
   C. If a student is removed from his/her apartment for disciplinary reasons, the deposit is forfeited.

9. **Termination**—The University reserves the right to terminate this agreement at any time for violation of the terms and conditions stated herein or for any other reason that the University, in its sole discretion, deems to be good cause. A tenant removed from his/her apartment for disciplinary reasons will have all unpaid rent escalated for the remainder of the lease term.

10. **Room Entry**—The University reserves the right to enter any room without prior notice to make repairs, to inspect for compliance with health, fire and building codes and for any emergency. All personal refrigerators are subject to search.

11. **Damage Liability**—The University shall not be liable to any tenant, guest or occupant for personal injury or damage or loss of personal property from fire, flood, rain, hail, ice, water leaks, snow, lightning, wind and explosions. Tenants will be liable for any damages to property caused by tenants, guests and occupants exceeding reasonable wear.

12. **University Property**—At no time should the furniture within an apartment or common area be removed from its designated location. Tenants are expected to treat University property with due respect at all times. This includes individual apartments, grounds, clubhouse, 24-hour access computer lab, study room, and exercise room. Intentional damage to University property will be grounds for cancellation of remainder of lease.

**Tenants must also be aware of the following Community Standards:**

13. **Self Regulation**—As mature college students; tenants are expected to regulate their behavior and the behavior of their guests within their community. Disruptive behavior that hinders their fellow community member’s ability to focus on their academic
endeavors is prohibited; however, it is not the sole responsibility of the apartment staff to address problems like these.

14. **Noise**- Noise levels are expected to be kept at a reasonable level at all times. Tenants who fail to monitor their noise level appropriately could face penalties ranging from an official warning to removal from their apartments. *Car stereos will be especially monitored so as not to create a disturbance to the University Community and the Wichita Falls Community.*

15. **Alcohol**- Tenants are expected to abide by all federal, state and local laws in regards to alcohol. Alcohol is only permitted in an apartment if the following terms are met:
   - A. All tenants of the apartment are twenty-one (21) years of age and older.
   - B. All guests in the apartment, at the time of consumption, are twenty-one years of age and older.
   - C. Nothing larger than individual bottles is permitted. Kegs, Party Balls and similar items are not allowed in campus housing.
   - D. Consumption must take place in the confines of the apartment. No alcohol is allowed in any public area.

16. **Guests**- No uniform visitation hours exist in Sunwatcher Village/Sundance Court/Bridwell Courts. *Tenants are responsible for the behavior of their guests in regards to violations of University policies and federal, state and local laws.* Overnight guests are allowed to stay up to three consecutive nights without the prior consent of the Complex Coordinator. Guests staying more than three nights must be approved by the Complex Coordinator.

17. **Pets**- With the exception of small fish, pets are not permitted in Sunwatcher Village/Sundance Court/Bridwell Courts, visiting or otherwise. Tenants found in violation of this guideline will be subject to penalties ranging from fumigation charges to removal from apartment.

18. **Walkways/Common Areas**- Public areas are to remain clean and uncluttered at all times. Patio decorations should not hinder one’s ability to walk and should be aesthetically pleasing as determined by the MSU Housing staff. Bicycles may not be stored on walkways; however, bicycle storage is available at the first floor base of the stairwells.

19. **Trash Disposal**- Trash must be disposed of in the designated dumpster areas. Failure to do so will result in an automatic $25 fine for each item that must be removed by a member of the apartment staff.

20. **Parking**- Parking spots for Sunwatcher Village/Sundance Court/Bridwell Courts are for apartment residents only. Finding a parking space is not always guaranteed.

21. **Health & Safety**- Tenants are required to remain in compliance of all health and safety requirements set forth in this rental agreement, as well as, any additional requirements the Sunwatcher Village/Sundance Court/Bridwell Courts staff and/or Texas State Fire Marshal detail upon inspection.
   - A. Apartments should be kept clean and sanitary at all times.
   - B. Apartment decorations should not cause permanent damage to walls, carpet and/or ceiling.
   - C. Candles are prohibited.
   - D. Extension cords are prohibited. Surge protectors are the only permitted plug extension apparatus.
   - E. Grills are not permitted unless they are kept ten (10) feet from all structures.
   - F. Curtains and any other items that hinder access to a primary or secondary escape exit are prohibited.

22. **University Policies**- Tenants are expected to abide by all policies and procedures denoted in the Student and Residence Life Handbooks for Midwestern State University, and policies as set forth in the rental agreement. The spirit of community living and responsible behavior is expected to prevail at all times. Any violation of
these policies or the spirit in which they are intended will be subject to a disciplinary meeting with a judicial officer and/or a referral to the Dean of Students.

**TEMPORARY ABSENCE FROM UNIVERSITY HOUSING**

When a student is going to be away from their room/apartment for an extended period of time, they should notify their Resident Assistant as to where they can be reached in case of an emergency.

**OVERFLOW HOUSING**

The University may contract with off-campus apartment complexes and/or motels to accommodate student-housing needs.

1. Overflow housing will only be available in the event that all other University Housing facilities are at maximum occupancy.
2. Students assigned to overflow housing will be relocated to campus as soon as space is available.

**APARTMENT DAMAGE ASSESSMENT GUIDE**

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<th>Parts/Work Performed</th>
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<td>Possible Cleaning Charges As Well</td>
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<td>Light Switch</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$13.00</td>
<td></td>
</tr>
<tr>
<td>Medicine Cabinet</td>
<td>Replace</td>
<td>3/4</td>
<td>$16.00</td>
<td>$50.00</td>
<td>$62.00</td>
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<tr>
<td>Outlet-Wall</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$13.00</td>
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<tr>
<td>Phone-Wall Jack</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$13.00</td>
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<tr>
<td>Sink-Bowl</td>
<td>Replace</td>
<td>2</td>
<td>$16.00</td>
<td>$65.00</td>
<td>$97.00</td>
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<td>Sink-Bowl-Handicap</td>
<td>Replace</td>
<td>2</td>
<td>$16.00</td>
<td>$165.00</td>
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</tr>
<tr>
<td>Sink-Cabinet</td>
<td>Replace</td>
<td>4</td>
<td>$16.00</td>
<td>$45.00</td>
<td>$109.00</td>
<td>with top add $69.00</td>
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<tr>
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<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$12.00</td>
<td>$28.00</td>
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<tr>
<td>Sink-Cabinet Door Hardware</td>
<td>Replace</td>
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<td>$16.00</td>
<td>$5.00</td>
<td>$13.00</td>
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</tr>
<tr>
<td>Sink-Drain</td>
<td>Clear</td>
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<td>$11.00</td>
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</tr>
<tr>
<td>Sink-Faucet</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$25.00</td>
<td>$43.00</td>
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<td>Sink-Formica Top</td>
<td>Replace</td>
<td>4</td>
<td>$16.00</td>
<td>$25.00</td>
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<tr>
<td>Sink-Hardware/Faucet</td>
<td>Replace</td>
<td>1 1/2</td>
<td>$16.00</td>
<td>$55.00</td>
<td>$79.00</td>
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<tr>
<td>Sink-Light Fixture</td>
<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$75.00</td>
<td>$91.00</td>
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</tr>
<tr>
<td>Sink-Light Fixture Globe</td>
<td>Replace</td>
<td>1/4</td>
<td>$16.00</td>
<td>$7.00</td>
<td>$11.00</td>
<td></td>
</tr>
<tr>
<td>Sink-Mirror</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$75.00</td>
<td>$83.00</td>
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</tr>
<tr>
<td>Sink Stopper</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$15.00</td>
<td>$23.00</td>
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</tr>
<tr>
<td>Towel Bar</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$13.00</td>
<td></td>
</tr>
<tr>
<td>Wall-hole</td>
<td>Replace</td>
<td>2</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$37.00</td>
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<tr>
<td>Wall-Repaint</td>
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<td>$16.00</td>
<td>$6.00</td>
<td>$22.00</td>
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<td></td>
</tr>
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<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$15.00</td>
<td>$31.00</td>
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</tr>
<tr>
<td>Shower Curtain</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$13.00</td>
<td></td>
</tr>
</tbody>
</table>

**Cleaning charges will be billed at the rate of $25.00 per hour**

**Prices are subject to change depending upon change in cost of materials**

**Other rates may apply that are not listed here**
INFORMATION TO HELP REDUCE CHARGES

Kitchen:
Range- The range should be free of all grease, grime, and soap residue. The top, front, and sides (if the sides are accessible without pulling out the range) should be cleaned with an all purpose cleaner.
Cupboards/Cabinets- Remove all personal items including shelf paper, and clean inside and out with an all purpose cleaner. Rinse with clear water to remove soap residue. Please use non-adhesive shelf paper, not contact paper, to line the shelves.
Counter Top- Clean with all purpose cleaner and rinse with clear water to remove soap residue. Please do not use abrasives or abrasive cleaners.
Sink- Clean the sink using a general purpose cleaner or stainless steel cleaner if necessary. Do not put grease down the garbage disposal.
Vent Cover and Range Hood- Clean and degrease using a general purpose cleaner or degreaser. Vent cover and range hood should be free of grease and dust.

Bathroom:
Sink, Tub, and Wall Tile- Clean with tub and tile cleaner, general purpose cleaner or mild abrasive cleaner if necessary. Sink, tub and tile should be free of all dirt, soap scum, rust, etc. Fixtures and pipes should be cleaned and polished.
Toilet- Clean inside of bowl with toilet bowl cleaner and the outside with general purpose cleaner.
Medicine Cabinet- Remove all personal items and clean cabinet with a general purpose cleaner and the mirror with a glass cleaner.
Vent Cover- Clean, using a general purpose cleaner. The cover should be free of all lint, dust, grime, etc.

Furniture:
Furniture should be free of all dirt, dust, etc. All drawers should be cleaned and free of personal items.

Floors:
Tile- Tile floors should be clean and free of all dust, dirt, grime, etc. Clean with general purpose cleaner and rinse. It is not expected of the residents to wax the floors before vacating.
Carpet- Vacuum thoroughly

Maintenance:
Faucets- Vinegar will help to remove lime deposits. There are special cleaners available for this purpose in retail stores.
Soap- Low sudsing all purpose cleaners will streak less and reduce the amount of rinsing required.
Plumbing- Do not pour grease into any drain or disposal. Most clogged drains are a result of grease buildup. Do not pour any chemical into any drain to unclog it. Such chemicals may cause considerable damage or injury. If you have difficulty with any plumbing item, simply call Sunwatcher Village clubhouse.

APARTMENT HOUSING

Students assigned to University Apartments (owned or leased) are subject to all policies, rules, and regulations as outlined in the MSU Housing and Residence Life Handbook as well as the Student Handbook and Activities Calendar. Additions and exceptions to the policies contained in these publications are as follows:
1. The meal plan is optional.
2. Maintenance requests should be made online at http://housing.mwsu.edu/workorders.asp or at the Office of Housing and Residence Life.
3. The electrical appliance policy is not applicable; however, students are expected to comply with all other pertinent electrical safety standards and Room/Apartment Personalization guidelines.
4. Overnight guests can stay up to three (3) consecutive nights. For an extended period, the Complex Coordinator must grant permission.
5. Students are subject to any policy provisions and regulations of the particular apartment complex in which they live.
6. All other problems or concerns should be addressed to the Apartment Office or Office of Housing and Residence Life. For more information regarding University apartment housing, contact the Office of Housing and Residence Life.
7. If a student has selected to pay with the monthly option, rent checks are due on the first day of every month in the Office of Housing or the University Business Office.

PAYMENT PLANS

Payment plans for Fall and Spring semesters are available through the University Business Office. Room rent for each summer term must be paid in full at the beginning of each term during registration. A student registering for both Summer I and Summer II must pay housing charges for both terms at the beginning of the first Summer Session.

CHECK-IN/CHECK-OUT PROCEDURES

1. **Check-in Procedures** – At the time of check-in the student will obtain keys, a personal data form (if not previously completed), and a room check-in form (RICF). The student should report to the hall office where they are assigned. Early arrivals that wish to check-in before the official opening/move-in date will be charged a fee of $20 per day. Those requesting an early move-in must first have their request approved by the Assistant Director of Housing.

2. **Checkout Procedures** – All students who wish to check out of University Housing must gain official written clearance from the Office of Housing and Residence Life. Official clearance must be obtained prior to all other checkout procedures. For checkout, the persons determining the condition of the room/apartment, furnishings and other items will be the student and a member of the Housing & Residence Life staff. **The student must contact his/her Resident Assistant or another member of the Housing and Residence Life staff to schedule a checkout time at least 24 hours prior to checkout.**
   A. Prior to actually checking out with a staff member, the student must remove all of their personal items, remove all trash, clean the floors, and clean the room/ apartment.
   B. The student and the staff member will inspect the student’s room/apartment for cleanliness, furnishings, damages, and any discrepancies between the room’s condition at checkout compared to its condition at check-in. The student will be given the opportunity to explain any discrepancies, and should note such explanation on the checkout form.
   C. It is very important that this clearance is done thoroughly. The room/apartment condition will be checked at a later date by the Residence Hall/Apartment Director. **IT WILL BE ASSUMED THAT ANY DISCREPANCY BETWEEN CHECK-IN CONDITIONS AS NOTED ON THE CHECK-IN FORM AND THE CHECKOUT CONDITION OF THE ROOM/APARTMENT IS THE RESPONSIBILITY OF THE STUDENT AND APPROPRIATE CHARGES WILL BE ASSESSED.**
D. Students who do not properly checkout of University Housing are subject to improper checkout charges of at least $30.00.
E. Once the checkout procedure has been completed, the staff member and the student will sign the bottom of the checkout form, and all keys issued to the student must be returned.

ABANDONED PROPERTY

Abandoned Property is defined as items of significant value that are left when residents checkout of their rooms. This property will be inventoried and stored. The University will make all reasonable efforts to inform the student that he/she left property in his/her room. If the student does not collect the abandoned property within 60 days of his/her checkout date, the items will become property of Midwestern State University and will be disposed of as deemed appropriate. Items left in rooms of little or no apparent value will be disposed of immediately following a resident’s departure from a room.

ROOM CHANGE POLICY

1. Students may change rooms/apartments only with written permission from the Office of Housing and Residence Life. THIS INCLUDES CHANGES OF BEDS WITHIN A ROOM/APARTMENT!
2. Room changes may not take place during the first week of the Fall and Spring semesters.
3. On the Monday of the second week of classes, room change request forms may be obtained from the Office of Housing and Residence Life. These forms must be completed as directed on the form and returned to the Office of Housing and Residence Life by the following Wednesday at 12:00 noon.
4. Approved request forms may be picked up in the Office of Housing and Residence Life the Thursday of the second week of classes, and approved moves may begin at 12:00 noon on that date.
5. All students making room changes must be properly checked in and out of their respective rooms by a Resident Assistant in accordance with the check-in and checkout policies.
6. Approved moves must be completed by 10:00 p.m. on the Sunday of the third week of classes.
7. Following the second week of classes room changes will be permitted only when extenuating circumstances exist and only with written approval from the Hall Director and the Office of Housing and Residence Life.
8. Students who change rooms or bed assignments within a room without expressed written permission from the Office of Housing and Residence Life to do so, may be required to move back to their assigned space, and may be assessed improper check-out charges. Every effort will be made to honor room change requests; however, changes can only be approved, as space is available.

MEAL PLAN CHANGE POLICY (if applicable)

1. Students shall remain on their original meal plan through the first full week of classes.
2. During the second full week of classes students may obtain a “Meal Plan Change Request” form from the Office of Housing and Residence Life. The form should be completed and returned to the Office of Housing and Residence Life by noon Friday of the second full week of classes.
3. Changes submitted by the above deadline will go into effect on Wednesday of the third full week of classes.
4. Following the second full week of classes no changes in meal plan selection will be approved for the current semester.

ROOM CONSOLIDATION

The University reserves the right to consolidate any student not wishing to pay the private room fee. Room assignments are determined at the discretion of the University through the Office of Housing and Residence Life. Any student who occupies a room without roommates and does not wish to upgrade to a private room may be consolidated. In the campus apartments, students who occupy a room without roommates may be consolidated to make room for other students who want to live together.

PRIVATE ROOM

1. Four rooms in McCullough-Trigg Hall are private rooms. Ordinarily only upper-class students are assigned to private rooms.
2. Dependent upon housing occupancy, additional rooms may be designated as private rooms on a semester-to-semester basis.
   a. The additional charge for a designated private room must be paid in full at the time of assignment to a private room.
   b. The additional charge for a private room will be prorated if the student is assigned a private room after a semester has begun.

TEMPORARY RESIDENCY & UNAUTHORIZED RESIDENCY

During periods when University Housing is officially open, temporary housing may be provided dependent upon available space and at the sole discretion of the Director of Housing and Residence Life. Temporary residents can make reservations through the Office of Housing and Residence Life. Temporary residents are expected to comply with all applicable policies, rules, and regulations governing student conduct as published in the current Housing and Residence Life Handbook and/or supplementary publications. Temporary residents should be checked out of the Residence Halls by 2:00 p.m. Failure to checkout by 2:00 p.m. may result in another night’s charge. Individuals found living in University Housing without authorization to do so will be charged at the current temporary room rate.

DELIQUENT ROOM AND BOARD PAYMENT

A student not making payments to the University for tuition, fees, or room and board by the due dates may be required to move from University Housing. The University reserves the right to place a hold on a student’s grades/records if the student is delinquent with his/her housing/meal payments. Additional measures may be taken to encourage a student to meet his/her financial obligation to the University.

PROPERTY DAMAGE

Students are held responsible for the condition of the room/apartment to which they are assigned. Any damage to the room/apartment or its furnishings, which is considered to be beyond normal wear and tear, will be the student’s responsibility. Upon properly departing University Housing, students will receive a refund of their Damage Deposit after all charges to the student’s account have been settled. Deductions from the deposit will be made for room damages, improper checkout fines, room cleaning, lost keys/key cards, as well as any other outstanding bills a student may have with the University. Repair costs for damage to rooms/apartments, or the replacement costs for lost or damaged room furnishings, will
be charged to the resident(s) assigned to the room/apartment. In each case, the charge will be divided equally between students involved unless there is an agreement on the part of the students that one student had greater responsibility. The Residence Hall Director/Complex Coordinator reserves the right to impose additional charges if unaccounted for damages are later discovered after the initial check-out process.

The following list of charges, while primarily for the residential halls, may also be applied to room damages in the apartment complexes as well. (See the APARTMENT DAMAGE ASSESSMENT GUIDE for specific apartment damage charges. Charges may vary according to building):

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Parts/Work Performed</th>
<th>Time In Hours</th>
<th>Hourly Rate</th>
<th>Labor Charge</th>
<th>Materials Charge</th>
<th>Total Charge</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed - Frame (KW)</td>
<td>Repair</td>
<td>2</td>
<td>$16.00</td>
<td>$32.00</td>
<td>$5.00</td>
<td>$37.00</td>
<td></td>
</tr>
<tr>
<td>Bed - Front Caster (KW)</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$3.00</td>
<td>$21.00</td>
<td>per caster</td>
</tr>
<tr>
<td>Bed - Headboard (KW)</td>
<td>Reinstall</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$2.00</td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td>Bed - Headboard (KW)</td>
<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$15.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>Bed - Headboard (PH, MT, BC)</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$63.00</td>
<td>$71.00</td>
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</tr>
<tr>
<td>Bed - Light Bulb</td>
<td>Replace</td>
<td>1/4</td>
<td>$16.00</td>
<td>$4.00</td>
<td>$2.00</td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Bed - Light Tube</td>
<td>Replace</td>
<td>1/4</td>
<td>$16.00</td>
<td>$4.00</td>
<td>$2.00</td>
<td>$6.00</td>
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</tr>
<tr>
<td>Bed - Mattress</td>
<td>Clean</td>
<td>1</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$7.50</td>
<td>$19.50</td>
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<tr>
<td>Bed - Mattress</td>
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<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$20.00</td>
<td>$36.00</td>
<td>minor damage only</td>
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<td>Bed - Mattress</td>
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<td>1/2</td>
<td>$12.00</td>
<td>$6.00</td>
<td>$100.00</td>
<td>$118.00</td>
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</tr>
<tr>
<td>Bed - New Light Fixture</td>
<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$35.00</td>
<td>$51.00</td>
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</tr>
<tr>
<td>Bed - Old Light Fixture</td>
<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$40.00</td>
<td>$56.00</td>
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<td>Bed - Rear Caster (KW)</td>
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<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$6.00</td>
<td>$28.00</td>
<td>per caster</td>
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<tr>
<td>Bed - Springs (PH, MT, BC)</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$70.00</td>
<td>$78.00</td>
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</tr>
<tr>
<td>Bed - Track (KW)</td>
<td>Reinstall</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td></td>
<td>$8.00</td>
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</tr>
<tr>
<td>Bulletin Board</td>
<td>Replace</td>
<td>3/4</td>
<td>$16.00</td>
<td>$12.00</td>
<td>$30.00</td>
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<tr>
<td>Ceiling</td>
<td>Paint</td>
<td>3 1/2</td>
<td>$16.00</td>
<td>$56.00</td>
<td>$40.00</td>
<td>$96.00</td>
<td></td>
</tr>
<tr>
<td>Ceiling - Air Vent</td>
<td>Replace</td>
<td>1/4</td>
<td>$16.00</td>
<td>$4.00</td>
<td>$20.00</td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>Ceiling - Air Vent</td>
<td>Reinstall</td>
<td>1/4</td>
<td>$16.00</td>
<td>$4.00</td>
<td>$1.00</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Ceiling - Tile (1x1)</td>
<td>Replace</td>
<td>1/4</td>
<td>$16.00</td>
<td>$4.00</td>
<td>$2.00</td>
<td>$6.00</td>
<td>$2.00 for each additional tile</td>
</tr>
<tr>
<td>Ceiling - Tile (2x4)</td>
<td>Replace</td>
<td>1/4</td>
<td>$16.00</td>
<td>$4.00</td>
<td>$3.50</td>
<td>$7.50</td>
<td>$4.00 for each additional tile</td>
</tr>
<tr>
<td>Chair</td>
<td>Replace</td>
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<td></td>
<td></td>
<td></td>
<td>$124.00</td>
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<td>Cleaning</td>
<td>Fine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25.00</td>
<td>minimum</td>
</tr>
<tr>
<td>Cleaning - Carpet Tape</td>
<td>Remove/Clean</td>
<td>2</td>
<td>$12.00</td>
<td>$24.00</td>
<td>$10.00</td>
<td>$34.00</td>
<td></td>
</tr>
<tr>
<td>Cleaning - Contact Paper</td>
<td>Remove</td>
<td>1</td>
<td>$12.00</td>
<td>$12.00</td>
<td></td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Cleaning - Contact Paper Residue</td>
<td>Remove</td>
<td>2</td>
<td>$12.00</td>
<td>$24.00</td>
<td>$2.00</td>
<td>$26.00</td>
<td></td>
</tr>
<tr>
<td>Cleaning - Marks on Painted Surfaces</td>
<td>Remove</td>
<td>1/2</td>
<td>$12.00</td>
<td>$6.00</td>
<td>$1.00</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Cleaning - Marks on Wooden Surfaces</td>
<td>Remove</td>
<td>1/2</td>
<td>$12.00</td>
<td>$6.00</td>
<td>$1.00</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>Cleaning - Tape/Putty/Gummy Residue</td>
<td>Remove</td>
<td>1/2</td>
<td>$12.00</td>
<td>$6.00</td>
<td></td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td>Closet - Bar</td>
<td>Repair</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$2.00</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Closet - Bar</td>
<td>Replace</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$22.00</td>
<td>$38.00</td>
<td></td>
</tr>
<tr>
<td>Closet - Door</td>
<td>Replace</td>
<td>2</td>
<td>$16.00</td>
<td>$40.00</td>
<td>$140.00</td>
<td>$180.00</td>
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<td>Desk</td>
<td>Replace</td>
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<td></td>
<td></td>
<td>$280.00</td>
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</tr>
<tr>
<td>Deck (scratched)</td>
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<td></td>
<td></td>
<td>$40.00</td>
<td>$30.00</td>
<td>$70.00</td>
</tr>
<tr>
<td>Door</td>
<td>Paint</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
<td>$5.00</td>
<td>$21.00</td>
<td>per door</td>
</tr>
<tr>
<td>Door</td>
<td>Sand</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$2.00</td>
<td>$10.00</td>
<td>per door</td>
</tr>
<tr>
<td>Door</td>
<td>Mud</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$3.00</td>
<td>$11.00</td>
<td>per door</td>
</tr>
<tr>
<td>Dresser</td>
<td>Replace</td>
<td></td>
<td></td>
<td></td>
<td>$275.00</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher - 5lb/ABC</td>
<td>Replace</td>
<td>1/2</td>
<td>$16.00</td>
<td>$8.00</td>
<td>$34.00</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>Floor - tile</td>
<td>Replace</td>
<td>3/4</td>
<td>$16.00</td>
<td>$12.00</td>
<td>$5.00</td>
<td>$17.00</td>
<td>add $8.00 each additional tile</td>
</tr>
</tbody>
</table>
### Students Against Vandalism Expenses

Through this program, students may confidentially report acts of vandalism or abuse of the housing facilities to their RA, Hall Director or the Office of Housing and Residence Life. If it is determined the student’s report of the incident is accurate AND the person(s) responsible for the damage is/are identified, the University will reward the reporting student(s) one-third of the recovered cost of repairs or loss.

### HOUSING POLICIES, RULES AND REGULATIONS

#### GENERAL STANDARDS

As a resident student at Midwestern State University, students have a right to an environment which is conducive to study, to sleep, for learning and leisure. When individual needs come in conflict with those of other community members, it is the responsibility of the individual with concerns to initiate action addressing and alleviating these concerns.

1. The student should make all reasonable efforts to address his/her concerns, needs, and desires with the individual(s) involved. To effectively resolve conflict within the community, students must accept responsibility for themselves and their actions, as
well as take responsibility for respectfully interacting with their community and its individual members.
2. A student may address his/her concerns to the Residence Life staff. Although staff members are assigned the responsibility for discipline and residence education, as a general rule, **matters should be referred to them only after the individual has reasonably attempted to resolve his/her concerns.**
3. The Director of Housing and Residence Life and the Residence Hall Directors/Complex Coordinators are more than willing to assist the individual student to address or alleviate concerns.

**RESIDENCE HALL/APARTMENT MEETINGS**
1. A general meeting of all residents is held during the first week of classes in the Fall and Spring semesters. **ATTENDANCE IS MANDATORY!** Students are responsible for all information distributed and discussed during these meetings.
2. Floor/apartment meetings are held periodically throughout each semester (approximately once a month). Notices will be posted on each floor announcing the time and place of the meeting. **ATTENDANCE IS MANDATORY!** Students are responsible for all information distributed and discussed during these meetings.
3. A student’s failure to attend the general meeting and/or his/her failure to attend subsequent floor/apartment meetings does not relieve him/her from being held responsible for knowing and complying with the topics, rules, and information addressed at these meetings. Failure to attend these meetings may be documented in students’ discipline files for future reference.

**BICYCLES POLICY**
Students who bring bicycles to the campus are responsible for their security. Good locks and case-hardened chains are recommended for locking bicycles.
1. Bicycles should be kept in exterior areas designed for their storage.
2. **Bicycles must be registered with the MSU Police Department.**
3. Bicycles kept in individual rooms must not interfere with entering or exiting the room. Only freestanding bicycle racks are permitted in rooms (must not be attached to any room surface).
4. Bicycles may not be stored in lounges, stairwells, or any public interior area.
5. **All unregistered bicycles will be removed 2 weeks after completion of the Spring semester and donated to a local charitable organization.**

**KEY LOCKOUT POLICY**
The Housing staff has access to student room keys for emergency and maintenance purposes. Students who forget their keys or are locked out of their room may contact a staff member for assistance. If a lockout occurs:
1. Students will fill out a lockout form in the building office.
2. Upon a second lockout, students will receive a copy of a letter (written warning) which addresses the need for residents to be responsible with their keys and warns them of the penalties for incurring a third lockout.
3. Upon a third or lockout per semester, the staff member will fill out an incident report. Students will be required to pay a $10.00 fine and provide visual confirmation of possession of the keys. Subsequent lockouts will see an addition of $5.00 per lockout (4th lockout: $15.00 fee, 5th lockout: $20.00, etc.)
4. **Student will be charged for lost keys.** The cost to replace keys ranges from $44.00 to $88.00, depending on building and number of keys lost. Cost for lost mailbox key is $10.00.
BUILDING LOCKOUT POLICY
Students must also carry their university ID card at all times for building access. If the students do not have their ID card, they are considered locked out of the building. If this occurs:
1. Students will be asked to fill out a building lockout form at the building office.
2. Upon a fifth building lockout, students will be required to pay a $10.00 building lockout fine.

SOLICITATION POLICY
Commercial-for-profit solicitation is not permitted in University Housing. Residents may not act as agents for business firms when this entails solicitations or the receiving of business offers or goods in the hall/apartments. The residence halls and apartments may not be used for any business purposes of any nature. Baby-sitting is not permitted in University Housing rooms or apartments. Individuals wishing to approach students in University Housing for the purpose of soliciting sales or memberships must have approval from the Office of Housing and must register at the Residence Hall Office.
1. All individuals or groups wishing to survey or distribute surveys to resident students must have approval from the Dean of Students Office and the Office of Housing.
2. All individuals and groups wishing to post/distribute informational materials in University Housing must have permission to do so from the Office of Housing.

UNIVERSITY PERSONNEL POLICY
1. Official University Requests – It is a student’s responsibility to respond promptly and courteously to any official request from a University staff member. This includes requests from a University staff member. This includes requests for interviews, identification and other reasonable directives by a University official, faculty member or member of the Housing and Residence Life staff, including Resident Assistants. The University and Housing Office will occasionally send out important information pertaining to students including but not limited to notices of administrative disposition, housing assignments and reapplication materials, requests for information, etc. All students are expected to check their provided voice mail and campus mailbox on a daily basis to respond to such requests.
2. Respect for Authority - University Housing Staff Members are University Officials!
Residents and their guests must comply with directions from any University official. VERBAL AND/OR PHYSICAL ABUSE OF ANY UNIVERSITY HOUSING AND STAFF MEMBER BY RESIDENTS OR THEIR GUESTS IS NOT ACCEPTABLE AND WILL NOT BE TOLERATED.

CODE OF STUDENT CONDUCT

HUMAN DIGNITY STATEMENT
Midwestern State University is committed to equitable, civilized, and concerned treatment for all individuals without regard for race, gender, creed, disability, or national origin. As members of the academic community, university students enjoy the privileges and share the obligations of the larger community of which the university is a part. Students are entitled to the privileges which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship.

FREEDOM OF EXPRESSION: Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

EACH PERSON HAS WORTH AND DIGNITY: It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed must, help students become open to the differences that surround them. Differences such as race,
religion, age, gender, culture, physical ability, nationality, and life-style are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

**BIGOTRY CANNOT BE TOLERATED**: Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

**RESPONSIBILITY OF STUDENTS**: Midwestern State University actively promotes the philosophy that students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

**STUDENT RIGHTS**

Midwestern State University is an academic community in which all persons share responsibility for its growth and continued well-being. As members of the university community, students can reasonably expect the following:

A. In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural fairness.

B. Students have the right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.

C. MSU considers freedom of inquiry and discussion essential to a student’s intellectual development. Thus, the university recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.

D. The university affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.

E. Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the student government, and other recognized groups within the university.

F. Students shall have ready access to established university policies and procedures.

G. Students, as members of the university community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.

H. Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the university, which do not disrupt functions of the university.

I. Students are protected from unreasonable searches and seizures.

**POLICY FOR ADDRESSING GENERAL STUDENT COMPLAINTS**

**Purpose**

The Purpose of this policy is to establish a process by which students may address general issues that do not fall under formal grievance policies. In an effort to expedite resolution to complaints, students will be requested to first follow the Informal Complaint Process. If resolution does not occur via the Informal Complaint Process, the student may follow the Formal Complaint Process.
Informal Complaint Process
The informal complaint process promotes dialogue and understanding, and provides a framework to expedite resolution. It additionally promotes student development through self-advocacy and open communication. Prior to filing a formal complaint, the student must use the following informal procedure. The Informal Complaint Process is initiated in the office of the Dean of Students.

- The student should discuss with the Dean of Students, or designee, the nature of the complaint in order to determine the most appropriate and expeditious manner of addressing said complaint. The Dean of Students, or designee, and the student determine the faculty or staff member best equipped to address the complaint. The comfort of the student in addressing the complaint with any member of the faculty or staff is considered.
- The Dean of Students, or designee, will assist the student in contacting the faculty or staff best equipped to handle a complaint. The student should discuss the complaint thoroughly with the determined faculty or staff as soon as practical. Both parties should openly discuss the issue and attempt to explore a mutually satisfactory outcome.
- The Dean of Students maintains a log of Informal Complaints registered with his/her office. This log includes the student’s name, contact information, nature of complaint, and complaint referral, if necessary.
- Within five days of logging the complaint, the Dean of Students, or designee, will follow-up with all parties in order to determine the disposition of the complaint. The disposition will be included in the complaint log.
- If the complaint is resolved, the process ends.
- If the complaint is not resolved, the student may initiate a Formal Complaint Process.

Formal Complaint Process
A formal written complaint may be issued if the Informal Complaint Process does not produce resolution. The student is encouraged to contact the Dean of Students office prior to submitting a formal complaint so that they can be well-informed of the formal complaint process. The student must use the following formal complaint procedure:

- The student must submit in writing to the appropriate Dean, Director, Chair, or Supervisor, as determined in consultation with the Dean of Students, an outline of what occurred, any witnesses to the alleged event, and the desired outcome of the complaint.
- The appropriate Dean, Director, Chair, or Supervisor, with guidance from the Dean of Students, interviews all affected parties and witnesses.
- Within seven business days of receiving the written complaint, the Dean, Director, Chair, or Supervisor issues a written decision regarding the complaint.
- If the complaint is resolved, the process ends.
- If the complaint is not resolved, the affected student may appeal the decision to the appropriate Vice President. The Dean of Students will assist the student in making this determination. The appeal must be in writing, no later than seven business days after receipt of the final disposition of the formal appeal.
- The Vice President will consider the appeal and issue a decision to the student in writing. A copy of the final resolution will be sent to the student and the Dean of Students.

SEX/GENDER DISCRIMINATION POLICY
Midwestern State University is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of MSU’s education programs or
activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence, and failure to provide equal opportunity in admissions, activities, employment or athletics.

The Midwestern State University Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding Midwestern State University and Title IX may be directed to one or more of the following resources:

Midwestern State Title IX Coordinator
Associate Vice President for Student Affairs
Phone: (940) 397-7500

United States Department of Education:
Office for Civil Rights
Phone: (800) 421-3481
Email: ocr@ed.gov

Midwestern State University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. All parties involved are entitled to periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the University may take a number of interim actions in order to ensure the preservation of a complainant’s school experience and the overall university environment. These actions may include, but are not limited to: issuance of University no contact order on the accused individual; residence hall room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the accused student/respondent.

To read more about Title IX of the Education Amendment of 1972, please visit: http://www.dol.gov/oasam/regs/statutes/titleix.htm.

STANDARDS OF CONDUCT

The following standards and procedures are university policy. All students are expected to become familiar with the information contained in this publication in order that they may be sufficiently informed of the standards of conduct established by the university. These standards of conduct apply to individuals as well as to individuals acting in concert with others (groups, student organizations, etc.).

Enrollment at Midwestern State University is considered by the university as implicit declaration of acceptance on the part of the student of university regulations. Violation of these standards of conduct will subject the violator to conduct action.

When students are away from the Midwestern State University campus, they are expected to conduct themselves as mature individuals. Irresponsible actions which are reported to university officials or which become public knowledge may be the cause for conduct action.

It is stressed that all local, state, and federal laws are supported by the university, and violators of these could be disciplined by civil authorities and/or university officials. Being
a student does not exempt a person from being a law-abiding citizen or from conducting himself or herself as a responsible student.

Specific examples of misconduct for which students may be subject to conduct action include, but are not limited to, the following:

1. **Firearms, Fireworks, and Explosives:** Possession of firearms, fireworks, or explosives of any description, including handguns with a permit on university grounds, university streets, university parking lots or in university student housing. It is a violation of university policy and Texas Penal Code, Chapter 46, Section 46.04 (third degree felony) to bring firearms or other prohibited weapons* onto the Midwestern State University campus. Any student who possesses a firearm or prohibited weapon on the MSU campus (including university housing) will be immediately suspended from the university and dismissal proceedings will be instituted. Additionally, any student violating this code will be subject to criminal prosecution under Texas State Law. Prohibited weapons include but are not limited to a explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor piercing ammunition; a chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection); a zip gun; a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown, a dagger, including but not limited to a dirk, stiletto, and poniard; a Bowie knife, a sword, a machete; and a spear (a knife means any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument).

**Air Soft Gun Policy**

A. **Air soft guns are considered weapons** and are banned from all university housing including but not limited to residence hall rooms, apartments, hallways, lounges, restrooms, lobby areas, courtyards and parking lots.

B. Violations of the Air Soft Gun Policy will result in:
   - Confiscation of the gun and ammunition, which will not be returned.
   - Restitution for the cost of damages to Housing & Residence Life property.
   - Community Service
   - Probation.

2. **Gambling:** Gambling in any form (defined as illegal by state law) on university premises or in university student housing.

3. **Alcoholic Beverages:** Use, possession, manufacture or distribution of alcoholic beverages except at social functions which have been registered and approved according to the MSU Alcohol Policy and in Bridwell Courts, Sunwatcher Village and Sundance Court in accordance with the guidelines published in the Housing and Residence Life Handbook; or driving while intoxicated or public intoxication.

**Alcohol Policy**

1. The use of alcoholic beverages must be in compliance with federal, state, and local laws as well as Midwestern State University regulations.

2. Texas State Law prohibits the purchase, consumption or serving of beer, wine, or distilled spirits by persons under the legal drinking age. It is also a violation of state law to purchase alcohol for or serve alcohol to persons under the legal drinking age. In Texas, the legal drinking age is 21.

3. In University Housing at Midwestern State University:
   a. Alcoholic beverages may not be possessed, consumed or served anywhere in the residence halls (Killingsworth Hall, Pierce Hall, McCullough-Trigg Hall, Honors House).
   b. Alcoholic beverages may be possessed and consumed by residents assigned to Bridwell Courts, Sunwatcher Village Apartments or Sundance Court who are of legal drinking age under the following conditions ONLY:
• Consumption must take place within the confines of the residents’ apartments.
• All residents assigned to an apartment must be of legal drinking age in the State of Texas.
• No person under the legal drinking age in the State of Texas may be present in the apartment when alcohol is being consumed. At no time will containers larger than individual bottles or cans be permitted. Kegs or other bulk items are prohibited.
• **Alcoholic beverages may not be consumed in any public or outdoor area.**

  c. Regardless of his/her specific hall or apartment assignment, students may not possess, display or collect empty alcoholic beverage containers in University Housing. Possession of empty alcoholic cans or bottles will be considered as having been consumed in the room or apartment.

4. **Violations or Non-compliance:** Any violation of this Alcohol Policy is considered to be an extremely serious infraction. Students should expect significant sanctions commensurate with this view.

  a. Possession or use of false identification will result in appropriate disciplinary and/or criminal action.
  b. Appropriate disciplinary and/or criminal action will be taken in cases where persons of legal age are found providing alcoholic beverages to persons not of legal drinking age.
  c. Alcohol induced behavior will be treated as a violation of the Alcohol Policy.

4. **Disruption of Teaching:** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities authorized to be held or conducted on the premises of Midwestern State University. Such activity includes but is not limited to classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of other students to profit from the instructional program.

5. **Unlawful Demonstration and Assembly:** Participation in a campus demonstration that obstructs or disrupts any teaching, research, administrative, conduct, public service, or other activity authorized to be held or conducted by Midwestern State University. Action may be taken by university officials (faculty or staff) as necessary to remove such disruptive individuals, pending conduct hearing.

6. **Parades and Processions:** Participation in a procession or parade on university grounds or property without a permit from the Vice President for Student and Administrative Services. All such requests for permits will state the time, place of formation, proposed line of march, destination, and such other regulations as the Vice President for University Advancement and Student Affairs sets forth therein.

7. **Obstructing Streets, Sidewalks, and Building Entrances:** Standing, remaining, or congregating by any group or assemblage of persons upon any street, sidewalk, or building entrance on Midwestern State University properties which obstructs, prevents, or interferes with the free or unobstructed use of said street, sidewalk, or building entrance by other persons; failing or refusing to move on or to disperse upon being ordered to do so by any peace officer of Midwestern State University, other peace officer of the State of Texas, city of Wichita Falls, or a duly authorized university official.

8. **Trespassing:** Trespassing upon the grounds or using the facilities of Midwestern State University without the express consent and permission of the university. It will further be a violation for any person or persons having legitimate access to the buildings and facilities to enter into or use such buildings and facilities during prohibited hours as promulgated and amended from time to time by the university administration, or to use that access for unauthorized purposes. Only authorized staffs, administration,
resident students and their registered guests are authorized to enter university housing facilities.

9. **Solicitation**: Soliciting or selling to individual students at any time on the property, campus, or grounds of Midwestern State University except by specific authorization of the Board of Regents of Midwestern State University.

10. **Drugs**: Use, possession, distribution, manufacture, sale or administration to another of illegal drugs including all controlled substances, and other substances that are the object of an offense under the Texas Controlled Substances Act (Article 4476-15, Vernon’s Texas Civil Statutes).

11. **Academic Dishonesty**: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual’s to whom credit is given). Additional guidelines on procedures in these matters may be found in the Dean of Students’ Office.

   a. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

   b. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

   c. The term “collusion” means collaboration with another person in preparing work offered for credit of that collaboration is not authorized by the faculty member in charge.

12. **Falsification of Records**: Knowingly falsifying, or being a party to the falsifying, of any official university record, including the misuse of university seals, stamps and signatures, (including but not limited to such records as Application for Admission, Residence Form, Police Report, Student Personnel Form, Housing Application, etc.).

13. **Financial Responsibility**: Failure to meet financial responsibilities; intentional writing of checks on accounts with insufficient funds; and failure to cooperate with creditors and those with whom business is transacted.

14. **Identification Card**: Failing to carry a valid student Campus card, lending the card to anyone, or failure to present it when requested by a university official.

15. **Response to Official Notice**: Failure to heed an official request or summons to an administrative office.

16. **Traffic and Vehicle Regulations**: Repeated or flagrant violations of University Traffic and Parking Regulations (issued when the vehicle is registered).

17. **Hazing**: Any action or support of action, that can be deemed hazing. “Hazing” means any intentional, knowing, or reckless act directed against a student, occurring on or off campus by one person alone or acting with others that endangers the mental or physical health or safety of a student for the purpose of or resulting from pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, recognized or not recognized, whose members are or include students. The willingness of an individual to participate in such activity will not be a consideration mitigating conduct action. A complete copy of the state law is available in the Dean of Students’ Office.

18. **Reckless Conduct**: Engaging in reckless conduct defined as any intentional conduct that places another person or persons at risk.

19. **Theft**: Actual or attempted theft of property of the university, of other university students, of members of the university community, or of campus visitors. Possession
of property, knowing it to be stolen. Unauthorized removal of material from the library.

20. **Damage**: Intentional or reckless damage to property of the university, of other university students, of members of the university community, or of campus visitors. Defacing material belonging to the library. Damaging your own property for purposes of deceit or fraud.

21. **Residence Hall Regulations**: Repeated or flagrant violations of the rules, which govern behavior in university housing. Refer to the current copy of the Housing and Residence Life Handbook for specific details.

a. **Violation of Courtesy and Quiet Hours Policy**: Courtesy and Quiet Hours have been established to provide periods during which noise and other disturbing activities are to be kept to a minimum to allow residents a peaceful time to study and sleep. During Courtesy Hours residents are expected to honor the requests of others to restrict loud conversations, stereos, televisions, and other disturbing activities. During Quiet Hours, conversations, stereos, televisions, and other activities should not be audible in the hallways and other public areas of University Housing. Realizing that students’ academic demands and personal schedules vary, students should always honor requests by others to minimize noise. During Quiet Hours the residence hall game rooms are closed and no game room equipment may be checked out. Moreover, during Quiet Hours all lounges are to be used primarily as study areas. Therefore, students using the lounges must restrict their activities so that others using the lounge are not disturbed.

1. **QUIET HOURS**
   a. Killingsworth Hall, Pierce Hall and McCullough-Trigg Hall
      Sunday – Thursday 10:00 p.m. to 10:00 a.m.
      Friday – Saturday 12:00 midnight to 10:00 a.m.
   b. Bridwell Courts, Sunwatcher Village and Sundance Court
      Sunday - Saturday 10:00 p.m. to 10:00 a.m.

2. **FINAL EXAM PERIODS**
   Quiet Hours are in effect 24-hours a day throughout all University Housing.

3. **COURTESY HOURS**
   Courtesy Hours are in effect at all times.

4. **EXCESSIVE NOISE**

b. **Violation of Furnishings Policy Room/Apartment Personalization Policy**: During the first two weeks of classes each semester, your Resident Assistant will visit your room to help you understand and comply with the “Furnishings – Room Personalization” guidelines and policies. If you have any questions prior to his/her visit please contact your Resident Assistant or the Office of Housing and Residence Life. Residents who do not comply with the room personalization policies and guidelines will be given instructions on how to meet these standards. Residents are expected to comply with these guidelines. Those who fail to do so will be subject to action by University Housing such that they will be brought into compliance. This may include but is not limited to fines, restitution, confiscation of unauthorized, illegal or prohibited property, official disciplinary action, and/or referral to University Police.

1. **University/Residence Hall Property**
   a. Students are expected to leave these items in their intended locations. Any damage resulting from the unauthorized relocation of these items is the responsibility of the student.
   b. Window dressings (blinds, etc.) are not to be removed and must stay in their intended location.
   c. Ceiling tiles are not to be removed. Students shall not enter the space above the ceiling tiles for any reason. **STUDENTS WHO VIOLATE**
THIS POLICY ARE SUBJECT TO IMMEDIATE REMOVAL FROM UNIVERSITY HOUSING.

d. All University provided movable furnishings (chairs, waste baskets, mattresses, MicroFridge appliances, apartment furniture, etc.) must remain in their assigned room/apartment even if not being used.

e. LOUNGE AND COMMON AREA FURNISHINGS ARE NOT TO BE PLACE IN INDIVIDUAL ROOMS. ANY RESIDENT POSSESSING LOUNGE FURNITURE IN THEIR ROOM WILL BE CHARGED A $25.00 FINE PER ITEM.

f. Common areas, including hallways, rest rooms, lounges, stairwells, and exterior grounds adjacent to entrances, are to be kept clean of trash and litter. Misuse of these areas may result in common area-cleaning charges.

g. As all facilities in University Housing are centrally heated and cooled, it is advised that windows remain closed. Students assigned to a room may be charged for excessive use of utilities due to leaving windows open during heating/cooling periods without permission.

h. Windows:
   • Curtains are only allowed in the closets of the rooms. They are not allowed anywhere else in the room.
   • Students assigned to rooms equipped with window screens must not unfasten or remove screens.
   • Nothing may be placed between windows and screens or outside of windows at any time.

i. Students providing or receiving cable television service illegally will be reported to the cable company and may be subject to legal action. Regardless of any action taken by the cable company, students involved in such activity will be subject to disciplinary action through the University.

2. Student Property

The following guidelines have been established in the interest of individuals’ safety and the preservation of University Housing property:

a. Students are permitted to possess and use the following electrical items in University Housing:

   - Irons
   - Hair Dryers
   - Hot Rollers
   - Fish Tanks
   - Fans
   - VCR’s
   - Televisions
   - Radio/Stereo
   - Pencil Sharpeners
   - Computers
   - Sewing Machines
   - DVD Players
   - Coffee Makers
   - Clocks
   - Hair Trimmers
   - Corn Poppers
   - Hot Pots
   - Curling Irons
   - Blenders
   - Hand Mixers
   - Electric Blankets
   - Refrigerators (less than 4.5 cubic feet)
   - Razors

Other electrical items may be allowed. Please check with your Hall Director/Complex Coordinator BEFORE you bring an unlisted item into University Housing. Students are encouraged to use breakered power strips. No extensions cords, other than breakered power strips, are allowed in University Housing. NOTE: All electrical cords must be disconnected (unplugged) during school breaks and/or when University Housing is officially closed.

b. The following electrical items ARE NOT permitted in University Housing and will be confiscated and placed in storage if found during routine inspections:

   - Sun Lamps
   - Halogen Lamps
   - Christmas Lights
   - Hot Plates
   - Deep Fryers
   - Electric Skillets
NOTE: The electrical system in University Housing has definite limitations. Overloading these systems can present fire and safety hazards. **THEREFORE, NO EXTENSIONS CORDS ARE ALLOWED.** Any resident found to be exceeding the electrical capacity of their room/apartment will have restrictions placed on their use of the electrical system.

c. The following items are NOT permitted in University Housing and will be confiscated if found:
   - Liquid Bleach.
   - Candles.
   - Alcoholic beverages and containers.
   - Darts or dart boards.
   - Street signs or other public signs.
   - Pets with the exception of fish in a properly maintained aquarium.
   - Firearms, knives (small pocket knives and table knives are allowed), weapons and ammunition.
   - Any explosive device including all forms of fireworks.
   - Empty alcohol/liquor bottles (unless everyone in apartment is over 21).

d. The University cannot be held responsible for the loss of or damage to a student’s money, valuables or other personal effects, which might occur during a flood, fire, earthquake, thunderstorm or any other natural occurrence or unforeseeable mechanical failure. The University does not provide insurance to cover such losses. Students should check their parents’ insurance to ensure the policy covers the student’s personal possessions while at Midwestern State University. If the parents’ insurance does not provide such coverage, students should purchase an insurance policy of their own.

3. Decorations
   Students are encouraged to decorate their room as long as it does not create any permanent damage to the room or create a fire hazard. Damage caused by the improper or excessive use of nails, screws, tacks, staples, tape, etc., will be charged to the residents of a room.
   
a. Students may use:
      - Poster putty.
      - Magic mounts.
      - SMALL nails and tacks (not recommended) except on any wooden or plaster surface.

b. Items not permitted when decorating your room include:
   - The use of candles, incense or other flame/heat producing items.
   - Collections of alcohol containers such as cans, bottles, decanters, and decorative containers.
   - Christmas lights and non-artificial Christmas trees.
   - Screws used in any room surface.
   - Improper use of nails, screws, tacks, staples, tape, etc.
   - Hooks and other adhesive wall attachments.
   - Plant hangers or similar hooks placed in ceilings or other room surfaces.
   - Contact paper, other than as a drawer liner.
   - Wallpaper.
   - Carpet tape.
   - Rubber backed carpet.
   - Covers over room door air vents and/or ceiling air vents.
• Hanging sheets, blankets or any object that obstructs emergency evacuation.
• Hanging posters and other decorations, which cover large portions of wall, surfaces that present fire hazards.
• Using perfuming agents (such as potpourri) that cause distress to others.
• Placing adhesive stickers and emblems on any surface in student rooms or doors.

c. **Violation of Housing Guest Policy**
   1. To best assure the safety and privacy of residents, ALL visitors (guests) in Killingsworth Hall, Pierce Hall and McCullough Trigg Halls must register at the hall office, leave a valid picture identification card, and be escorted to and from their host’s room.
      a. Identification provided by guests must be current, valid and bear a photograph of the guest. Guests without proper identification will not be allowed to enter the residence halls without approval from the hall director.
      b. Resident students must sign a Minor Guest Registration Form in order to allow visitation by guests under the age of 18. The host assumes responsibility for the well being and behavior of the minor guest and for the accuracy and completeness of the information on the registration form. A copy of the Minor Guest Registration Form will be forwarded to the minor’s parent(s).
      c. Resident student hosts are responsible for ensuring their guests are properly registered.
      d. While in the performance of their assigned duties, University employees (including Resident Assistants) are exempt from these policies. Similarly, while in University Housing to fulfill contractual duties with the University, outside vendors, contractors, etc. are exempt from these policies.
      e. **ALL GUESTS MUST BE ESCORTED BY THEIR HOST AT ALL TIMES THEY ARE IN UNIVERSITY HOUSING.**
      f. Hosts must come to the hall office to meet and register their guests.
      g. Upon their guest’s departure, hosts must escort their guest to the hall office and ensure their guest retrieves his/her identification card.
   2. Although there is not a respective Hall Office, residents of Off-Campus Apartments shall comply with the following guidelines:
      a. Guest are allowed during the following hours: Sunday - Thursday 10:00 a.m. to 1:00 a.m. and Friday - Saturday 10:00 a.m. to 2:00 a.m.
      b. Overnight guests of the opposite sex are not allowed.
      c. Overnight guests of the same sex are allowed and must be registered with the student’s Resident Assistant or Hall Director.
   3. Guests are expected to comply with the policies, rules and regulations governing *Residence Hall Handbook*, residential living and student conduct. The host resident student is responsible for his/her guest’s behavior. Therefore, it is the host’s responsibility to inform the guest of the policies governing student conduct in University Housing, and to ensure his/her guest complies with these expectations.
a. Resident students are not permitted to leave a registered guest unescorted at any time they are registered in a building.

b. Guests of the opposite sex are allowed to visit students in their rooms from 10:00 a.m. to 1:00 a.m. Sunday – Thursday, and 10:00 a.m. to 2:00 a.m. Friday and Saturday.

c. An overnight guest is a guest visiting a resident student of the same sex past visitation hours.

d. Overnight guests and resident student hosts must complete an overnight Guest Registration form, which are available in the residence hall offices.

e. At the discretion of the Hall Director, visitors failing to properly register as an overnight guest may be charged the appropriate per night fee for each night they are in violation of the Overnight Guest Policy.

f. Guests may not stay in University Housing for more than three consecutive nights, or four nights in a 21-day period, without paying the temporary guest fee. This standard applies regardless of whether the guest is registered with different host students on separate dates.

4. Violations of the Guest Policy will result in an Incident Report being issued to the Hall Director. Each person involved in an alleged violation of the Guest Policy may be immediately banned from either visiting the residence hall where the violation occurred, or be restricted from receiving guests until a disciplinary meeting takes place.

d. Violation of Illegal Entry/Propped Doors: To ensure the safety and security of the buildings and residents, exterior and stairway doors are not to be propped open.

1. Residents and guests of Sundance Court, Killingsworth Hall, Pierce Hall, and McCullough-Trigg Hall are expected to enter the buildings through the main entrances. The back or side doors are not to be used to enter these buildings.

2. Building windows are never to be used to enter a building, and only in emergency circumstances would they be used to exit a building.

e. Violation of Pets Policy: Fish are the only pets permitted in any University residential facility. Students who violate this policy will be charged for fumigation if needed, and will be subject to disciplinary action. Students considering obtaining an aquarium for fish should be aware ALL electrical items must be disconnected during break periods. Aquariums containing lizards, chameleons, snakes, frogs, rats, mice, rodents, gerbils, hamsters, spiders, insects or anything other than fish are prohibited.

f. Violation of Smoking/Tobacco Use Policy: Smoking or other tobacco use, tobacco advertising, tobacco sales, and free distribution of tobacco products are prohibited on the Midwestern State University campus. Violators can/will be subject to disciplinary action by Housing administration.

g. Violation of Stairwells and Hallways Policy:

1. In accordance with fire safety regulations, stairwells must be kept free of furniture, bikes, debris and other obstructions at all times.

2. Fighting, roughhousing, throwing, bouncing or kicking of any objects in hallways, stairwells, and other common areas is strictly prohibited at all times. Additionally, riding bikes, roller blades, skateboards, etc. anywhere inside University Housing is against University policy.
h. Violation of Cleaning Personal Space Policy:
1. All apartments and rooms must be maintained to suitable health standards as defined by the Office of Housing and Residence Life. Cleaning of the individual room/apartment is the responsibility of the resident(s) occupying the room/apartment. The custodial staff maintains the cleanliness and upkeep of the lounges, lobbies, hallways, and community bathroom facilities only.
   a. When cleaning rooms or apartments, residents may not sweep trash and dirt into the hallways. Additionally, residents shall not shake, clean or hang bedclothes, rugs, mops, dust mops, etc. from windows or walkway railings.
   b. Students are responsible for properly disposing of room or apartment trash in the dumpsters provided near each building. Under no circumstances is it permissible to leave trash in hallways, lounges or any other public area or grounds in or near the housing facilities. At a minimum, students found in violation of this policy shall pay a $25.00 fee.
2. Residents of McCullough-Trigg Hall are expected to maintain the cleanliness of the bathroom facilities provided in each suite. Similarly, residents of Bridwell Courts, Sunwatcher Village and Sundance Court are expected to maintain the cleanliness of the apartment. Members of the Housing Staff will inspect these facilities at least twice a semester to ensure compliance with these standards.
3. Students’ individual rooms/apartments are to be kept in such a condition that they do not present a health, fire, or safety hazard.
4. Students are responsible for removing all perishable items from their room/apartment when University Housing is officially closed.

22. Misuse or Abuse of Computer Equipment, Programs, or Data:
   a. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.
   b. Accessing or copying of programs, records, or data belonging to the university or another user without permission from the university or the user.
   c. Attempting to breach the security of another user’s account or deprive another user of access to the university’s computing resources.
   d. Unauthorized use of the university’s computing resources for personal or financial gain.
   e. The unauthorized transporting of copies of university programs, records, or data to another person or computer site.
   f. Attempting to destroy or modify programs, records, or data belonging to the university or another user.
   g. Abuse of violation of the university’s network dial-up access guidelines.

23. Violation of State, Federal, or Local Laws: Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code.

24. Actions Against Persons or Groups:
   a. Physical abuse to any person.
   b. Obscene conduct or expression.
   c. Intimidation, harassment, threats, or coercion (meaning excessive pressure), which threaten or endanger the health or safety of any person.
   d. Terroristic threat which is the act of placing the public or a substantial group of the public in fear of bodily injury.

25. Sexual Misconduct
Midwestern State University maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Members of the University community, guests and visitors have the
right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and an accused student/respondent is found to have violated this policy, serious sanctions will be imposed to ensure that such actions are never repeated. All members of the University community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Midwestern State University sexual misconduct policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes; it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values, and serve as a guide for students on the expectations Midwestern State University has, preventatively, for sexual communication, responsibility and respect.

While the policy below is detailed and specific, the expectations of this community can be summarized in this simple statement: Consent is clear sexual permission and can only be given by one of legal age.

Finally, there is a difference between seduction and coercion; coercion is defined in this policy as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

A. Violations of the University Sexual Misconduct Policy

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions deemed appropriate (as described on p. 80) with individuals found responsible for violation of the nonconsensual sexual intercourse policy facing a recommended sanction of University suspension or University expulsion. A partial list of Midwestern State University sexual conduct policy violations is listed below.

1. **Sexual Harassment:** Gender-based verbal or physical conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment. There are two types of sexual harassment:
   a. **Hostile Environment** includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent and objectively offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and objective (a reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all the circumstances. These circumstances could include, but are not limited to:
      - The frequency of the speech or conduct;
      - The nature and severity of the speech or conduct;
      - Whether the conduct was physically threatening;
      - Whether the speech or conduct was humiliating;
      - The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
      - Whether the speech or conduct was directed at more than one person;
      - Whether the speech or conduct arose in the context of other discriminatory conduct;
      - Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
      - Whether a statement is a mere utterance of an epithet which engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
• Whether the speech or conduct deserves the protections of academic freedom.

2. **Quid Pro Quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.

b. **Nonconsensual Sexual Intercourse** (or attempts to commit the same):
   • Any sexual intercourse,
   • however slight,
   • with any object,
   • by a person upon another person,
   • without consent and/or by physical force

c. **Nonconsensual Sexual Contact** (or attempts to commit the same):
   • Any intentional sexual touching,
   • however slight,
   • with any object,
   • by person upon another person,
   • without consent and/or by physical force

d. **Sexual Exploitation:** Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
   1. Prostituting another student;
   2. Non-consensual video or audio recording of sexual activity;
   3. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
   4. Engaging in voyeurism (Peeping Tommery); and/or
   5. Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

e. **Retaliation** exists when an individual harasses, intimidates or takes other adverse actions against a person because of the person’s participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The University will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

**B. Confidentiality and Reporting Sexual Misconduct**

University officials, depending on their roles at the University, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the University nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at Midwestern State University:

1. **Confidential Reporting:** If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, campus
health service providers, off-campus rape crisis resources, or off-campus members of the clergy/chaplains who will maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis during normal business hours.

2. **Private Reporting:** You may seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address sexual misconduct, such as resident advisors (RAs), faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your privacy to the greatest extent.

3. **Formal Reporting Options:** You are encouraged to speak to University officials, such as the Title IX Coordinator, Dean of Students, Campus Police, or Deans to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

Texas law has established procedures for the confidentiality of identifying information of victims of sex offenses. Article 57.02 of the Texas Code of Criminal Procedure provides that a victim of a sexual offense (described in Chapter 62 of the Code) may choose a pseudonym to be used instead of the victim’s name to designate the victim in all public files and records concerning the offense, including police summary reports, press releases, and records of judicial proceedings. A victim who elects to use a pseudonym must complete a pseudonym form and return the form to the law enforcement agency investigating the offense. A victim who completes and returns a pseudonym form to the law enforcement agency investigating the offense may not be required to disclose the victim’s name, address, and telephone number in connection with the investigation or prosecution of the offense.

Midwestern State University’s Police Department is a partner agency with Patsy’s House, a local children’s advocacy center. A children’s advocacy center provides a safe, child-friendly environment where law enforcement, child protective services, prosecution, medical and mental health professionals may share information and develop effective, coordinated strategies sensitive to the needs of each unique case and child. Sex offenses involving a victim under the age of 18 may be referred to Patsy’s House.

C. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial
threat of bodily harm or danger to members of the campus community (The Clery Act, 20 U.S.C. 1092(f)). The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

D. Texas Penal Code

1. Section 38.17: Failure to Stop or Report Aggravated Sexual Assault of a Child
   A person who does not have a legal or statutory duty to act or who has not assumed care, custody, or control of a child (younger than 14 years of age), commits an offense (Class A misdemeanor) if the person observes the commission or attempted commission of an offense prohibited by Section 21.02 (Continuous Sexual Abuse of a Young Child or Children) or Section 22.021 (a)(2)(b) (Aggravated Sexual Assault of a Victim Younger than 14 Years of Age) under circumstances in which a reasonable person would believe that an offense of a sexual or assaultive nature was being committed or was about to be committed against the child; the person fails to assist the child or immediately report the commission of the offense to a peace officer or law enforcement agency; and the person could assist the child or immediately report the commission of the offense without placing himself or herself in danger of serious bodily injury or death.

2. Section 38.171 (Failure to Report Felony)
   A person commits an offense (Class A misdemeanor) if the person observes the commission of a felony under circumstances in which a reasonable person would believe that an offense had been committed in which serious bodily injury or death may have resulted; and fails to immediately report the offense to a peace officer or law enforcement agency when a reasonable person would believe that the offense had not been reported and the person could immediately report the offense without placing himself or herself in danger of suffering serious bodily injury or death.

E. Texas Family Code Reporting Requirements

Section 261.101(a) of the Texas Family Code requires “any person having cause to believe that a child’s [under 18 years of age] physical or mental health or welfare has been adversely effected by abuse or neglect to immediately make a report” to law enforcement. The penalty for failing to make the report is a Class A misdemeanor; a state jail felony in certain situations if the victim is mentally retarded. This law also provides that protection for those who, in good faith, report or assist in the investigation of alleged or known abuse or neglect (Section 261.106). The immunity provided by law includes both civil and criminal liability.

26. Missing Persons Protocol: A person residing on the campus of Midwestern State University has the option of listing a confidential name to be notified in the event they are reported missing, and this name is separate from their emergency contact information. Should a student decline to list a separate name, the person listed as the emergency contact will be notified in the event the resident is reported missing. If the notification is made to the Office of Housing or Residence Life staff, the appropriate Hall Director should be immediately notified to assess the situation. If the notification is made to the University Police, the Police Department should immediately notify the Office of Housing and work together to get the appropriate Hall Director to assess the situation.

When a missing person report is made regarding a student residing in Midwestern State University Housing, the following protocol will be enacted:
Assess the Situation: (Hall Director)

A. Search room and building for individual. If not located, proceed to step B.
B. What are the circumstances that lead one to report a person is missing?
C. What was the emotional state of the missing individual?
D. What are the missing person’s normal habits?
E. How long has the individual been missing?
   1. Last time the person was seen?
   2. Who were they with at the time?
   3. Last known destination?
   4. What type of transportation did he/she have?
F. Description of missing individual.
   1. Age and build.
   2. Clothes they were wearing when last seen.
   3. Facial hair, glasses, color and length of hair, etc.
   4. Other unusual or identifying characteristics, e.g., braces, scars, etc.

Actions to be Taken:

A. Hall Director
   1. Notify Director of Residence Life, or the Dean of Students.
   2. Notify the University Police.
   3. Notify missing person contact information listed on the housing application. If the student did not designate an individual to be contacted in the event of a missing person report, notify the person listed as their emergency contact.

B. Director of Housing and Residence Life (or designee)
   1. Gather information collected by the Hall Director.
   2. Turn collected information over to University Police.
   3. Assist University Police as requested.

DRUG FREE SCHOOLS AND CAMPUSES DRUG PREVENTION PROGRAM
In accordance with the Drug Free Schools and Campuses Drug Prevention Program Certification, MSU has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities. MSU recognizes the importance of information about drug and alcohol abuse. Therefore provided here for the benefit of each student and employee are standards of conduct and legal and disciplinary sanctions for unlawful possession or distribution of illicit drugs and alcohol abuse. Drug and alcohol abuse counseling and referral are available at the MSU Counseling Center. Additional information, both on the effects of specific drugs and alcohol and drug counseling resources in Wichita Falls and surrounding areas, is available in the Counseling Center, the Dean of Student’s Office, and the Vinson Health Center.
### LEGAL SANCTIONS

Students or employees found in violation of any university rule or any local state or federal law regarding the use, possession, or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Chapter 481, Texas Controlled Substances Act, and the Texas Alcoholic Beverage Code, Chapter 1) will be subject to legal penalty in addition to any appropriate university personnel or disciplinary action. The most common state law violations and their consequences are:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Type</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Consumption or Possession (Secs.106.04 and 106.05.)</td>
<td>Misdemeanor 1st Violation</td>
<td>$25 to $200</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Misdemeanor 2nd Violation</td>
</tr>
<tr>
<td>Purchasing for or Furnishing Alcohol to a Minor (Sec. 106.06.)</td>
<td>Misdemeanor</td>
<td>$100 to $500</td>
</tr>
<tr>
<td>Public Intoxication (Texas Penal Code, Sec. 42.02)</td>
<td>Class C Misdemeanor</td>
<td>Up to $500 fine</td>
</tr>
<tr>
<td>Other Drugs Drug Possession</td>
<td>Varies according to placement of the drug on schedules and in possession</td>
<td>Up to $10,000 fine and 5-99 years in jail</td>
</tr>
</tbody>
</table>

Penalties for drug possession are governed by the Texas Health and Safety Code, Chapter 481, Texas Controlled Substances Act. Specific penalties may vary depending on the type and amount of drug.

### DISCIPLINARY PROCESS/RESPONSES

All students and employees are expected and required to obey the law, and to comply with Midwestern State University institutional rules and with directives issued by an MSU administrative official in the course of his or her authorized duties. Any student or employee who engages in conduct that is prohibited by MSU rules or by federal, state, or local law is subject to either student discipline or appropriate personnel action.

### RULES OF PROCEDURE IN STUDENT CONDUCT MATTERS

Midwestern State University recognizes the student’s right, as a member of society to respect and consideration and to the constitutionally guaranteed freedoms of speech, assembly, and association. The university further recognizes the student’s right within the institution to freedom of inquiry, and to the reasonable use of the services and facilities of the university, which are intended for their education. In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, some rules and regulations have been adopted by the university. These rules and regulations reasonably limit some activities and proscribe certain behavior, which is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. All students are held to be informed of these rules, which are printed in the Student Handbook, which is distributed to all students at the time of registration for the fall semester each year. The Student Handbook is also distributed to each new student enrolling for the spring semester and summer session. If any student is accused of a violation of any of these rules and denies responsibility, they will be afforded a prompt and equitable hearing before the Student Conduct Committee. Appropriate due process safeguards have been built into the procedures, which govern the Student Conduct Committee so that no permanent or recorded sanction will be imposed until the student accused will have had a fair chance.
to be heard. The decision of the Student Conduct Committee may be appealed to the Vice President for University Advancement and Student Affairs.

**CONTROLLED DRUGS VIOLATIONS**

1. All violations of federal, state, or local laws, or University rules regarding controlled substances will be referred to the University Police Department.

2. In addition to any action which may or may not be taken by civil authorities when laws, rules or procedures regarding controlled substances are violated, the following actions shall be taken by the University.

   a. **FIRST OFFENSE:** Within the discretion of the Dean of Students, suspension or expulsion from the University or enrollment in a drug education program approved by the Dean of Students. Parental notification if student is under 21.

   b. **SECOND OFFENSE:** If the student fails to comply with any requirements imposed as a consequence of a first offense or on a second offense, the student will be subject to expulsion from the University.

Notification of parents is indicated when the violation involved harm or threat of harm to persons or property; the violation involved an arrest in which the student was taken into custody; the violation resulted in or could result in the student being suspended from the University and/or dismissed from the residence halls; the student has shown a pattern of violations, even if they are minor; or the student who committed the violation became physically ill and/or required medical intervention as a result of consumption of alcohol and/or drugs.

**HEALTH RISKS**

Drug and alcohol use, misuse, and abuse are complex behaviors with many determinants at both the cultural and the individual levels. Awareness of the deleterious effects of any drug or alcohol is imperative for an individual’s well-being or survival.

**ALCOHOL:** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy life-style.

A 2002 report from the National Institute on Alcohol Abuse and Alcoholism states that each year 1,400 college students die from alcohol-related unintentional injuries. In addition, alcohol is involved in 500,000 unintentional injuries, 600,000 assaults, and 70,000 cases of sexual assault or date rape. Some 400,000 students had unprotected sex last year while under the influence of alcohol, and more than 100,000 reported having been too intoxicated to know if they consented to having sex. 2.1 million students drove under the influence of alcohol last year and 110,000 were arrested for an alcohol-related violation such as public drunkenness or driving under the influence.

**CANNABIS (MARIJUANA, HASHISH):** The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**HALLUCINOGENS:** Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
**COCAIN/CRACK:** Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**AMPHETAMINES:** Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**HEROIN:** Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**ECSTASY:** This synthetic, psychoactive substance is also known as methylene dioximethamphetamine (MDMA). Users report an array of possible effects from the drug: temporary feeling of enhanced self confidence; a burst of energy; feeling less inhibited; confusion; depression; sleep problems; hallucinations; severe anxiety; paranoia; muscle tension, increased heart rate; increased blood pressure and body temperature; dehydration; nausea; blurred vision; faintness; chills and sweating.

**CONDUCT SANCTIONS**
One or more of the following conduct sanctions may be imposed by the Dean of Students or his or her designee upon individuals, groups, or organizations. Sanctions for violation of institutional policies or rules and regulations may be imposed regardless of whether actions of the student are also civil or criminal violations. Whenever conduct action leads to the student leaving the university, grades will be assigned in accordance with the university grade policy and the academic calendar.

1. **Reprimand:** A reprimand is an oral or written notice to the student that the conduct in question violates university regulations. A reprimand becomes part of a student’s or organizations conduct record in Office of Housing and Residence Life. For organizations, a reprimand may include notification to the organization’s president or advisor, and to the chapter’s national headquarters.

2. **Loss of Privileges:** Under some circumstances of misconduct, the university may deem it appropriate to take away certain privileges. Sanctions such as prohibiting pledging; prohibiting membership or holding leadership roles; prohibiting participation in events on the social calendar; denial of participation in any official athletic or non-athletic extracurricular activity, including practices; withholding of official transcripts; blocking from enrollment for a specified period of time; or cancellation of the housing contract or removal from the residence hall system may be imposed.

3. **Imposition of Certain Tasks:** The student or organization may be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; performing community service hours; attending counseling sessions; performing additional academic work not required of other students in a specific course in consultation with the appropriate faculty member; moving to another residence hall or within the same hall; or complying with a behavioral contract. Educational requirements may include, but are not limited to, completion of an alcohol education seminar, a diversity awareness seminar, essays, or reports.

4. **Probation:** Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstance of the violation. Probation carries with it a warning that any further violation of university regulations may result in more serious consequences, including suspension or expulsion. The two types of probation are:
   a. Conduct Probation - a sanction, which will be removed from the student’s confidential record in the Office of Housing and Residence Life at the end of the period of probation.
b. Recorded Probation - a sanction, which remains as a permanent part of the student’s confidential record.

5. Suspension: Suspension is the separation of the student from the university for a definite period of time or until specified written conditions are met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the complaint and a decision regarding eligibility for readmission. When a student or organization is suspended, the suspension will be for a stated period or until specified conditions are met. In no case will suspension be for less than the remainder of the semester in which the offense is committed. A student who has had a registration hold placed on readmission must request readmission clearance from the Dean of Students’ Office at least three weeks prior to the first day of classes of the semester or summer session in which the student wishes to reregister. The student may be required to submit evidence supporting their ability to function properly in a university environment. If approval is granted by the Dean of Students for the removal of the registration hold, the student must complete the regular readmission procedures through the appropriate office. The Dean of Students or his or her designee may deny a student’s request for readmission if, in his or her judgment, there is sufficient evidence to indicate that the student’s conduct during suspension would have warranted conduct actions, or if the student has failed to satisfy any special conditions that may have been imposed prior to readmission. Upon denial of a student’s application for readmission, the Dean of Students or his or her designee will set a new date at which another application for readmission may be made.

6. Expulsion: Expulsion is the separation of the student from the university whereby the student is not eligible for readmission to this university.

RECORDING OF SANCTIONS
The sanctions provided above may be noted on the student’s academic record, including the transcript. In case of conduct suspension, notification may be shown during the period of suspension. Upon the satisfactory completion of the suspension period, and at the request of the student, the notation of suspension will be removed from the transcript. Notification of the student’s suspension will indicate the date on which the suspension begins and the earliest date at which application may be made for readmission or re-registration. Any record of sanctions not noted on the transcript will be expunged no later than seven years after the sanction is assessed.

SAFETY AND SECURITY

UNIVERSITY POLICE
Midwestern State University has police officers on 24-hour duty. Immediately report any crime you may witness or be a victim of on campus to the MSU Police Department at extension 4239.

DEPARTMENT OF PUBLIC SAFETY
Midwestern State University has police officers on 24-hour duty. Immediately report any crime you may witness or be a victim of on campus to the MSU Police Department at extension 4239.

EVACUATION PROCEDURES
It is essential for each student to know what to do if and when an evacuation of the hall is necessary. University Housing conducts at least two emergency evacuation drills each semester.

The procedure for evacuation is:
1. Killingsworth Hall and Pierce Hall – All students on the south side of the residence hall (the side towards the Fine Arts building) use the south stairs at the back (west end)
of the building. All students on the north side of the residence hall should use the north stairs at the back (west end) of the building. The center stairs can also be used.

2. McCullough-Trigg Hall All students use the stairwells at the end of the hallways (DO NOT use center stairwell for fire evacuation).

3. When evacuating the building, remain calm, walk (DO NOT RUN), and keep to the right side of the stairwell (Emergency personnel may be using the same stairwell to enter the building).

4. All residents from Killingsworth, Pierce and McCullough-Trigg Halls are to congregate at a safe distance from the building (at least 100 feet) in the rear parking lot.

5. Students should not reenter University Housing until instructed to do so by Fire Department personnel, Campus Police, or the Residence Hall/Apartment Director.

FIRE SAFETY EQUIPMENT
The fire safety equipment installed in University Housing MUST NOT be tampered with or used for any reason other than a genuine emergency. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing fire extinguishers, hoses, smoke detectors, or any other emergency equipment from their proper location, except when done with real need for such equipment, is an extremely serious violation. Individuals found to be responsible for tampering with any fire safety equipment will be subject to disciplinary action that may include expulsion from University Housing and/or the University.

FIRE SAFETY REPORT
The Office of Housing and Residence Life will publish an Annual Security Report beginning October 2010. This report will include all fire statistics, emergency response and evacuation procedures and all policies regarding fire drills and alarms. If interested in this material now, please see the Office of Housing and Residence Life for assistance.

TORNADO AND SEvere WEATHER INFORMATION
Each resident should become familiar with the safety rules provided by the Texas Department of Public Safety. In the event of a tornado warning of such nature that the Wichita Falls City-Wide Warning System is sounded, the areas designated below are to be used by residents of MSU Housing:

**Killingsworth Hall:**
Residents on 1st, 2nd, & 3rd floors: go to hallways on first floor.
Residents on 4th, 5th, & 6th floors: go to hallways on second floor.

**McCullough-Trigg Hall:**
Residents on 1st & 2nd floors: Go to bathroom within your room.
Residents on floors 3-6: Go to hallway on 2nd floor.
Avoid lobby areas on each floor.

**Pierce Hall:**
All residents: Go to first floor hallways and/or bathrooms on front side of building.

**Sunwatcher Village, Sundance Court, & Bridwell Courts:**
Residents on 1st floor: Interior hall, closet, or bathroom away from windows
Residents on 2nd & 3rd floors: With a friend on ground floor, or an interior hall, closet or bathroom away from the windows.

**SUNDAunce COurt RESIDENTS SHOuLD aVoID lobbY aReAS!**
IN ALL SITUATIONS WHEN EVACUATION IS NECESSARY, STUDENTS MUST
STAY AWAY FROM WINDOWS! FAILURE TO COMPLY WITH STAFF DURING A FIRE EVACUATION OR CITY-WIDE WEATHER WARNING WILL RESULT IN DISCIPLINARY ACTION AND NECESSARY SANCTIONING.

BUILDING ACCESS

1. RESIDENT HOURS
   Resident hours are self-determined. A telephone is provided on the first floor of each residence hall for the convenience of calling residents after visitation hours. Residence Hall offices will not provide resident students’ telephone numbers after visitation hours.

2. LOCK AND KEY POLICY
   a. Keys Issued to Students – Each student is issued a key to his/her room/apartment at the time he/she checks into University Housing. Students assigned to the residence halls will be issued an entrance door key card. Keys issued to a student must not be given to any other individual.
   b. Lost Keys – If a student loses his/her key(s) he/she is to immediately inform the Hall Office or Resident Assistant. If the key(s) cannot be located within 48 hours, the student’s lock will be changed and new keys issued. At a student’s request, locks will be changed immediately. The fee for a lock change is $44.00 per lock.
   c. Lost and Damaged Key Cards – a lost key card jeopardizes the safety and security of the building’s residents and must be reported to Campus Card Services, the Hall Office or Resident Assistant immediately. All lost I.D. cards must now go through the University One-Card office located in the Clark Student Center. Damaged key cards should be turned into the University One-Card office so that a replacement card can be issued. A student may be charged if the card damage occurred through abuse.

3. It is a violation of University policy for any person or group to obstruct, prevent, or interfere with the free and unobstructed use of any building entrance/exit. Persons who fail or refuse to promptly move or disperse when requested to do so by a University Official, are subject to disciplinary action.

THEFT
Students should never leave rooms unlocked at any time. The university discourages students from keeping cash and other valuables in plain view within their room. Remember to LOCK YOUR DOOR! Students are also encouraged to engrave their Driver’s License number on their valuables, if possible. Electric engravers are available at the Midwestern State University Police Department. There is no charge for this service. Thefts should be reported immediately to the Residence Hall/Apartment Director, the Office of Housing and University Police. Any student caught stealing, or discovered in possession of stolen articles, will face immediate disciplinary action. In addition, criminal prosecution may result from such involvement.

SERVICES–RESIDENCE HALLS

PROGRAMMING
Social, recreational, cultural, diversity, community service, and educational programs planned and implemented by RAs and Hall Directors are offered to address the interests and needs of students. Students are encouraged to attend these programs, as they exist solely to improve the quality of life in the Residence Hall communities.

TELEPHONE SERVICES & SWITCHBOARD HOURS
There are to be no telephone calls charged to any campus number, either collect or third party. Failure to abide by these guidelines will result in payment of these costs and administrative charges for billing ($15.00 minimum). In addition, the student is subject to disciplinary action or criminal prosecution in the case of toll fraud. Currently, there are no
activated phone lines inside the rooms. However, if a resident wishes to have a landline connection, he may request to have one activated by contacting the Housing Office. There is NO CHARGE for this. For additional lines, the resident must contact Telecommunications at MSU. For emergency purposes, landline phones have been installed throughout the buildings.

1. Unauthorized Use of Long Distance Telephone Services (telephone toll fraud)
   a. Unauthorized use of long distance telephone services will be considered telephone toll fraud.
   b. The charging (billing) of unauthorized long distance telephone calls to the telephone extensions (telephone numbers) of MSU students, faculty or staff, or to citizens of the state of Texas, is telephone fraud.

2. Switchboard Hours (Dial 0)
   a. Monday – Friday: 8:00 a.m. to 5:00 p.m.
   b. Saturday & Sunday: Closed
   c. University Holidays: Closed

3. Campus Calls (Dial extension last four numbers)

4. Off–Campus Calls (In Wichita Falls Directory)
   a. Outgoing calls can be made from your room/apartment at any time of day or night. Dial 9 and the number.
   b. Incoming calls can be received in your room/apartment any time of day or night without going through the University Switchboard. Each resident student is assigned a 397-xxxx (the last four numbers are the same as your campus extension) phone number.
   c. Long distance calls can be made from your room by use of a credit card or collect calling.

5. University Phone System (Features of this system include the following:)
   a. Call Waiting – Your phone will sound a tone when you are on it and another call from off-campus is coming in. Use the flash hook to switch to the call waiting. Your phone will not sound a tone when an incoming call is from on-campus.
   b. Telephone Modem – If you wish to use your telephone line for a modem pick up instructions at a campus computer lab. If you wish to use Resnet (Ethernet) go to your hall office or the Office of Housing and complete the Resnet application. You may be required to have your computer scanned for viruses prior to accessing the Resnet system.
   c. Voice Mailbox – Instructions are available on the inside back cover of the handbook. Voice mail is available only through the length of your Housing Agreement.

6. Killingsworth Hall Office
   The Killingsworth Hall Office can be reached 24-hours a day at extension 7200. From an off-campus phone dial 397-7200.

7. Pierce Hall Office
   The Pierce Hall Office can be reached 24-hours a day at extension 7510. From an off-campus phone, dial 397-7510.

8. Sunwatcher Village Office
   The Sunwatcher Village office can be reached between the hours of NOON and 8:00 pm Monday–Thursday and NOON and 5:00 pm on Friday by dialing extension 6780. (Times subject to change) From an off campus phone, dial 397-6780. Should you need assistance during non-office hours, please call the McCullough-Trigg office at extension 7930.

9. Sundance Court Office
   The Sundance Court office can be reached Monday-Friday from 12:00 pm – 7:00 pm (Times subject to change) by dialing extension 6400. From an off campus phone,
dial 397-6400. Should you need assistance during non-office hours, please call McCullough-Trigg office at extension 7930.

10. Bridwell Courts
   Bridwell Courts does not have an office. Should you need assistance regarding Bridwell Courts, please contact the Office of Housing (extension 4217) Monday through Friday from 8:00 a.m. to 5:00 p.m.

11. McCullough-Trigg Hall
   The McCullough-Trigg Hall Office can be reached 24-hours a day at extension 7930. From an off-campus phone, dial 397-7930.

12. Lobby Phones
   Lobby and lounge phones are for campus calls only. For campus information dial 4000 for a menu of choices.

13. University Police Phone Numbers
   On-Campus Phone Extension 4239 at all times. From an off-Campus phone dial 397-4239.

MAINTENANCE CONCERNS

Students are expected to report maintenance problems in University Housing such as leaky faucets, inoperable lamps, room temperature, broken windows, damaged blinds, telephone problems, etc. using the on-line maintenance request form at http://housing.mwsu.edu/. Repairs will be made as soon as possible. Emergency repairs will be handled immediately. For emergency repairs contact the Office of Housing at extension 4217 between 8:00 a.m. and 5:00 p.m. After hours contact your hall office. If you live in Bridwell Courts, Sundance Court, or Sunwatcher Village, and you need emergency repairs, please call the McCullough-Trigg office at 7930.

HOUSING FACILITIES USE AND COMMON AREAS

When space is available, residents of a given area may reserve community areas for private use, group meetings, discussions, etc. For information about reserving community areas, see you Residence Hall/Apartment Director or your Resident Assistant.

KITCHENS

Full service kitchens are available for resident students’ use in Killingsworth, Pierce and McCullough-Trigg Halls. Students are responsible for cleaning the kitchens after use! Microwave ovens are provided in each kitchen.

STUDY ROOMS AND EXERCISE ROOMS

Study rooms are available for resident students use on the third (3rd) floor of Pierce and each floor in McCullough-Trigg and Killingsworth. Study rooms are also available in Sundance Court and Sunwatcher Village Clubhouse. Computer labs are also available 24 hours a day in Sundance Court and the Sunwatcher Village Clubhouse. Fitness rooms are located on the fifth floor of Killingsworth Hall and the Sunwatcher Village Clubhouse. The rooms are equipped with professional (health club style) equipment, including a treadmill, a recumbent exercise bike, a stair climber, weights and a television.

THE VIOLA GRADY MEMORIAL CHAPEL

The Viola Grady Memorial Chapel, located on the sixth floor of Killingsworth Hall, is open for individual meditation and scheduled devotional. Students and/or student groups who wish to reserve the Chapel should contact the Office of Housing at extension 4217.
COURTYARD AREA
A patio recreation area is available between Killingsworth Hall and Pierce Hall. Groups may schedule activities in this area by contacting the Office of Housing at extension 4217. Outdoor basketball and volleyball courts are located adjacent to the soccer field by Pierce Hall.

BULLETIN BOARDS AND PUBLIC NOTICES
1. PLEASE TAKE TIME TO READ THE BULLETIN BOARDS DAILY. Notices of importance and interest to students will be posted.
2. Notices placed on the bulletin boards must be approved and posted through the Office of Housing.
3. A section of the bulletin boards located on the first floor of each residence hall is designated for personal messages (i.e., items for sale). Students who wish to use this service should contact the appropriate residence hall office. All public notices posted in University Housing must be approved and posted through the Office of Housing.

STORAGE AREAS
Storage areas are provided on a limited basis for residents’ use under the following conditions:
1. Items must be packaged for mailing with the owner’s name, campus address, and home address on each item.
   a. Tires, TVs, furniture, etc. will not be stored unless they are boxed/packaged for shipping as noted above.
   b. Batteries, toxic chemicals, combustibles or any other hazardous items/material may not be placed in storage.
2. Items will not be stored for more than two consecutive semesters, with the summer terms counted as one semester.
3. All items, with the exception of suitcases and trunks, must be removed from storage during the academic year.
4. The University reserves the right to dispose of any items not properly packaged and tagged, as well as items left for longer than two consecutive semesters. THIS POLICY WILL BE STRICTLY ENFORCED!
5. THE UNIVERSITY IS NOT RESPONSIBLE FOR ITEMS PLACED IN STORAGE AND DOES NOT ASSUME ANY RESPONSIBILITY FOR THE SECURITY OF SUCH ITEMS. Contact the residence hall office to obtain storage permits and/or further information on storage.
6. Any student placing items in storage must have a storage agreement on file in their respective Hall Office.

PEST CONTROL
All University Housing facilities will be sprayed for pests at least four times each year. Spraying ordinarily occurs during break periods so as to inconvenience as few residents as possible. Students will be notified of pest treatment at least two days in advance of spraying. Specific instructions regarding room/apartment preparation will be included and must be followed. All residents and visitors are required to be out of the facility during the treatment time. Students who fail to comply with room/apartment preparation instructions, or who fail to vacate the facility during treatment, are subject to fines ($25.00 minimum) and disciplinary action. The treatment of individual rooms will be done upon the request of the residents. Such requests must be submitted using the online maintenance request form http://housing.mwsu.edu/.
SERVICES – UNIVERSITY

FOOD SERVICE – C.S.C. MESQUITE DINING HALL
The dining service at Midwestern State University is operated by Aramark. Midwestern State University requires each student who lives in University Housing, except Bridwell Courts, Honor’s House, Sunwatcher Village and Sundance Court residents, to select a meal plan of ten (10) meals per week, fourteen (14) meals per week, or nineteen (19) meals per week. The students University ID card serves as their meal card and is REQUIRED to access the dining facility. The dining hall is also open to all who wish to purchase meals, including non-board students and guests. Rates and regular service hours are listed outside of the dining room.

The basic food service polices are as follows:
1. A meal week is defined as breakfast Wednesday through dinner Tuesday.
2. Only the registered owner of the meal card may use the card for meal privileges.
3. A CURRENT MSU ID CARD IS REQUIRED TO ACCESS THE DINING HALL.
4. Food and beverages may not be removed from the dining room.
5. Each student is responsible for his/her I.D. card.
6. Any meal card used by someone other than its owner will immediately be confiscated by the Food Service staff.
7. Any person using a meal card not registered to him/her will be charged the cost of the meal and will be subject to disciplinary action and may face criminal charges.
8. Any student allowing his/her meal card to be used by someone else will be subject to disciplinary action.
9. Personal dishes and/or glassware shall not be brought into the cafeteria.
10. It is expected that students act appropriately and maturely, bus their own dishes and respect the rights of others using the dining hall.
11. If a student is sick during scheduled meal times, sick plates may be arranged by contacting the Residence Hall office to obtain a permission notice. Permission notices must be presented to the Food Service staff and be accompanied by the student’s ID card.
12. Students with work schedules, which restrict their use of the dining hall during normal serving hours, should contact the Director of Food Services (extension 4203) in advance to make alternate arrangements.

VINSON HEALTH CENTER AND STUDENT INSURANCE
The Health Center is open from 7:45 a.m. until 4:45 p.m. Monday through Friday in fall and spring semesters. The Health Center is open 8:00 a.m. to 1:00 p.m. Monday through Friday in Summer sessions. Call 397-4231 to schedule an appointment to see the physician. After the Health Center is closed, students should contact University Police, Intramural Directors or Residence Hall/Apartment Directors to obtain referral slips to be treated at Kell West Hospital. After hours referrals are given for urgent needs only. Students will be responsible for charges incurred as a result of the referral. The health services are available for enrolled students only while classes are in session. Midwestern State University offers an optional student insurance plan which is tailor-made to meet the needs of its students. This hospitalization policy covers participants on campus, during vacation and at home for a full 12-month period. Application forms and information pertaining to this plan are available at the Vinson Health Center, 397-4231. All international students are required to purchase group hospitalization insurance and repatriation insurance provided to eligible MSU students. Proof of this insurance or equal coverage must be presented to the designated University official.

HEALTH WATCH AND AMBULANCE SERVICE
Health Watch is a program designed to provide complete gynecological services for female students. Health Watch is usually scheduled monthly on an appointment only basis. Please call 397-4231 for further information. The Vinson Health Center has a program to assist students with the payment of ambulance fees, provided funding is available. The ambulance must have been requested to the MSU campus for transport of a currently enrolled student. The ambulance must be requested by a Residence Hall/Apartment Director, University Police, Vinson Health Center staff, Intramural Department official or a member of the faculty or staff. The student being transported should be instructed to contact the Vinson Health Center for information concerning the procedure required to obtain assistance.

IN CASE OF A **LIFE-THREATENING EMERGENCY**, RESIDENT STUDENTS SHOULD IMMEDIATELY CALL 9-911 AND THEN NOTIFY THE RESIDENCE HALL OFFICE.

**COUNSELING SERVICES**
Personal, academic, psychological, career, and group counseling are available to students free of charge at the Counseling Center. The Counseling Center staff also conducts psychological and career testing and preliminary learning disabilities screening and referral. Students may contact the Center directly at 397-4618, or come by the Clark Student Center, room 108, Monday through Friday, 8:00 a.m. to 5:00 p.m. All services are conducted by professional counselors, and are private and confidential. Appointments are highly recommended to provide each student adequate time to meet with a counselor. If crisis intervention is required after hours or on weekends, the Helen Farabee Center, 322-1196, provides emergency assessment and referral.

**MAIL SERVICE**
All resident students are provided a postal box in the University Post Office located in the Clark Student Center. The cost of this service is included in the room fee. As official University correspondence is distributed to resident students through the University Post office, **RESIDENTS ARE EXPECTED TO CHECK THEIR MAIL DAILY**! Failure to do so may result in students failing to receive important information in a timely manner.

When providing your MSU address, the following format must be followed:

**For Killingsworth, Pierce, and McCullough-Trigg Halls, and Bridwell Courts:**

STUDENT’S NAME
3410 TAFT BLVD (BOX NUMBER)
WICHITA FALLS, TEXAS 76308-2099

**For Sunwatcher Village:**

STUDENT’S NAME
3704 LOUIS J. RODRIGUEZ (APARTMENT NUMBER)
WICHITA FALLS, TEXAS 76308

**For Sundance Court:**

STUDENT’S NAME
2602 MIDWESTERN PKWY (APARTMENT NUMBER)
WICHITA FALLS, TEXAS 76308

- On line two only use the number of your box – do not use the number sign (#), nor the initials “P.O.” nor the words “Post Box” or “Box.”
- On line three the nine digit extended zip code must be used.
Most services available at the main Post Office are also available at the University Post Office. These services include:

- Receipt and dispatch of mail Monday through Friday
- Postage and Postage Stamps
- First Class Mail/Priority Mail, Third Class Mail, Fourth Class Mail, and Library Rate Mail. Certified Mail, Registered Mail, Insured Mail, Special Delivery Mail, Express Mail, Return Receipts, Foreign Mailings, Money Orders, Campus Mail

The University Post Office window is open from 9:00 a.m. to 5:00 p.m. Monday through Friday. When postal holidays fall on a regular school day, the University Post Office will remain open and in full operation except money orders will not be sold.

RESIDENCE HALL GOVERNANCE

RESIDENCE HALL ASSOCIATION
The Residence Hall Association (RHA) is a coordinating body for the University Housing community. All current resident students are eligible for membership in RHA. RHA is governed by a President, Vice-President, Director of Administrative Affairs, Director of Programming, and representatives from each residence hall of University Housing. The RHA works with the Housing and Residence life staff in development of housing policies, programs, and facilities. RHA acts as a liaison between resident students and the MSU Office of Housing and Residence Life. Additionally, RHA sponsors a variety of activities intended to bring residents and hall communities together.

STUDENT GOVERNMENT SENATORS
The Residence Hall Association President appoints a student senator to the Student Government of Midwestern State University. These appointments must be approved by the Residence Hall Association. In addition, each residence hall and apartment complex is allowed one student representative to Student Government.

FOOD SERVICE COMMITTEE
The Food Service Committee is selected by the Director of Housing and Residence Life upon a recommendation by the Residence Hall Association president. In addition, the Residence Hall Association may appoint five members (one from each hall and one from Bridwell Court Apartments)

(Footnotes) 1 Prohibited weapons as defined in chapter 46 of the Texas Penal Code include: an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switch-blade knife; knuckles; armor-piercing ammunition, a chemical dispensing device; a zip gun; a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown, a dagger, including but no limited to a dirk, stiletto, and poniard; a bowie knife, a sword, a machete; or a spear (a knife means any bladed hand instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument)
MERIDIAN VOICE MAIL INSTRUCTIONS

I. VOICE MAIL
1. To access your messages dial 4444. This will give you the messages on your voice mail.
2. To access your voice mail from other locations
   a. dial 4444 to get Meridian Mail, dial your extension followed by the # sign. Meridian mail will prompt you for your password.
   b. Dial your extension followed by the # sign. This is your password until you change it.
   c. If you are off campus, dial 397.4444 and follow the above directions.

II. EXTERNAL/INTERNAL GREETINGS
1. These are your announcement to all outside or inside callers who are directed to your mailbox. Inside callers will hear your external greeting if you do not record an internal greeting and visa versa.
2. If you have no external or internal greeting, the standard Meridian Mail computer voice is played.
   a. To record your greeting
      • Dial 82
      • Press 1 for external greeting or 2 for internal greeting
      • Press 5 to start recording your greeting
      • Press # to stop recording
   b. To delete greeting
      • Dial 82
      • Press 1 for external greeting, press 2 for internal greeting.
      • Press 76

III. PERSONAL VERIFICATION
1. When you leave a message, it will start with your name, and extension number automatically, so you will not have to identify yourself, nor leave your number every time.
   a. dial 89
   b. Press 5 to start recording, press # to stop.

IV. PASSWORD CHANGE
1. Must be at least 4 digits long.
2. Dial 84. Meridian Mail prompts you for your new password
3. Enter new password followed by the # sign. Meridian Mail repeats request for new password.
4. Enter new password again followed by the # sign. Meridian Mail prompts you for your old password to confirm the change. Enter old password followed by the # sign. Password change is complete.

If you have a problem with using the Meridian mail system, please contact 4555.