

Residence Hall Manual 2021-2022

Approved
July 2017



ARKANSAS STATE
UNIVERSITY
B E E B E
BEEBE • HEBER SPRINGS • LRAFB • SEARCY

EMERGENCY PHONE LIST

IN CASE OF FIRE

Fire Department:	501-228-5600
University Police Department:	501-882-8851
Beebe City Police Department:	501-882-3365

IN CASE OF MEDICAL EMERGENCY

University Police Department:	501-882-8851
Ambulance:	501-882-3365
White County Emergency:	911

OTHER IMPORTANT PHONE NUMBERS

University Police Dept.:	501-882-8851
Student Life Office:	501-882-4491
Horizon Hall Office:	501-882-8918
Legacy Hall Office:	501-882-8904
Student Success Center:	501-882-8906
Financial Aid Office:	501-882-8845
Learning Center:	501-882-8867
Cashier's Office:	501-882-8850
Horizon Duty Phone:	501-288-0004
Legacy Duty Phone:	501-858-9043

1.0 Residence Life Staff

Residence Hall Director—is a full-time, live-in professional staff member. S/ he is administratively responsible for a residential area that includes approximately 124 residents. S/he will have direct supervision over six Resident Assistants and up to eight Desk Assistants. S/he will provide services directly to students such as personal and disciplinary counseling and developmental, cultural, and educational programming. The Hall Director is involved in policy development and implementation for both University Housing and Student Life. S/he serves as the primary communication line between staff/administration and the residential population. S/he will manage low level judicial infractions in their respective hall. The Hall Director is responsible for implementing and supporting programming in a mixed student population community with multiple living-learning community themes.

Resident Assistants (RA)—are assigned to a specific floor and is responsible, with the other residence hall staff, for fostering a cooperative and considerate educational community environment which contributes to the academic/personal growth and success of each resident. RAs will help organize and plan various recreational, social and educational activities.

Desk Assistants—are student staff members who support the Residence Life staff with monitoring visitation, equipment checkout, programming, etc. Each hall will be staffed with a desk assistant during assigned times.

2.0 Housing Policies

2.1 Housing Application

All housing applications will be kept on file throughout the academic year.

2.2 Housing Agreement

The residence hall agreement which you signed is for the full 2021-2022 academic year (August 13, 2021-May 5, 2022). Any resident who terminates their lease, and officially withdraws from the College, before October 1st in fall semester, or March 1st in spring semester, will be responsible for fifty percent (50%) of room and board charges for that semester withdrawing. Any resident who terminates their lease and officially withdraws from the College, or after October 1st in fall semester, or March 1st in spring semester, will be responsible for full room and board charges for the current semester. Any resident wishing to terminate their lease agreement, must

submit an Agreement Release Request for approval by the Housing Special Circumstance Committee. Residents will not be released from the binding room and board agreement, or refunded any part of the room and board payment, except for the following reasons: (i) graduation, (ii) withdrawal from the College, (iii) demonstrated unanticipated financial hardship, (iv) documented medical problems, or (v) marriage. Residents approved to be released from the agreement, shall have housing charges reduced based on schedule outlined in section 6, Reduction of Room and Board Charges, of this agreement.

2.3 Room and Board Charges

It is the policy of the University that student's agreement for residence hall rooms on an academic year basis. Students will not be released from the binding room and board agreement, or refunded any part of the room and board payment, except for the following reasons: graduation or withdrawal from the university, unanticipated financial hardship, documented medical problems, marriage, student teaching or internship. To be released from financial obligation, the student must submit a Agreement Release Request which is available from the residence life staff. Room and board charges are stated in the current catalog and on the university website. These are subject to change. These charges must be paid in full by July 31, 2015 or payments can be made through the Automatic Payment plan found on the ASU Beebe website. Residence halls are closed during holidays observed by the University. Vacation periods are not included in room charges. See the schedule in the back of this manual for specific opening and closing dates.

2.4 Room Assignments

Every effort is made to honor room, roommate, and suitemate requests; however, the University makes these assignments. Students may change assignments, but only with advance approval of the Residence Hall Director. The University does not discriminate in assigning students to housing on the basis of race, religious affiliation, or national origin. The University reserves the right to reassign living assignments when deemed necessary. Rooms are assigned based on the housing application date with returning students receiving priority.

2.5 Room Inventory

A Room Condition Report (RCR) showing the status for the room, bathroom, and contents is completed when you check into the residence hall. Check the room carefully, as damages which occur during the year will be charged against your account. Notify the Residence Hall Staff of any discrepancy. In the absence of written proof of damage, the room will be judged in excellent condition at the time the student moves in.

2.6 Room Care and Inspection

Rooms and bathrooms are expected to be kept neat and orderly at all times. The University reserves the right to enter and inspect all rooms at any time. If upon inspection, your room needs cleaning, you will be asked to clean it in an allotted time. If not cleaned in the allotted time, custodial staff will clean the room and a charge will be added to your account. Rooms are expected to be reasonably clean for break periods. Room furnishings are expected to remain in their assigned room.

2.7 Keys & IDs

Two keys will be issued to you: a room key and an ASU-Beebe mail box key. The mail box key will be issued to you by the Residence Life Staff/University Police Department. The ASU-Beebe student ID will be used to access the front door, rear door and your floor. These items should be in your possession at all times. Charges will be charged to your account to replace them if lost. Individuals are not allowed to make copies of university issued keys/IDs. Persons found to have copied keys/IDs or losing multiple sets of keys will be subject to disciplinary sanctions.

2.8 Check Out Procedures

Follow these procedures when checking out of the residence hall:

- A. Remove all personal items (i.e. personal furniture, microwaves, posters, tape, etc.). There will be a charge for removal of belongings by the university.
- B. Sweep and mop floors.
- C. Return room furniture to original configuration.
- D. Clean the sink, closets, shelves, bathroom, etc.
- E. Arrange time for the Residence Hall staff to check your room.
- F. Complete forwarding address form.
- G. Complete exit survey (during the semester).
- H. Turn in residence hall and PO box keys to the Residence Hall Director and sign your RCR.
- I. RCRs will be turned into the Student Life office by the Hall Director. Improper check out will result in a \$50.00 charge.

Residents must check out within 24 hours of their last final exam unless special permission is granted by the Dean of Students.

2.9 Room Selection Process/Housing Termination Form

During the spring semester, students that intend on living in the residence halls the following year will take part in the Lottery Room Selection process. This gives you the opportunity to select the specific hall/room you would like to live in that next year. If you will not be living in the residence halls the next year, you will be required to fill out a housing termination form.

2.10 Residence Hall Closing

Residence halls will observe holidays as indicated by the University. Dining service is not available during holidays. Residents will not be allowed to stay in the halls during Fall/Christmas/Spring breaks due to University services (Residence Life staff, University Police, Dining Services, etc.) not being provided during those dates/times.

2.11 Entry/Exit

All entrances to the residence halls are locked at all times. Residents gain access to the residence hall using their student ID. At no time is propping doors allowed. Students discovered to have propped open doors will be subject to disciplinary sanctions. All entrances are under 24-hour video surveillance.

2.12 Missing Person Policy

In accordance with the Higher Education Reauthorization Act of 2008, all residents are asked to supply an emergency contact person at the time of check in that will be notified should a student be missing for 24 hours. Parents or guardians of students under the age of 18 will also be notified within 24 hours. In addition, the appropriate law enforcement agency will be notified when a student is determined missing for more than 24 hours.

3.0 Damages and Charges

3.1 Room Damages

Room damage charges will be assessed for damage to University property. Occupants are responsible for damage to their rooms. Damages in rooms will be assessed to an individual if possible. If this is not possible, both occupants of the room will be charged.

3.2 Common Area Damages

Damages to common areas (study rooms, stairwell lobbies, computer labs, etc.) may be assessed to all residents when the individuals responsible cannot be identified.

3.3 Key/ID Charges and Lockout Policy

Replacement charges for lost keys include:

Mailbox key \$15.00

Room key \$50.00

Student ID \$50.00

If for any reason a resident is locked out, the resident should follow these procedures:

1. Attempt to locate the roommate to gain entrance into the room.
2. If the roommate is not available, the RA on Duty should be contacted.
3. If the RA on Duty is unavailable, the resident should contact the Hall Director on Duty.
4. Any time a staff member unlocks a room, the occurrence will be documented and added to your housing file.
5. Each student gets three "free" lockout per semester. Any subsequent lockout after your first occurrence will result in a \$10 charge.
6. Lockout fines can be paid at the Cashier's office (State Hall)

3.4 Extra Charges

Extra charges are not limited to those listed here and may be assessed when found necessary. Examples of extra charges include excessive use of electricity by leaving lights or appliances on when absent from the room, excessive use of utilities due to extra appliances/equipment, cleaning charges, etc.

4.0 Guidelines, Policies & Procedures

The following section lists general policies and conduct expectations for residents living in the halls. The purpose of these policies is to provide a safe and healthy living and learning environment for all residents. It is understood that a regulation covering every possible conduct situation cannot be specifically stated. Residents are asked to use good judgment and not infringe upon the rights of others.

4.1 Housing Eligibility

A. Students enrolled as a full-time student (min. of 12 credit hours) of the ASU - Beebe system, including students enrolled in ASU-Jonesboro programs on the Beebe campus.

B. Housing payments must be kept current.

4.2 Study Rooms/Commons Areas

Study rooms and common areas are for residents and their guests. Guests are permitted during designated visitation hours. Common area furniture requires special care and is the responsibility of all residents of the hall. Residents are responsible for the actions of their guests. Excessive noise, disorder, and public indecency are not permitted. The staff has the right to ask any resident or guest to leave. Common area furniture should be used only as it has been designed and is not allowed to be taken into resident rooms.

4.3 Automobiles and Parking

ASU - Beebe has open parking, and students are welcome to use available spaces. Thirty-minute, short term parking spaces are available for your quick trips to offices.

4.4 Fire Equipment

Necessary equipment for fire safety has been placed in residence halls. Residents should familiarize themselves with the location of this equipment. It should not be tampered with or removed unless needed for a fire. Fire equipment and alarms are covered under state laws which will be enforced. Students caught pulling fire alarms may face felony charges. Areas are under 24-hour video surveillance. Fire sensors and sprinklers are installed in each room and are hard wired into the building. Tampering with these items will trigger an alarm. At no time are these items to be tampered with. Tampering with fire equipment will result in disciplinary action. Routine fire drills will be conducted no less than once per semester. Fire drill procedures will be discussed at required meetings. All residents must participate in fire drills and immediately exit the building. Students failing to evacuate a building during a fire/fire drill will be subject to disciplinary action.

4.5 Custodial Care

Custodians will clean and care for public areas such as study rooms, common areas, computer labs, and hallways. You are responsible for keeping your room and bathroom clean. A divided chore list for bathroom cleaning will be recommended during the required floor meetings. Please keep public areas tidy. The grounds around each residence hall are a part of the overall building area. Students are

asked to please remove all trash they are responsible for taking outside and keeping the outside areas neat and tidy.

4.6 Visitation

Visitation is a privilege that can facilitate personal and social development and enhance the quality of life on campus. However, some limitations are placed on visitation in order to protect the privacy rights of all students and to encourage an atmosphere appropriate for an academic community. The privilege of having guests hinges on the fulfillment of your responsibilities as a resident of your floor, hall, and the university community.

The following visitation policy must be observed:

1. Visitation in the residence halls will be voted on and will either be: by resident is permitted on Sunday-Thursday Noon to 11pm and Friday-Saturday Noon 2am. Or Sunday-Thursday Noon to Midnight and Friday-Saturday Noon Midnight. After visitation hours only visitation by corridor.
2. Each resident has a right to privacy that outweighs his/her roommate's visitation privilege. If the presence of a visitor is an inconvenience to a roommate, the visitor should leave. No one should abuse this right by making unreasonable demands. No Knocking on doors after visitation hours have ended.
3. Guests must enter and exit through the front lobby entrance and check in at the front desk.
6. The residents of either hall may further limit the above stated visitation hours or days by a 2/3 vote of the students living in the hall.
7. The Dean of Students may alter the visitation schedule, with prior notification, if special circumstances deem it necessary.
8. Participation in visitation involves the specific agreement that resident assistants or others representing the University may check rooms when guests are present.
9. Residents may have one guest. No more than four people may be in a room. The Hall Director may grant an exception to this policy for members of a student's immediate family. Parents must wait for residents in lobby.
10. Students violating the visitation policy or the right to privacy of others will be subject to disciplinary action and possible loss of privilege.

11. The only exception to the visitation boundaries established in this policy is during move-in or move-out when there is a need for help in moving heavy items. The Hall Director can then give permission for guests to be on the floors to help. This is temporary permission, and guests are required to leave after the move-in or move-out is made. Check with your Hall Director if you need help and want this special permission.

4.7 Overnight Guest

Residents are permitted one overnight room guest of the same sex and are responsible for their conduct. Overnight guests are permitted, if space is available, Friday and Saturday nights only. Guests must be registered with the Residence Hall Director no later than 8:00 p.m. on the evening the guest stays. Overnight guests must be at least 18 years old.

4.8 Study Hours

Study hours are set aside to provide for academic preparations and will be strictly observed. Study hours begin at 10:00 p.m. and continue to 8:00 a.m. Excessive noise, to be determined by the residence hall staff, is prohibited in and around the residence hall.

4.9 Residence Hall Hours

Residence hall entrances are locked 24 hours. Residents may enter or leave only through the entrance door for which they have access. Students are not to open doors which are locked for security purposes or fire emergency exit only. 4.10 Trash Removal All residents are expected to remove personal room trash and dispose of in the dumpster located at the end of the building. Room trash should not be placed in common areas. Students discovered to leave room trash in common areas will be referred for disciplinary action.

4.11 Social Media

Making abusive, harassing, or obscene comments online or on social networking websites is a violation of University rules and regulations. The Office of Residence Life and the University Police cooperate fully in enforcing the policies prohibiting the use of this type of behavior and speech. If you should receive annoying, harassing, or obscene messages, contact your RA or Hall Director. You may also contact the University Police if you are not able to immediately locate a residence hall staff member. Situations involving these types of messages will receive swift and appropriate action.

4.12 Cooking

Cooking in rooms is strictly prohibited for the following reasons:

- A. Fire regulations do not permit it.
- B. It can damage the floors and desks.
- C. There are no vents for odors.
- D. It creates a pest problem.

Residents are allowed to have a microwave (1,000 watts or less) and a refrigerator (3.3 cubic ft. or less).

4.13 Decorations

You are encouraged to decorate your room if you wish. You must abide by these rules/expectations:

- A. You cannot hang anything that would be visible from the outside on your window. You cannot hang anything on the blinds.
- B. Do not use nails, staples, stickers, sticky-tack or paint on painted surfaces. Use masking tape or scotch tape which will not take the paint off when removed. Use of command hooks is permitted. Residents may not paint their rooms.
- C. Do not remove furniture from public areas.
- D. For fire prevention, no large flags, sheets or similar draping may be used to separate room areas.

4.14 Loss or Theft

The University is not responsible for the loss or theft of any item. If an item has been stolen, it should be reported to the Residence Hall Director immediately. Residents should utilize the deadbolt locks on their doors when not occupying their rooms.

4.15 Room Check

A room check or inspection may be made by University staff in the performance of their official duties when deemed necessary (i.e. when an official believes a violation has occurred inside of the room).

4.16 Smoking/Tobacco Use

ASU-Beebe is a tobacco-free campus. This includes smokeless tobacco products. Smoking and use of tobacco products is prohibited inside campus buildings and on campus property.

4.17 Hygiene

Residents are expected to maintain high levels of hygiene both personally and within their living space. Failure to maintain an appropriate level of hygiene can result in referral for disciplinary action.

4.18 Use of Electrical Cords

- A. All extension cords must be U.L. approved.
- B. Use only two (2) appliances to one cord.
- C. Do not use multiple head plugs.
- D. Use only one extension cord for each outlet.
- E. Electrical appliances with heating coils should not be used with extension cords. Electrical heaters and electric blankets are not allowed.
- F. Power strips are strongly suggested for the protection of residents' electronic/electric equipment.

4.19 Room Furniture

Each resident room is furnished with room furniture. Single rooms are equipped with an adjustable full size bed, dresser, desk, side table and desk chair. Double rooms are equipped with two twin XL adjustable beds, two dressers, two desks and two side tables. Side tables have a safe for personal belongings.

4.20 The following are not permitted:

It is understood that a regulation concerning every possible act of misconduct cannot be specifically stated. However, residence hall students are expected to follow the Student Code of Conduct listed in the Student Handbook and in addition, the following are not permitted:

- A. Knowingly, recklessly or negligently obstructing any fire exit in a residence hall or at a residence hall-sponsored activity.
- B. Knowingly or recklessly using or possessing in a residence hall, or at any residence hall-sponsored activity, any object or substance designed to inflict a physical injury. Examples include: all firearms, pellet guns, ammunition, knives with blades longer than five inches, clubs and switchblade knives.
- C. Attempting suicide or repeatedly threatening suicide.
- D. Propping entrance doors.

E. Knowingly, recklessly, or negligently causing any object to be thrown or dropped from a residence hall.

F. Knowingly furnishing false information to Residence Life or to any staff member acting for Residence Life.

G. Knowingly or recklessly interfering with the normal operation of a residence hall including, but not limited to, visitation and study hour rules.

H. Knowingly or recklessly playing any audio device in a manner which unreasonably interferes with the ability of another resident to use and enjoy his/her assigned room or common area.

I. Possession, use and/or distribution of alcoholic beverages or alcohol paraphernalia, in any form, in or about the residence halls, including public intoxication. No water pong.

J. Use of tobacco products on/inside campus properties.

K. The use of knives in the common areas. If you use of a knife in a common area you will be removed from housing.

L. Disorderly conduct , such as but not limited to, lewd, indecent or obscene conduct or expression.

M. Use, manufacturing, distribution or possession of drugs, narcotics and/or chemicals without medical prescription.

N. Use of electronic media to threaten, harass, intimidate or agitate the community environment.

O. Gambling in the residence halls.

P. Use of candles, incense, fireworks or other potential fire hazards.

R. Possession of pets, except for fish in a maximum of 25 gallon tank. S. Laser light pointing devices.

T. Access to the roof.

U. Failure to comply with directions, verbal or written, of residence hall or university staff acting in the performance of their duties.

V. Cooking utensils and hot plates are prohibited in the Residence Halls.

4.21 Residence Hall Judicial Process

Residence Life judicial proceedings play a supportive role in the development of responsible student behavior. If the behavior of a student conflicts with established community standards, the judicial process seeks to increase the student's sensitivity to the personal and social consequences of his or her behavior. Policy violations originating in the residence halls that include, but are not limited to, most of the policies found in the Residence Hall Manual will be adjudicated through the residence hall judicial process.

The actions imposed in the conduct process may include conciliatory, educational, and disciplinary measures designed to contribute to the growth of the student and the welfare of the community. Because the primary goal of the judicial proceedings is educative, the hearings are non-adversarial, confidential, and not to be considered analogous to court proceedings. A formal process is considered necessary to ensure a well-functioning, equitable system which protects the rights of all concerned and is consistent with the judicial process. For a full explanation of student rights and obligations see the Student Handbook.

A. Charges

1. Any member of the Residence Hall community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the building Hall Director. The charges should contain the date, time, location, names of individuals involved, details of the incident, and the name of the person submitting the report. Any charge shall be submitted as soon as possible after the event takes place, preferably within five (5) working days.

2. The building Hall Director will conduct an investigation to determine if the charges have merit and/or if they can be disposed of by mutual consent of the parties. Charges shall be delivered to the accused student in written form by the Hall Director as part of the investigation so that the student may make a full and complete response to the charges. If the parties reach an agreeable solution, the matter will be deemed final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Hall Director will report the matter to the Dean of Student. The Dean of Students shall then review the matter to determine if a hearing is necessary.

3. A time shall be set for a hearing, not more than ten (10) school days after the Dean of Students has determined that the charges cannot be disposed of by mutual consent. Maximum time limits for scheduling hearings may be extended at the discretion of the Dean of Students.

B. Hearings

After reviewing all charges and evidence, the Dean of Students will determine the appropriate course of action.

1. Administrative Disciplinary Hearing

An Administrative Disciplinary Hearing for Residence Life matters shall be conducted by the Dean of Students or a Judicial Advisor appointed by the Vice Chancellor for Student Services. An Administrative Disciplinary Hearing shall be conducted when: a) suspension or expulsion from the university are not potential sanctions, or if b) the student admits responsibility for the violation and requests that the University take whatever action seems appropriate. Hearings shall be conducted according to established guidelines (see Article IV, section C).

2. Student Conduct Committee Hearing

The Student Conduct Committee shall be convened when suspension or expulsion from the University are potential sanctions. The committee shall consist of faculty members, staff members, and students appointed by the Chancellor of ASU Beebe or designee. At least three members of the Student Conduct Committee must be present at the hearing.

C. Hearing Guidelines

1. Hearings shall be conducted according to the following guidelines:

a. Hearings normally shall be conducted in private. At the request of either party, Hall Director or the Dean of Students, others may be authorized to attend the hearing.

b. In hearings involving more than one accused student, the Dean of Students at his/her discretion may permit the hearings concerning each student to be conducted separately.

c. The complainant and the accused have the right to be assisted by any advisor they choose at their own expense. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. The advisor may not be an attorney.

d. The complainant and the accused shall have the privilege of presenting witnesses, subject to the right of cross-examination by the parties. The Dean of Students may also question witnesses.

e. Pertinent records, exhibits and written statements may be presented as evidence for consideration.

f. All procedural questions are subject to the final decision of the Dean of Students.

g. After the hearing, the Dean of Students shall determine whether the student has violated any section of the Residence Life policy, or University Code of Conduct which the student is charged with violating.

h. If it is determined that the student is responsible for any violation of the Residence Life policy or University Code of Conduct, the Director of Student Life shall determine sanction(s) and notify the student in writing, and send a copy of the decision to the Vice Chancellor for Student Services.

i. The standard for disciplinary decision making shall be by a preponderance of the evidence.

2. Except in the case of a student charged with failing to obey the notice for a hearing, no student may be found to have violated Residence Life policy or the University Code of Conduct solely because the student failed to appear. In all cases, the evidence in support of the charges shall be presented and considered.

D. Disciplinary Sanctions

1. Residence Life Judicial Process sanctions include:

a. EDUCATIONAL SANCTIONS – Papers, counseling, behavioral contracts, alcohol/drug evaluations, tasks, or series of tasks that are educational in nature and/or serve to benefit the group or community at large.

b. Reprimand – (a) Oral reprimand – An oral disapproval issued to the student by a person designated in the decision; (b) Written reprimand – A written statement of disapproval prepared by a designated person and delivered to the student.

c. Restriction/loss of privileges – the withdrawal of specified privileges for a specified period of time. Privileges can include (a) coeducational visitation privileges in residence halls; (b) removal from a particular room, floor, or residence hall; (c) or as appropriate to the violation.

d. University service – Completion of a specified number of hours of University service under supervision of university personnel designated in writing.

e. Restitution – Compensation for loss or damage incurred to the University or a member/guest of the University community.

f. RESIDENCE HALL PROBATION (with or without sanctions) – Notice that further Breach of Residence Life policy, as specified, may result in more stringent disciplinary action, including removal from housing, as may be consistent with the offense committed. The period of probation shall be specified in the decision.

g. EXPULSION—Permanent severance of the student's relationship with Arkansas State University-Beebe.

h. Housing Penalties – (a) expulsion from University housing; (b) suspension from housing; (c) housing relocation; (d) residence hall restrictions; (e) other sanctions as warranted by the evidence.

2. More than one of the sanctions listed above may be imposed for any single violation. E. Interim Suspension In certain circumstances, the Vice Chancellor for Student Services, or a designee, may impose a University or Residence Hall suspension prior to the hearing before a judicial body. 1. Interim suspension may be imposed when the student poses a definite threat: a. To the safety and well-being of members of the University community or University property; b. To the student's own physical or emotional safety and well-being; or c. Disruption of or interference with the normal operations of the Residence Halls. 2. During the interim suspension, students shall be denied access to the Residence Halls and possibly all other University activities or privileges for which the student might otherwise be eligible, as deemed appropriate.

F. Appeals

1. A decision reached by the Dean of Students or Judicial Advisor in an Administrative Hearing may be appealed by the accused student(s) or complainant(s) to the Vice Chancellor for Student Services within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice Chancellor for Student Services.

2. The Vice Chancellor for Student Services, or a designee, shall hold appellate jurisdiction of Residence Life policies.

3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:

a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that Residence Life policy or University Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal to those allegations.

b. To determine whether the decision reached was supported by substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Residence Life policy or University Code of Conduct occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of Residence Life policy or University Code of Conduct, which the student was found to have committed.

d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing when such evidence and/or facts were not known to the person appealing at the time of the original hearing.

4. Review of the sanction by the Vice Chancellor for Student Services, or a designee, may not result in more severe sanction(s) for the accused student.

5. The Vice Chancellor for Student Services, or a designee, has three days to reach a decision on the matter and notify the student in writing of any discipline imposed. The decision of the Vice Chancellor for Student Services, or a designee, shall be final.

G. Student Complaints/Grievance Procedures

Informal/formal guidelines have been established for students who feels that an error has been made, or that University personnel has not acted fairly or properly. These procedures are listed in the Student Handbook (p. 41).

5.0 General Campus Guidelines

General campus information and policies are listed in the Student Planner and Handbook provided during check-in. Read it carefully. Having the right information at the right time could prove invaluable to you.

The University reserves the right to alter, modify, suspend or add rules, regulations and policies as deemed necessary. The Master Student Handbook is on file in the Vice Chancellor for Student Services office. Changes will be posted on the ASU-Beebe website.

6.0 University Sanctions

Violations of university policies and all other rules and guidelines can result in sanctions being imposed against the offender(s). The Student Handbook deals with "Breaches of Conduct" and the possible disciplinary action which could result. Residents should familiarize themselves with these sections.

7.0 Services

7.1 Food Service

The University Café is located in the Student Center. Dining facilities are available for residents, commuting students, faculty/staff, and members of the community. In

addition to the University Café, vending service is offered at various locations on campus.

Resident students must present their ASU-Beebe ID to utilize the meal plan. Residence hall accommodations are operated on a room and board plan; that is all students living in the residence hall system must pay for the two services. Residents with special diet concerns should consult with the Dining Services Manager. The University Café is open during the regular session of classes and serves three meals per day, Monday through Friday. Weekends and vacation periods are not included in room and board charges. Room and board charges are stated on the university website.

Serving hours are provided to each resident upon check-in. Please consult the Student Life Office if you have a class schedule conflict with the serving hours. Carry out meals are available when class conflicts occur. Carry out meals must be approved by the Dean of Students. Residents are not allowed to share food or take meals from the dining area unless approved by the Dean of Students. The Dining Services Manager and staff are responsible for supervising and enforcing student conduct rules in the University Café. They may take immediate action and report misconduct to the Dean of Students for disciplinary action.

7.2 Emergency Phones

There are emergency phones located on each floor in the landing area. These phones are for emergency use only.

7.3 Laundry Room

Each residence hall has a laundry facility on the first floor. The cost of laundry services is included in the room and board fees assessed to the resident student account.

Residents can access information online at www.laundryalert.com and view the machines that are available and can receive a text message when the laundry cycle is complete.

Residents should only use the laundry services for personal laundry. Abuse of the laundry services could result in additional fees to a resident or increased fees to all residents.

7.5 Postal Service

Key-locked mail boxes and a letter drop are located in State Hall to provide postal service for resident students. Keys are issued by the University Police Department when students move into the residence halls.

Your mailing address is:

[Your Name]
ASUB Box [your box number]
P.O. Box 1000
Beebe, AR 72012

Pizza Delivery address is:

Horizon Hall – 1001 W. Mississippi Street
Legacy Hall – 705 N Orange Street

Outgoing mail should be deposited by 3:00 p.m., Monday-Friday. Students moving from the residence halls will have mail forwarded to their home address for a maximum of 3 months. After 3 months, any incoming mail will be marked return to sender.

7.6 Computer Internet Access

Internet connection is provided in each room through a high speed cable modem. Students can access the internet using an Ethernet cable (not provided) for direct connection to the internet port, or can furnish a wireless router (not provided) for personal use of the internet connection. Students choosing to use a wireless router are encouraged to set up a password for better protection.

All students should have virus protection on their computer. ASU-Beebe Computer Services only provides service to university owned computers. Students are not allowed to illegally download information. Students found to have illegally downloaded information will be subject to university disciplinary procedures.

Several computers with internet connection and printers are available in the computer lab. The computer lab policy is included in this manual. Hours are determined by each Hall Director.

Students are expected to abide by the Appropriate Use of Information and Technology Resources Policy which is available on the ASU-Beebe website. Included in this policy is information concerning illegal downloads, excessive use and inappropriate behavior. Students found in breach of this policy will be referred for disciplinary action.

7.7 Maintenance

If anything in your room is in need of repair, please report it in writing to the Hall Director using a maintenance request form. The maintenance request forms are available at the front desk or from the Resident Assistant.

7.8 Health Services

Illness or injury should be reported to the Hall Director immediately. The University does not maintain a health clinic. Each student should have an emergency information card on file with the Hall Director. Returning students should update their card. In the event of illness, accident or injury, the University assumes no liability either expressed or implied. A low cost voluntary student group insurance plan is available. See the Vice Chancellor for Student Services for information and an application.

8.0 Programming

Regularly scheduled programs will be presented on timely topics and issues. Residents are encouraged to take advantage of these programs offered on campus. Suggested topics for programs of interest are welcome.

9.0 Residence Hall Council

The Residence Hall Council is an organization which promotes leadership skills and a sense of community within the residence halls. Membership is open to all residents who live on campus and students are encouraged to participate as members and/or officers. Copies of the Constitution are available from the Residence Hall Council advisor(s).

10.0 Computer Room Policy

1. For residence hall student use only.
2. Class-related assignments and research will take priority over games, social networking and other activities of a recreational nature.
3. Use of non-authorized monitoring software and malicious scripts intended to impede or deny service is prohibited. Hacking of user accounts, including passwords or another person's e-mail is not allowed.
4. No food or drink in the computer lab areas.
5. Pornographic web-sites are prohibited.
6. Any malfunctioning equipment or other problems must be reported immediately using a Maintenance Request Form.
7. Do a complete shut down (close all programs/windows and select Shut Down from the Start Menu) before turning off the power to the computer.
8. Clean your area.

9. Loss of privilege will result from disregard of these rules. If you have any questions, please ask your Hall Director.

**ARKANSAS STATE UNIVERSITY - BEEBE
RESIDENCE HALL LEASE AGREEMENT
LEASE TERMS AND CONDITIONS**

1. ELIGIBILITY. a) In order to qualify to live in on-campus college housing, a student must be enrolled in a minimum of nine (9) hours per fall and spring semester for academic year leases and three (3) hours in either summer term for summer lease; be of at least eighteen (18) years of age; and have an active paid a \$150.00 non-refundable housing application fee.

b) Students who do not meet the above requirements must submit a Housing Requirement Exemption Form to be approved by the Vice-Chancellor of Student Services on a case-by-case basis depending on the individual circumstances and availability of housing space, before being assigned a room.

b) The College reserves the right not to lease with students who have violated the terms and conditions of its lease agreements or College rules or regulations, or who have a past-due balance with the College.

2. LEASE TERM DATES. a) An academic year lease is an agreement of terms of housing for a lease period beginning the Sunday before the first day of classes of the fall semester of an academic year concluding the last day of official College finals exams of the spring semester of the same academic year; except during pre-established holidays, between semester breaks, or when the College is officially closed for all operations. Exacted dates are available at: <http://www.asub.edu/student-life/residence-life/>.

b) A summer lease is an agreement of terms of housing for a lease period beginning the first non-holiday before the first day of classes of either summer I or II semesters concluding the day of official College finals exams of the summer II semester of the same calendar year; except during pre-established holidays, between semester breaks, or when the College is officially closed for all operations.

3. PAYMENT. a) Students are required to have their student account either paid in-full or have arrangements finalized with the Cashier's Office, before moving into campus housing.

b) If a payment plan is established with the Cashier's Office, the College reserves the right to reassign a resident or cancel this lease agreement if payments are not received by the dates agreed to in the payment plan, or if payment is returned due to insufficient funds.

c) Failure to pay does not constitute a cancellation of lease agreement by the resident. Residents are required to complete the procedures outlined in section 4, Termination of Agreement, and section 5, Occupancy, in order to properly terminate this lease agreement.

4. TERMINATION OF AGREEMENT BY COLLEGE. The College may terminate this agreement for (i) failure to meet financial obligations to the College; (ii) conduct on the part of the residence that violated the provisions of the lease agreement; and/or (iii) as part of a disciplinary action associated with the College or legal action associated with a city, state, or federal law.

5. TERMINATION OF AGREEMENT BY RESIDENT. a) Any resident wishing to terminate their lease agreement, must submit an Agreement Release Request for approval by the Housing Special Circumstance Committee. Residents will not be released from the binding room and board agreement, or refunded any part of the room and board payment, except for the following reasons: (i) graduation, (ii) withdrawal from the College, (iii) demonstrated unanticipated financial hardship, (iv) documented medical problems, or (v) marriage. Residents approved to be released from the agreement, shall have housing charges reduced based on schedule outlined in section 6, Reduction of Room and Board Charges, of this agreement.

6. REDUCTION OF ROOM AND BOARD CHARGES. a) Any resident who terminates their lease, and officially withdraws from the College, before October 1st in fall semester, or March 1st in spring semester, will be responsible for fifty percent (50%) of room and board charges for that semester withdrawing.

b) Any resident who terminates their lease and officially withdraws from the College, or after October 1st in fall semester, or March 1st in spring semester, will be responsible for full room and board charges for the current semester.

c) Any resident that withdraws from the College must vacate the residence hall within twenty-four (24) hours of the official withdrawal.

d) Room assignments will be held until 5:00 p.m. on the first day of classes of the semester of the fall semester for academic year leases, and 5:00 p.m. on the first day of classes of the semester for spring or summer only leases. Any resident who is pre-registered for housing and does not check into the residence halls by this deadline will be considered a "No Show" and will lose their room assignments and housing application.

e) Any resident who intends to terminate their lease agreement at the end of the fall semester must notify the Office of Student Life in writing by December 1. Notice must be

given approval prior to when the residence halls close for the fall semester, otherwise, the resident will be assessed and responsible for room and board charges for the spring semester.

8. OCCUPANCY. Failure to occupy an assigned space does not constitute a release from the lease agreement. All residents must officially check-out of the residence halls consisting of signing the appropriate inventory and checkout forms, removing all personal belongings, cleaning the room, returning the key(s), and meeting with Residence Hall Coordinator, or designee, to complete exit paperwork.

9. HOUSING ASSIGNMENTS. a) Housing assignments shall be made based on the following priority factors: (first) scholarships, (second) enrolled in an academic program with residency requirement, (third) cumulative GPA, (fourth) cumulative credit hours, (fifth) full time enrollment, (sixth) date of paid housing application fee, and finally other various values set by the College.

b) Single rooms may be made available to residents upon request. Upon being placed on a single room waiting list, single room assignments shall be made based on the same priority factors as general assignments referenced above.

c) The College reserves the right to make all assignments and to make any assignment changes necessary, if needed, due to roommate conflicts, personal issues, disciplinary problems, and/or any other reason deemed necessary by the Office of Student Life.

10. ROOM CONSOLIDATION. Double rooms are to be occupied by two residents. In case an occupant does not claim their assigned double room space or moves, the resident who remains agrees to accept another roommate, move to a another double room space, or pay the difference in housing rates in order to retain the double room as a single in a process referred to as consolidation. In the case more than one resident must move to another double room space, the resident with the most recent housing application date will be required to move.

11. MEAL PLAN/ BOARD. All residents must purchase meal plan through the College's food service provider. Upon either activating the meal plan, first utilization, or moving into the residence halls, the students accepts full financial responsibility for semester's meal plan.

12. LAUNDRY SERVICES. All residents must pay a \$25.00 non-refundable laundry fee each semester to support the residence halls unlimited cycle laundry facilities. Upon moving into the residence halls, the resident accepts full financial responsibility for the semester's laundry fee. Only residents with current lease agreements may utilize the residence halls laundry facilities.

13. **LIABILITY.** The College does not assume any legal obligation to pay for the loss or damage to the resident's personal property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the lease agreement. Residents are encouraged to carry appropriate renters and other types of insurance to cover such losses.

14. **REPAIRS, MALFUNCTIONS AND MAINTENANCE.** a) The resident is responsible for the accommodations assigned and shall reimburse the College for all damages within or to said accommodations. Charges for damages and/or necessary cleaning will be assessed to the resident(s) by the College and must be paid promptly. Failure to pay will result in a hold on resident's registration, graduation, and/or transcript.

b) Any and all malfunctions and/or damage to College property should be reported immediately to the Residence Hall Coordinator, or designee, for timely repairs. The College may temporarily turn off equipment and interrupt utilities to avoid property damage or to perform work requiring such interruption.

15. **ALTERATIONS.** No alterations or repairs may be made to the assigned room, its furnishings or equipment without express written consent of the Office of Student Life. Stacking of furniture not specifically designed to be stacked is prohibited.

16. **NON-TRANSFERABLE LEASE.** This lease agreement may not be transferred to another student and/or person.

17. **INSPECTIONS OF ROOMS.** The College shall have the right to enter any of its leased residential spaces for inspection at reasonable hours whenever necessary to make repairs, alternations, safety/health inspections, pest control, etc. All rooms will be periodically inspected for health/safety violations. If violations are found, the resident(s) will have sufficient time to correct the violation. If the violation is not corrected, the student will be billed for the violation and it will be corrected by College staff. Continued violations may result in judicial action and could also result in termination of lease any the College.

18. **ABANDONED PROPERTY.** Any personal property (including but not limited to: bicycles, refrigerators, clothes, and televisions) left or abandoned by a resident or their guest, unless claimed within 30 days, shall be deemed the property of the College. The College may use, dispose of or sell the personal property after no claim has been made for it within 30 days. The resident agrees to absolve and hold the College harmless for any damage to or claim for the abandoned property due to the damage, destruction, disposal or sale of such personal property.

I have read and understand the conditions of this lease agreement. I acknowledge I have received notification that the ASU-Beebe Student Handbook which contains information concerning judicial rights, student code of conduct, and residence hall policies is available

online (www.asub.edu). I further acknowledge I have been advised to periodically review the Student Handbook for updates and revision. My signature below affirms my agreement to abide by all College, student discipline and housing policies.

I hereby enter this agreement to accept housing from ASU-Beebe and assume responsibility for full payment thereof at the rates and time designated by the College.