



Tufts
UNIVERSITY

CLASS OF 2018 ■ GUIDE TO ON-CAMPUS LIVING

HABITATS



WELCOME TO TUFTS



RESIDENTS' BILL OF RIGHTS

All residential students of Tufts University have the following rights:

- > The right to study in your room.
- > The right to sleep without undue disturbances from noise, guests, roommate(s), etc.
- > The right to expect that your roommate(s) will respect your personal belongings and honor any agreements you have made regarding their use.
- > The right to live in a safe, clean, and drug-free environment.
- > The right to free access to your room without pressure from your roommate(s).
- > The right to personal privacy.
- > The right to be free from fear of intimidation, physical and emotional harm.
- > The right to host guests within the context of the guest policy.
- > The right to expect reasonable cooperation in the use of shared items in the room, such as the TV, refrigerator, etc.
- > The right to assistance in resolving issues or concerns you may have by consulting members of the Residential Life Staff.

COVER PHOTOGRAPH BY KEIKO ZOLL



IMPORTANT DATES TO REMEMBER

September 2014–May 2015

Wednesday, 8/27/14	Class of 2018 Move-In
Friday, 8/29/14–8/31/14	Class of 2015, 2016, 2017 Move-In
Tuesday, 9/2/14	Classes Begin for Fall Semester
November 2014	Release Lottery Numbers to Class of 2018
November 26–28, 2014	Thanksgiving Break (Residence Halls Remain Open)
Friday, 12/19/14	Residence Halls Close at 12:00 P.M.
Monday, 1/12/15	Residence Halls Re-Open
Wednesday, 1/14/15	Classes Begin for Spring Semester
March 16–20, 2015	Spring Break (Residence Halls Remain Open)
Saturday, 5/9/15	Residence Halls Close at 12:00 P.M. for Non-Graduating Students
Sunday, 5/17/15	Commencement Day
Monday, 5/18/15	Residence Halls Close at 12:00 P.M. for Graduating Seniors



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GREETINGS FROM THE DIRECTOR

Welcome to Tufts University and Residential Life and Learning—
your new *home away from home!*

The central staff in the Residential Life and Learning office along with the live-in residential staff works hard to create a community that provides a positive experience for each student. We want your hall and individual room to become your home away from home; an experience you can look back on and realize how much you have learned. The residence halls should provide an inclusive community, filled with friendship, growth, learning outside the classroom, leadership opportunities, and enjoyment.

Our staff is here to assist you—and we are excited to have you “live with us” and be a part of our residential community—“Choosing Your Own Adventure!”

Have a fantastic year!

Sincerely,

Yolanda M. King

Director of Residential Life and Learning

WHAT IS *HABITATS*?

This publication contains important information regarding residential living on campus, including a description of the resources that are available to you. In this handbook you will also find information on community standards, policies and the residential judicial process. By reading *Habitats*, you will become familiar with what is expected from on-campus residents at Tufts University.

The University and the Office of Residential Life and Learning (ORLL) reserve the right to make changes to this handbook without notice. These changes could include residence hall requirements, policies, regulations, or other information contained in this guide. Please check the ORLL website regularly for updates, since the version of *Habitats* on the website supercedes the information contained in the 2014–2015 edition: <http://ase.tufts.edu/reslife/>.

Habitats applies to all students, including graduate students, residing in university housing (both staffed and un-staffed residences), as well as their guests. *Habitats* also applies to all students residing in fraternities and sororities.

Along with *Habitats*, all students are encouraged to read the policies section of the Student Affairs website at: <http://uss.tufts.edu/studentaffairs>. It contains all university information and policies that pertain to all Tufts students. Students living on campus should be familiar with the resources and policies stated in both *Habitats* and on the Student Affairs website.

OFFICE OF RESIDENTIAL LIFE AND LEARNING (ORLL)

The ORLL is located on the first floor of South Hall. It is open Monday through Thursday from 9 A.M.–8 P.M. and Friday from 9 A.M.–5 P.M. Always feel free to stop by or contact us by phone at 617-627-3248, by fax at 617-627-3929, or by email at reslife@tufts.edu if you have any questions or concerns.

The Residential Life and Learning staff is comprised of dedicated professionals who are committed to the safety, success, and overall well-being of the students at Tufts University. Here is a listing of the department staff:

YOLANDA KING, Director of Residential Life and Learning
yolanda.king@tufts.edu

JEROME HOLLAND, JR., Associate Director of Residential Life and Learning
jerome.holland_jr@tufts.edu

CARRIE ALES-RICH, Assistant Director for Community and Judicial Affairs
carrie.ales@tufts.edu

ELIZABETH HARTFORD, Programming Coordinator of Residential Life
elizabeth.hartford@tufts.edu

HEATHER TUCKER, Administrative Assistant
heather.tucker@tufts.edu

DOTTY PAYZANT, Staff Assistant
dotty.payzant@tufts.edu

Area Residence Directors:

Tanya Mascary – Area 1

This area includes: Hill Hall, West Hall, Houston Hall, and Miller Hall. Tanya's office is located on the entry level floor of Hill Hall.

Christopher Muchata – Area 2

This area includes: Carmichael Hall, Wilson House, Wren Hall, Carpenter House, Metcalf Hall, and Richardson House. Christopher's office is located on the first floor of Miller Hall.

Ana Ibanez – Area 3

This area includes: Bush Hall, Hodgdon Hall, Haskell Hall, and Tilton Hall. Ana's office is located on the entry level floor of Haskell Hall.

John McGlynn – Area 4

This area includes: Lewis Hall and South Hall. John's office is located on the first floor of South Hall.

OFF-CAMPUS HOUSING WEBSITE

<http://ase.tufts.edu/och>

The primary goal of the off-campus housing website is to provide students with the necessary resources and information to find a suitable off-campus residence. The website also educates students on how to negotiate lease contracts as well as the rights and responsibilities of both tenants and landlords. To view a comprehensive list of available off-campus apartments, visit www.jumpoffcampus.com.

THE OFFICE OF RESIDENTIAL FACILITIES

520 Boston Avenue, 617-627-3992

Residential Facilities supports the Facilities Department in the upkeep and overall management of the residential buildings. The office is directly responsible for building access issues, keys, furniture, appliances and custodial service. Residential Facilities also acts as an advocate for all residential students in dealing with issues including lack of heat and hot water, extermination and other maintenance issues. The office is open Monday through Friday from 9 A.M. to 5 P.M., but emergency response for problems with the residence halls is always available through the Tufts Police at 617-627-3030. **During residency, all access and key/lock issues should be reported directly to Residential Facilities via phone. All other requests may be phoned in to Work Control at 617-627-3496 or via the online Work Request System at: <https://fsrequest.tufts.edu/webmaint/>.**

ON-CAMPUS RESIDENCE HALLS

The ORLL assigns approximately 3,400 students to 38 residences on the Medford/Somerville campus. Campus residences are divided into three categories: traditional residence halls, apartments/suite-style halls, and small group houses. All registered first year and sophomore full-time undergraduate students are required to live on-campus, except those who are commuting from their family home. Juniors and seniors are eligible to live on campus but their housing is not guaranteed. First-year graduate students may also apply to live in campus housing however space is very limited and is generally limited to new graduate students as transitional housing for their first year at the university. (For more information on Graduate Housing, contact the ORLL.)

The various residence halls accommodate from 40 to 378 students and the average occupancy is between 150–225 students. The large residence halls are either corridor or suite-style and all halls are mixed-gender with the exception of Richardson House which is all-female. The residential campus is divided into two large clusters of halls commonly known as “uphill” and “downhill.” We have also clustered the staffed residence halls into “areas.” Here is a breakdown of the staffed areas as well as where the un-staffed halls are located:

Area 1 (staffed): Hill Hall, West Hall, Houston Hall, and Miller Hall

Area 2 (staffed): Carmichael Hall, Wilson House, Wren Hall, Carpenter House, Metcalf Hall, and Richardson House

Area 3 (staffed): Bush Hall, Hodgdon Hall, Haskell Hall, and Tilton Hall

Area 4 (staffed): Lewis Hall and South Hall

Uphill Un-staffed Residence Halls: Hillside Apartments, 9-11 Sunset Rd., and 10 Winthrop St.

Downhill Un-staffed Residence Halls: Stratton Hall, Latin Way, and Sophia Gordon Hall

Graduate Student Residence Halls: Fairmont House, McCollester House, and Tousey House

Students may also become familiar with the campus by visiting <http://ase.tufts.edu/asmmap>.

SPECIAL LIVING OPTIONS

Students can elect to reside in Special Living Options, which are comprised of apartments and small houses developed around a common theme.

On-Campus Apartments – These are primarily located in Latin Way, Hillside, and Sophia Gordon Hall. Continuing undergraduates apply to select apartments prior to the general housing lottery. Apartments offer students a more autonomous living experience where they hold greater responsibilities ranging from basic tasks like cooking and cleaning to complicated matters such as establishing relationships with apartment mates, self-governance and community building. Even though many of the special living options are un-staffed, students who may find themselves in difficulty with an aspect of their living environment may contact the Assistant Director of Community and Judicial Affairs in the ORLL office for assistance.

Special Interest Housing – Special Interest Group Housing offers undergraduates a chance to live with students who share cultural, academic or co-curricular interests. There are 16 small group units, each offering an assortment of activities and programs for residents. The following is a list of the Special Interest Group houses on campus:

Uphill: 160s Hillside Apartments (Rainbow House-LGBT) and 176 Curtis St. (Muslim Culture)

Downhill: Anthony House (Crafts), Bartol House (Arts), Capen House (Africana), Chandler House (Spanish Language), Davies House (International Culture), 12 Dearborn Rd. (Japanese Language), Hall House (Jewish Culture), Latin Way A220s (Chinese House), Latin Way D250s (Green House), Milne House (Latino Culture), Schmalz House (French Language), Start House (Asian American Culture), Wyeth House (German Language), and 101 Talbot Ave. (Russian/Slavic Culture)

Students interested in living in one of the small house units should stop by the unit and speak with the members or contact the ORLL for more information.

First-Year Option – Hill, Haskell, Houston, and Tilton Halls house students interested in living exclusively with others in the entering class. The residential staffs of the four residence halls work specifically with their residents in creating opportunities to get to know other first years and to discuss issues of interest, both academic and social. They also house academic tutors to assist with academic questions and programs. Two Scholars-in-Residence reside in first year halls—one in Tilton Hall and one in Houston Hall. The Scholars-in-Residence coordinate regular discussions that feature other Tufts Scholars and mentor students about their course selection, acclimatization to college life, and overall well-being at Tufts.

Bridge Program/Metcalf Living and Learning Community – Metcalf Hall houses a Scholar-in-Residence who works with students interested in current affairs in politics, education and ethics. This program continually attracts students who are looking for dialogue and increased faculty interaction within the building. Residents of this area will have regular opportunities to engage Tufts’ faculty and each other in a casual yet intellectual atmosphere.

Healthy Living Option – Students who wish to live in the designated Healthy Living areas will experience a living environment that provides students with the opportunity to live in a community that supports wellness through self-awareness and personal responsibility. Another prominent aspect of Healthy Living is that of “no tolerance” for alcohol (regardless of age) and/or illegal drug use.

Please note: Any student who is concerned about living on campus because of their sexual orientation or gender identity should consult either the Director of the LGBT Center or the Director of Residential Life and Learning.

ROOM ASSIGNMENTS AND RESIDENCY POLICIES

Residency Requirement – Entering first year students and sophomores are required to live on campus unless commuting from home. Commuting from home is defined as living with one’s parents(s), legal guardian(s), or an adult relative who is at least 25 years of age. A first-year student or sophomore wishing to change their housing status to “commuter” requires a letter of verification and a meeting between the parent, guardian or adult relative and the Director of Residential Life and Learning. *Note: Students granted permission to live off campus during their first two years will not be able to bring a first- or second-year Tufts student with them as a roommate.*

Sophomore members of a fraternity or sorority may live in their designated house, which fulfills the campus residency requirement. However, students wishing to live in a particular fraternity or sorority house **MUST** inform the ORLL by submitting the “Intent to Reside in Fraternity/Sorority Housing” form. This form may be obtained in the ORLL.

Please Note: All first-year students are required to reside in staffed residence halls **ONLY**. First-year students may not reside in un-staffed buildings including Latin Way, Hillside, Sophia Gordon Hall, Stratton Hall, small wood-frame houses, special themed houses and fraternity and sorority houses.

For more detailed information regarding residency requirements, consult the Housing Agreement, the ORLL website or a member of the ORLL staff.

Undergraduate Housing Agreement – Living in campus housing requires that each student sign the **Housing Agreement** which confirms residency dates and housing costs for the academic year. This agreement is in effect throughout the entire residency period. Student signatures are binding even if the resident is less than 18 years of age. The Housing Agreement contains cancellation policies in detail, including leave and study abroad policies along with a refund schedule. Students may obtain a copy of this agreement in the ORLL. Since housing is assigned for a full academic year, students who cancel their housing will be refunded their housing charges minus the \$750.00 housing commitment fee, which applies each semester. The only regular exceptions to this year-long requirement are for those who graduate mid-year or enroll in a study abroad program. Please note that the charge for living in the residence halls is the same in all buildings, and that single occupancy rooms cost \$500.00 more per year than multiple occupancy rooms.

How Housing Is Assigned – Entering students are assigned housing by a computer generated process that pairs students with similar lifestyle questionnaire responses. This works well if students have answered the questions honestly. Upper-class students choose roommates or select single rooms. All first year students receive lottery numbers by the end of their first semester at Tufts which provides their lottery number for all remaining years.

In response to strong student desire, all eligible students will be able to participate in the housing selection process using an online program. Even though the housing selection process is online, the ORLL will issue the Housing Lottery Booklet to students either at the end of the fall semester or the beginning of the spring semester. This booklet will provide information on how to navigate through selecting a room on-campus. In addition, the ORLL will hold informational sessions for first year students in order to educate them on how to navigate the housing selection process. For more information about the housing lottery and room selection, go to <http://ase.tufts.edu/reslife>.

Room Changes – If a student would like to request a room change, they should contact ORLL in person or via email at reslife@tufts.edu. The ORLL will work with that student based on space availability. If a room change is not possible at that time, the ORLL will provide a list of other options available. If the student's request to change rooms is granted, the student must complete the **Housing Update Form** in the ORLL and follow the room change procedure.

Unauthorized room changes or failure to comply with the above stated process is considered a violation of residential community standards. Those found in violation may lose 50 points (each time a violation occurs) from their lottery number for the next on-campus housing selection process.

Vacancies and Room Consolidation – The ORLL strives for full occupancy in our residence halls. However, if a vacancy occurs in a multiple occupancy room, the remaining student(s) will have the following options:

1. When the vacancy occurs, you will have 72 business hours to pull in a new roommate who is already assigned a space in on-campus housing.
2. You may receive a new roommate assigned by ORLL from the waitlist or who is an incoming transfer student.
3. For those who fail to pull in another roommate in the allotted 72 business hours, the ORLL can/will consolidate students who have vacancies in their rooms and reside in the same building. This can occur during the semester, winter recess or summer months.
4. Students who reside in a multiple occupancy room and their roommate leaves during the semester will have 72 hours to pull in another roommate or may receive a new roommate at any time during the semester/year. The ORLL will post all available vacancies at the front desk for students who are looking to move. The student will be able to move without receiving permission from the current occupant of the room. As a courtesy, the ORLL may contact the student in advance if we have appropriate time.

Discouraging potential room/suite mates from moving into the vacant space or interfering with the housing placement process in any way is considered a violation of residential community standards. Any student who visits a potential new room assignment is expected to be welcomed by the current resident without any suggestion that the space is not available. Any student found responsible for this type of behavior will be required to meet with the Assistant Director of Community and Judicial Affairs. A 50-point deduction from their lottery number will be imposed for the next on-campus housing selection processes.

Unauthorized Residents – In the event a space in a multiple occupancy room becomes available, the remaining resident may not allow another person (Tufts or non-Tufts-affiliated) to reside in the space. For the well-being of all on-campus students the ORLL must have accurate information of housing occupancy at all times and all viable open spaces must be accounted for. **Students who are found in violation may be subject to residential judicial consequences.**

Entering Student Rooms – A student room is considered to be a private space. However, it is stated in the **Housing Agreement** that officials of the university may enter your room at any time when an emergency exists, when a student or staff member has requested service, or with a 24-hour notice via email or posting. University officials conduct periodic inspections of the residence halls, including student rooms. Students are informed of the dates and times of these inspections via email, postings in the residence halls, or by the in-hall residential staff.

Medical Housing Accommodations Request Process – Undergraduates with a documented temporary or permanent medical disability or medical condition requiring accommodation may request housing accommodations to meet their needs. The Student Accessibility Services office in conjunction with other offices (e.g., Health Services) will assess the nature of the request and its impact on the student’s housing. The request and all pertinent details will be presented to the University’s Health Accommodation and Medical Leave Committee. **The Committee will recommend appropriate housing accommodations.** Accommodations are granted only when the following conditions are met:

- The student provides detailed documentation by a qualified clinician, indicating a disability or illness requiring accommodation. (Documentation from physician parents will not be accepted.)
- Based on a review of the documentation and additional information presented by the student, the student is deemed eligible to receive accommodations due to a disability.
- The proposed accommodations are necessary and reasonable. Possible accommodations might include a special room assignment (e.g., first floor assignment or in a hall with elevator access), permission to have an air conditioner installed by Residential Facilities, or in extremely rare cases, a single room. On-campus housing is limited and for this reason, a single room assignment is only granted to students for whom no other accommodation is deemed reasonable and only when available. A medical condition alone does not qualify a student for a single room assignment.

A student seeking special housing accommodations for a medical reason should use the following procedure:

- Obtain and complete the **“Student Identification of Accommodation Need”** request form. Students may download this form from the Student Accessibility Services website at http://uss.tufts.edu/arc/disability/housing_requests.asp. This form can also be picked up from the Office of Residential Life and Learning, South Hall, or by downloading a copy from our website at <http://ase.tufts.edu/reslife>.
- Additionally, the student will need to obtain specific supporting documentation from their own treating health care provider. The treating physician should complete the “Physician Documentation” form. This form can be downloaded directly from the

Student Accessibility Services website. Please keep in mind that specific and detailed functional medical information is necessary in order to assess each request.

- All medical documentation, including the initial request form, should be completed and sent to:

Linda Sullivan, Director, Student Accessibility Services
Tufts University
Dowling Hall
419 Boston Ave.
Medford, MA 02155
Tel: 617-627-4539
Fax: 617-627-5447
linda.sullivan@tufts.edu

- Upon receipt of this information, the following will happen:
 1. The Student Accessibility Services will review the documentation and request. In some situations, a further review with a University clinician or staff member may be requested.
 2. If evaluation by one of the University staff members is needed, the student would be contacted to set up an appointment to meet with the evaluating University clinician, either in person or via phone.
 3. The evaluating clinician would make a clinical assessment of the required accommodation.
- All information will be presented to the University's Health Accommodation and Medical Leave Committee. The Committee meets 1–2 times a month depending on the time of year.
- **The Committee will recommend appropriate housing accommodations. A housing accommodation will be granted only when it is deemed that the student has a disability or medical condition that requires a housing accommodation, and that the accommodation is necessary and reasonable.**
- The Student Accessibility Services office will notify the student in writing of the outcome of their request.
- Upon receipt of the recommendation from the Committee, the ORLL will make the appropriate room assignment. This assignment is based not only on these recommendations, but also upon the availability of space within the residence halls.
- The ORLL will notify the student of their assignment in writing or by phone.

Please note: Students who request and receive medical housing accommodations need to submit a yearly request prior to the fall semester of each academic year. The request will be reviewed following the process described above.

Air Conditioners – The residence halls are not air conditioned and installing an air conditioner in a residence hall room is prohibited. However, students may have fans in their room for personal comfort. The only exception to this policy is if students need an air conditioner for an approved medical condition. In order to request approval, students must complete the Medical Housing Accommodations process as previously outlined. If the request is approved, the student will receive instructions regarding proper installation by a facilities staff member. Approved students must purchase their own air conditioner and it cannot be larger than 5,000 BTUs.

If students are found in possession of an unauthorized air conditioner, they will be required to remove it from their room/building immediately. Students may also be subject to residential judicial consequences if they do not comply with this policy.

Interim Housing – During Thanksgiving Break and Spring Break all residence halls remain open for students not leaving campus during this time. During winter break, all halls are closed.

Departing the Residence Halls Prior to the End of the Occupancy Period –

Residential students who take a leave from the university, for any reason, must complete the room check-out process. When students take leaves of absence, they need to remove all personal items from their assigned room within ten (10) days of the effective date of leave. If a student does not remove his or her personal items by the deadline, the ORLL will hire professional movers to pack and ship items to the student's permanent address at his or her expense. The ORLL does not assume responsibility for any personal items left in the student's residential assignment, or for the safety and security of personal belongings being packed or shipped.

Personal Property Liability – The University shall not be responsible directly or indirectly for negligence of others, resulting in the loss and/or damage of personal property. The university is also not responsible for occurrences that are beyond its control. Students are encouraged to review their family's personal property insurance policy to ensure that property and belongings are covered for theft and loss at Tufts University. Residents whose family policy does not provide coverage should consider a low cost personal property insurance program offered through the university. The applications are available in the ORLL.

Storage – There is no storage for students' belongings on campus during the academic year or over the summer. Storage and shipping options are available through Tufts Student Resources, 617-627-3224, tuftsstudentresources.com or by contacting College Boxes, <http://www.collegeboxes.com>.

Additionally, students living in small wood-framed houses may not utilize the basement of their house for storage of any kind. In accordance with state fire code, access to electrical panels, fire alarms systems, building heating/hot water systems, and other utilities must be

kept free and clear at all times in case of emergency or repair. If it is reported to the ORLL that personal items are being stored in the basement of a wood-framed house, students will be given the opportunity to remove their items. If students fail to remove their items, they will be removed and discarded by university officials. If students continue to store items in the basement of the house in which they reside, they will be subject to appropriate residential and/or university consequences.

Please note: The basements of small wood-frame houses are not considered "liveable" space. Therefore, residents of these houses are not allowed to use the basements to sleep, socialize, gather, etc. Usage of the basement areas is strictly limited to laundry services and/or emergency egress.

THE RESIDENCE HALLS

The In-Hall Residential Staff:

Area Residence Directors (ARD) – There are four ARDs on campus and they are an integral part of the ORLL staff. This is a full-time, live-in professional position employed to manage their respective residential areas. ARDs are responsible for creating an active and engaged atmosphere within the area they oversee. A primary goal of the ARD is to assist their residents in building connections to the larger campus community in order to foster an enhanced living environment. Other responsibilities include: supervision of the RA staff within their area; upholding the standards within their community and assisting in adjudicating residential policy violations; area wide programming; working with Residential Facilities to ensure a safe and clean living environment and housing operations such as room assignments/changes.

The ARDs will have daytime office hours to provide assistance to students and serve as front-line responders in campus emergency situations. ARDs provide on-call coverage to the residential community on a rotating weekly basis from 7:00 P.M. to 7:00 A.M. If students need assistance from the ARD-on-call, they can contact Tufts Police at 617-627-3030 or a member of their in-hall residential staff.

Resident Assistants (RA) – The RAs are undergraduate students selected by the ORLL and directly supervised by the ARDs of the area in which they reside. The RAs work to facilitate the development of community on their floors by organizing programs and activities, assist individual students, and intervene in crisis. Another important responsibility of the RAs is to uphold all university and residential policies and community standards. RAs can be expected to provide important information to their residents, inclusiveness for all members of their community, help resolve conflicts between roommates or floor mates, and to address the behavior of floor members who are infringing upon the rights of others. RAs provide duty coverage on a rotating daily basis. RA duty begins at 9:00 P.M. and ends at 7:00 A.M. daily. While on duty, RAs will conduct rounds of their building or area at various times of the night, assist students when necessary and document inappropriate student behavior or building facilities issues. In order to contact the RA on duty, students may stop by the Area Office or call/stop by the RA on duty's room during the above hours.

RESERVATION OF RESIDENCE HALL LOUNGE SPACE

The ORLL allows any Tufts-recognized group (i.e., residential staff, student organizations, etc.) to reserve lounge space in various residence halls across campus. Only main lounges in residence halls may be reserved. Small study, corner, or basement lounges are **not** available for student groups to reserve. The following residence hall main lounge spaces are available for reservation: Bush Hall, Carmichael Hall, Carpenter House, Haskell Hall, Hill Hall, Hodgdon Hall, Lewis Hall, Metcalf Hall, Miller Hall, South Hall, Tilton Hall, West Hall, and Wilson House.

In order to begin the process of reserving a residence hall lounge space, please download the reservation form from our website at: <http://ase.tufts.edu/reslife/documents/resHallLoungeReservationForm.pdf>.

Once you have printed out the form, please complete both pages and sign where appropriate. You must bring the completed form to ORLL Monday–Friday, 9 A.M.–5 P.M. Electronic copies of the form will not be accepted. Reservations are made on a first-come, first-served basis and interested groups must submit their request **at least one week prior to their event**. After the form has been submitted, it is up to the discretion of the ORLL staff to approve or deny all lounge space reservation requests.

When using a residence hall lounge space, it is important to adhere to the following policies:

- > All events must end (including break-down) by no later than 11:00 P.M. Sunday–Thursday.
- > No events are permitted to be held in the lounge spaces during Reading Period and Final Exams at the end of each academic semester.
- > Student organizations may reserve lounge space Monday–Thursday **ONLY**. Preference for residence hall space is given to the residents and in-hall staff of the given building to use for studying, meetings, programming, etc.
- > **All participants must adhere to all residential and university policies throughout the duration of the event.**
- > At the end of the event, please remove all property belonging to the sponsoring organization to ensure that no personal belongings get left behind.
- > Please dispose of all trash in the appropriate receptacles provided in the space. Organizations that leave excessive trash/belongings, damage the floors, furniture, or other university equipment may forfeit their ability to reserve a residence hall lounge space in the future.

Note: Any student groups found in violation of the above stated policies or procedures may forfeit their ability to reserve/use the residence hall lounge spaces for a specified amount of time.

Sophia Gordon Multipurpose Room (MPR)

Tufts-recognized organizations wishing to reserve the Sophia Gordon MPR may do so through the Tufts Space and Resource Reservation System (<http://roomscheduling.tufts.edu>).

Once the request has been made online, a representative from the organization must attend an Event Registration Meeting before their event can be formally approved. The meetings are usually held on Fridays during each academic semester at 10:00 A.M. in the Campus Center. More information regarding this meeting will be sent via email to the requesting party. Failure to attend this meeting may result in the automatic cancellation of the event.

More information about reserving the Sophia Gordon MPR can be found online at: <http://it.tufts.edu/roomres>.

RESIDENCE HALL POSTER POLICY

Student organizations may use the residence halls to put up posters advertising events, programs, meetings, etc. The existing poster policies and procedures were designed to increase the readability of all postings by limiting the amount of any single posting.

The procedure for the distribution of advertising materials to the residence halls is as follows:

- > Prepare your poster/flyer.
- > Make 100 copies for distribution in the staffed residence halls.
- > Bring the posters/flyers to ORLL, South Hall for approval. Once they are approved, the individual who brought them will be responsible for stamping each copy.
- > To be approved, posters/flyers must include: **name of the TCU-recognized club, organization, department or office, name and telephone number of the contact person for the group/event, and date/time of the event.**
- > Once the posters/flyers are stamped, the ORLL staff will distribute copies to the in-hall residential staff. Posters/flyers will be displayed in the halls as soon as possible (usually the next business day).
- > After the event has occurred, the in-hall staff or DTZ will remove and recycle the posters/flyers.
- > The ORLL reserves the right to refuse any posting based on its content or lack of required information. The ORLL works collaboratively with the Dean of Student Affairs Office to ensure that postings in the residence halls are appropriate, informative and fairly distributed.

Please note: All residential life and learning staff (along with DTZ) will immediately remove any posters displayed on glass, painted surfaces, floors, outside specified bulletin boards or on the exterior surfaces of the buildings. Students or staff from clubs, organizations, departments or offices **MAY NOT** hang posters in the residence halls themselves.

ALL unauthorized (un-stamped) posters/flyers will immediately be removed and recycled as appropriate.

SOLICITATION, VENDING, AND DISTRIBUTION IN THE RESIDENCE HALLS

The university, through the Office for Campus Life, regulates and issues permits for all commercial activity and/or solicitation on campus. These activities include (but are not limited to) fundraising, raffles, distribution of products and promotional materials, political leafletting or solicitation, sales, and solicitation for any purpose. All groups **must** receive permission from the Director of Campus Life **before** engaging in the activities above on university property. Outside groups, Tufts recognized groups and organizations, and Tufts students are **never** granted permission to engage in door-to-door canvassing or sales within

the residence halls. Soliciting or selling by telephone to students in the residence halls is also strictly prohibited.

An alternative to door-to-door canvassing would be setting up a table in the main lounge/lobby area of a residence hall. For more information on this alternative, please contact the Assistant Director of ORLL at 617-627-3248.

Any student organization or individual found in violation of this policy may be referred to the Judicial Affairs Administrator in the Dean of Student Affairs Office.

RESIDENCE HALL AMENITIES

Kitchen Facilities – All halls are equipped with a common area kitchen that can be shared by the residential community of that building and are generally located near the main lounges. Other halls, typically those available to upper-class students, have full kitchens where students can prepare their meals. Tufts has a meal plan policy which states that all first year students and sophomores are required to be on a meal plan. For more information about the meal plan, please call Dining Services at 617-627-3566 or check the website at <http://dining.tufts.edu>. Some of the residence halls, small houses and co-ops, including fraternities and sororities are equipped with full kitchens and sophomores living in these areas can get an exemption from the meal plan requirement. Students living in the following residence halls are exempt from the meal plan requirement: all fraternity and sorority houses, Anthony House, Bartol House, Capen House, 90–94 Curtis Street, Davies House, Chandler House, 12 Dearborn Road, Hall House, Hillside Apartments, Latin Way, Milne House, Sophia Gordon Hall, Schmalz House, Start House, Stratton Hall, 9–11 Sunset Street, 101 Talbot Avenue, Wyeth House, 101 Hodgdon co-op, 108 West Hall, and 10 Winthrop Street.

NOTE: For the safety of all members of the residential community, please do not leave any cooking unattended in any residence hall kitchen. This includes community kitchens in large residence hall, small group house, suite, co-op, and apartment kitchens.

Vending Machines – **Next Generation One Vending** is the on-campus service provider for beverage and snack vending machines located throughout campus and in the residence halls. Vending machines accept JumboCash, coins, and bills. Having vending equipment on campus is a privilege so please respect the equipment. Vandalism to any machine should be reported to the Tufts Police at 617-627-3030 immediately. **Chronic acts of vandalism to vending machines may result in the immediate removal of the machine from the residence hall.** Residents will be notified via email should such action occur. If you need a refund or experience a problem with any machine, call 1-877-644-8363 or email customer@nextgenerationone.com. You can also contact the Tufts Dining & Business Services office at 89 Curtis Street (617-627-3566) or tuftsdining@tufts.edu with vending problems.

Laundry Services – Mac-Gray Corporation of Waltham, MA, is the on-campus service provider of self-service laundry equipment for Tufts students in university residences. The laundry areas feature Maytag Neptune front-loading energy efficient washers and Maytag dryers. Laundry machines accept JumboCash or cash. The JumboCash cost for a wash is \$1.25 and \$1.50 if using quarters. The same costs apply to the dryers. Students may add extra dry time for \$0.25 per 12 minutes. The use of any coin other than a quarter is strictly prohibited and can damage the machines. Tufts Students may use LaundryView, an online monitoring system which enables you to check machine availability and status from any place with internet access. Students must be logged on into the Tufts network to access the Tufts portion of **LaundryView.com**. You can also use LaundryView.com to report a problem with equipment.

Both Vending Machine and Laundry Services are managed for Tufts by the Department of Dining and Business Services. Please contact this office directly at 617-627-3566 with any questions or concerns.

Network Connectivity – The University provides a wired high-speed Internet connection for each resident in the halls. All residence halls and many academic buildings, common areas, libraries, and some outdoor areas, such as the uphill residential quad, are set up as Wi-Fi networked areas. For the most up-to-date information, go to the wireless location map at: <http://www.tufts.edu/home/maps/medford/?p=wireless>. Residents are instructed to refrain from setting up personally owned wireless access points since they compromise the security of Tufts computing systems and frequently generate signal interference with established Wi-Fi locations. Extending the network using hubs, routers, switches, or wireless access points is in violation of the Responsible Use Policy. Violations of this policy will result in removal from the network.

For more information about on campus use of personal computers or computing support, please visit the Tufts Technology Support website at: it.tufts.edu.

Telephone Service – Telephone service is available in each residence hall room. There is no charge for on-campus residential telephone service, which includes one touch-tone phone line per room, voicemail (with a private mailbox for each resident), call waiting, and unlimited campus and local calls in the Eastern Massachusetts area which covers all calls to area codes 617, 508, 781, and 978 (and the corresponding overlay codes 857, 774, 339, and 351). Calls to toll free numbers are also included. Long distance calls, including Western Massachusetts, domestic, and international long distance may be placed from on-campus residential telephones using a long distance calling card.

For detailed information and instructions regarding on-campus residential telephone and voicemail service, please refer to the following website at: <http://it.tufts.edu/s-phone>. To activate telephone service at your campus residence, either submit a ticket via TechConnect at

<https://tufts.service-now.com/tsd/login.do>, or send an email to teldata@tufts.edu. Please include your residence hall and room number, a contact telephone number where we can reach you, and whether you would like voicemail service. In multiple occupancy rooms, each student who wants a voice mailbox will need to subscribe to it.

For questions or assistance, please contact TelData Services at 7-HELP (7-4357) from any campus phone or 617-627-4357 or via email at teldata@tufts.edu.

Mail Services – Located in the basement of Hill Hall at 389 Boston Avenue next to the Dowling Hall parking garage. The regular hours of operation are Monday through Friday 7:30 A.M. to 5:30 P.M. Student mail is usually delivered to each residence hall between the hours of 4:00 P.M. and 6:00 P.M. Monday through Saturday. Due to the space constraints within the residence hall mailboxes, it is very important that you check your mailbox and remove its contents on a daily basis. Please report any damage to mailbox or difficulty with your mailbox key/combination code by calling Residential Facilities at x7-3992. The following is how to properly address mail sent to a residential student:

Student's Full Name
Residence Hall and room #
Tufts University
Medford, MA 02155
(packages should include "c/o 389 Boston Ave.")

If you are sending "pre-paid" outgoing packages via carriers such as UPS or FedEx, please bring them to the Mail Services Department. For security reasons, non-university persons are not allowed to enter residence halls. You may also use the Federal Express drop box (pickup by Federal Express is 6:30 P.M.) located on Packard Avenue next to West Hall or you may call 1-800-GoFedEx to schedule a pickup from Mail Services.

For further assistance please contact Mail Services at 617-627-3495 or visit their website at: <http://tufts.edu/central/mailservices/>.

THE RESIDENCE HALL ROOM

Tufts University's residence halls have rooms ranging from single occupancy to rooms housing multiple residents. The rooms are furnished with a bed frame, mattress, desk and chair, dresser, and closet (or freestanding wardrobe) for each occupant of the room. There are also light fixtures that provide illumination in each room.

As students get settled in their assigned rooms, they should remember the following guidelines:

- > Do not remove any furniture from the assigned room.
- > Building or installing lofts or platforms, placing beds on top of any furniture in the room, or using cinder blocks as bed risers is strictly prohibited.
- > Please affix items to the walls using materials that will not damage the walls. DO NOT use nails, tacks, duct tape, contact paper, wall paper, etc.
- > Do not use university-owned lounge furniture to decorate your room.
- > Students are not permitted to open security screens in bedrooms or common spaces for any reason other than during an emergency situation.
- > Painting walls, ceilings, doors, university furniture, etc. is strictly prohibited.
- > The use of marking chalk or aerosol spray cans to mark/paint any surface of the residence halls is strictly prohibited.
- > Please do not hang any items that obstruct electrical or lighting fixtures.
- > Please do not hang items from the ceiling.
- > Removing, damaging, or covering smoke detectors or carbon monoxide detectors with any material is strictly prohibited.
- > Please do not install personal locks or chains on bedroom doors, closet doors, or window sashes.
- > Please do not remove closet doors (either freestanding or built-in) from their hinges for any reason.
- > Please do not damage, either maliciously or carelessly, university or the personal property of others.

The following items are strictly prohibited from the residence halls:

- > Air conditioning units (unless medically cleared)
- > Candles, incense, or any item that produces an open flame (even if unlit)
- > Cooking appliances including microwaves, hot pots, rice cookers, "Foreman Grills," and any other appliances with open coil-heating elements
- > Dartboards (with metal tipped darts)
- > Excessively loud speakers and amplifiers
- > Explosives, including fireworks or incendiary devices
- > Grills (both outdoor and indoor)
- > Charcoal and lighter fluid
- > Halogen or multi-armed floor/desk lamps
- > Unauthorized upholstered furniture
- > Installed satellite systems
- > Pets/animals (except approved service animals or fish in tanks no larger than 10 gallons)
- > Space heaters
- > Waterbeds, jacuzzis, and/or hot tubs
- > Weapons/firearms/knives (including martial arts equipment either replica or practice and paintball equipment)

EXTERIOR DISPLAYS

While students do have the freedom to be creative within their room, please note the following regarding exterior displays:

- > The university assigns only the interior of student rooms for student use.
- > The university does not grant students permission to decorate, or in any way modify, the exterior of university buildings.
- > Students may not hang any banners or items outside their university residence windows.
- > Displays inside the window of a student room are permissible provided they do not interfere with egress in case of an emergency.
- > Room decorations must be directed toward the inside of the room.
- > The use of marking chalk or aerosol spray cans to mark/paint any surface of the residence halls is strictly prohibited.

The outside of the residence room door (not the surrounding wall or doorframe) is also considered to be the interior space for purpose of decoration. Students may decorate their door with items such as a message board and other materials that they choose. All displays and messages must adhere to established university policies as outlined on the Student Affairs website. While others cannot dictate how a resident decorates his or her own door, short of a violation of community standards, all residents are encouraged to be sensitive to the values and beliefs of other residents when choosing what is displayed.

ROOM AND COMMON AREA CONDITION

Private vs. Common Space – All spaces within the residences are categorized as either “private” or “common.” **Private spaces** include student bedrooms as well as the living room and kitchen areas within an on-campus apartment. **Common spaces** include the building entries, lobbies, balconies, bathrooms, corridors, kitchens, lounges, porches, stairways, study rooms, and any other university residence hall areas accessible to all residents.

Move-In – Shortly after moving in, residents will be required to complete a **Room Condition Card** with a residential life staff member. Students should be thorough in noting any existing damage to the room or university furnishings on the **Room Condition Card** in order to be released from financial responsibility for repairs at the time of check-out.

Damages during the Year – Residents are responsible for the care of university property in their rooms and in the common areas of the residence halls. Any damage or loss will be assessed to the person(s) responsible. Occupants are jointly responsible for the condition of the furniture, walls, ceiling, etc. Damage that occurs beyond normal wear and tear is charged to the occupants of each room. Residents are responsible for keeping their own room clean; cleaning supplies can be obtained from the cleaning person assigned to each area. On-campus apartment residents are also responsible for keeping their common areas cleaned (bedrooms, kitchen, and bathrooms).

Move-Out – For students to properly move out of their assigned rooms during or at the end of the year the following must occur:

- > Contact your RA so that he/she may go over the **Room Condition Card**. The RA is not the person who will make final decisions regarding any charges for the room. A representative from Residential Facilities or a Residential Life and Learning central staff member will make the final decision.
- > Remove all personal belongings from the room. Empty and clean all closets, dressers, desks and drawers.
- > Make sure all university-owned furniture is accounted for in your room.
- > Clean the room. Sweep the floor and please do not sweep the dirt from room into the hallway. Throw away/take home all food stored in your room.
- > Close and lock the windows.
- > Place all garbage in hall trash cans.
- > Donate unwanted items to the R²epack locations in your building.
- > Complete the **Room Condition Card** with your RA.
- > Return room keys to the Residential Facilities Office (520 Boston Avenue), TPD (419 Boston Avenue), Carmichael Hall room 158, Hodgdon Hall room 139, and South Hall Lobby when completely moved out. **Students will be charged for any keys not returned at the end of the academic year as well as a lock change.**

IF STUDENTS FAIL TO PROPERLY CHECK OUT OF THEIR ROOMS, THEIR STUDENT ACCOUNT MAY BE ASSESSED A FEE OF \$50.00.

Common Area Maintenance – A regular schedule for the cleaning of residence hall common areas including: open lounges, bathrooms, hallways, and other common spaces is maintained by DTZ, the university’s cleaning company. The DTZ office is located at 520 Boston Avenue and is open Monday through Friday 8:00 A.M.–5:00 P.M. Staff can be reached by calling 617-627-3973 during regular business hours. Outside regular business hours or if a cleaning emergency occurs, DTZ staff can be reached by calling Tufts Police at 617-627-3030. Residence Halls are staffed by DTZ employees from 7:00 A.M.– 3:00 P.M., 7 days a week. In the event of inclement weather, snow removal takes priority over the regular cleaning schedule. Residence Hall common areas are serviced 7 days a week under normal circumstances and each area is cleaned once a day.

Please note: DTZ employees do not maintain a cleaning schedule of apartments or co-ops. Residents living in these areas of campus are responsible for their own apartment upkeep.

Keys – All students are provided with room keys and a mailbox combination or key (and a suite key when applicable). All residents use their student ID cards to gain electronic access into the front door of their assigned residence hall. The Residential Facilities Office administers university residence hall keys. During residency, key and/or lock problems should be reported directly to Residential Facilities via phone (617-627-3992).

Students changing rooms or vacating housing must pick up their new keys or return their assigned key(s) to the Residential Facilities Office.

Lockouts – If a resident student is locked out of their assigned room, they must obtain a temporary key from Residential Facilities if the “lockout” occurs during the office’s regularly scheduled business hours. During evenings, weekends and holidays the Tufts Police are available by phone (617-627-3030) and will let locked-out students back into their rooms based upon positive identification. A charge of \$10.00 will be placed on the student’s bursar account for this service each time TPD is called. Students locked out of either Tilton Hall or Sophia Gordon Hall must contact TPD at 617-627-3030 in order to gain entrance to their assigned rooms. It is imperative that students maintain control of their keys for their own safety as well as the safety of others in their community. Please note that if keys are lost, stolen, or not returned on time a lock change will occur. Students are responsible for the replacement fees of each key that is lost, stolen, or not returned on time. The following is a list of key costs:

Mailbox Key.....	\$15.00
Room Key.....	\$70.00
Suite Key (Latin Way/Hillsides).....	\$70.00
Room Key (Latin Way/Hillsides).....	\$15.00
Student ID Card.....	\$20.00

DUPLICATING OR LOANING OUT TUFTS UNIVERSITY KEYS IS STRICTLY PROHIBITED AND WILL RESULT IN A LOCK CHANGE, FINANCIAL CHARGES, AND UNIVERSITY DISCIPLINARY ACTION.

Student ID access to the residence halls is shut off during winter recess and summer break. If emergency access is needed during these periods, students should contact Residential Facilities (617-627-3992) to schedule an appointment. **Please note that a \$25.00 access fee will be placed on the student’s bursar account.**

Emergency Repairs to Residence Hall Facilities – If a loss of service (i.e., loss of hot water, electricity to room, etc.) occurs during regular business hours, Monday through Friday 9 A.M.–5 P.M., students should contact the Facilities Department at 617-627-3496. Outside regular business hours, please contact TPD (617-627-3030). In the event of a complete loss of heat, electricity or hot water, an emergency situation is declared if the problem cannot be resolved within a reasonable amount of time. If this occurs, the student(s) affected will be temporarily reassigned until the problem is corrected.

Extermination Services – Reports of vermin should be directed to Work Control by calling 617-627-3496. Extermination services are on campus four times each week.

Bed Bugs Protocol – While the actual infestation of bed bugs within the residence halls is extremely rare, in the event a student suspects there is a possible infestation in their room, the following protocol should be followed:

During Regular Business Hours (Mon–Fri, 9:00 A.M.–5:00 P.M.)

- The student should immediately contact Residential Facilities by calling 617-627-3992. Residential Facilities will contact ORLL to let them know the issue has been reported.
- Residential Facilities will contact Extermination Services to have the room in question inspected for possible bed bug infestation.
- Residential Facilities will contact ORLL with the results of the inspection. If there are no bed bugs present, the student is cleared to go back into their room. ORLL will contact the student with the update.

Outside Regular Business Hours (after 5:00 P.M., Mon–Fri and weekends):

- The student should immediately contact Tufts University Police (617-627-3030) as well as submit an online work order (<https://fsrequest.tufts.edu/webmaint/>). The student should also plan to contact Residential Facilities on the morning of the next business day.
- Tufts Police will contact the Area Residence Director (ARD) to inform them of the report.
- The ARD will make contact with the reporting student. If the student would like to temporarily relocate until the room is inspected, that option is available.
- In the case of temporary relocation (to either a friend's room or an available space on campus), as a precaution, the following must occur:
 - > Until the room has been cleared by the exterminator, no items should be removed from the room without being properly laundered.
 - > Clothing that needs to be removed from the room should be washed in hot water and dried on high heat.
 - > The student should bathe prior to putting on the freshly laundered clothing.

*Please note: Temporary relocation will be considered case by case. The intention is not to spread the bed bugs should there be an actual infestation. This may occur if the student brings infested items into another space on campus. If temporary relocation does occur, that space will need to be inspected and/or treated once the student returns to their own space.

Bed Bug Infestation:

In the case an actual infestation is identified by the exterminator, the following protocol should be carefully followed:

- The student will strip all bed linens (i.e., sheets, pillow cases, blankets, spreads, etc.) and place into plastic bags to be washed in hot water and dried on high heat.
- All clothes in the room (whether clean or dirty) should be washed in hot water and dried on high heat.
- **All** items in the room must be placed in plastic bags and sealed with tape. All bags should be placed in the center of the room.
- All wall hangings and posters should be removed and placed on top of the plastic bags in the center of the room.
- Leave travel bags/luggage in plain view for the exterminator to inspect.
- Move all large items (i.e., dressers, desks, etc.) one foot away from the perimeter of each wall.
- **Mattresses** – Due to the construction of the mattresses in all student rooms, they DO NOT need to be removed from the room and replaced once the room has been inspected and treated. Mattress replacement will only occur upon student request.
- Once the room has been treated, Residential Facilities will notify ORLL. ORLL will then communicate information back to the student(s) affected by the bed bug infestation.

If you have any questions regarding the protocol involving bed bugs, please feel free to contact ORLL at 617-627-3248 or Residential Facilities at 617-627-3992.

CAMPUS GREEN LIVING GUIDE

Tufts University prides itself on its environmental commitments and has taken many steps to reduce its energy use, greenhouse gas emissions, waste and water use, and increase recycling, composting and environmentally preferable purchasing practices. Tufts University committed to the New England Governors, Eastern Premiers Climate Change Action Plan to reduce greenhouse gas emissions by 10% below 2001 levels by 2020. As a student you are a key player in helping Tufts meet its emissions reduction goals and be a “green,” environmentally friendly campus. The following list details ways in which your actions contribute to making Tufts green. As an active citizen of Tufts we encourage you to not only follow these tips, but help remind your friends and hallmates to do so as well.

Heating Control – Many rooms have control valves that let you control the heat in each room. A lower number on the control valve is lower heat and the “snow flake” setting is the coolest. The target heating temperature is 68 degrees. If a room is very often too hot or too cold please go to <https://fsrequest.tufts.edu/webmaint/> and click on *Online Service Request* to report the problem.

Windows – Please do not leave your windows open during the winter months. It is impossible to deliver target temperatures when windows are left open. If you would like to air out your room, open all windows for about 5–10 minutes to create a cross-breeze and then shut them. The longer windows are kept open during the winter, the more energy is being wasted. In addition to wasting heat, leaving windows open in the winter may cause pipes to freeze and break, causing water damage to your room. Do not forget that windows **must** be shut completely when you leave campus.

Refrigerators/Microfridges – Please keep refrigerators clean and de-iced. Be sure to **empty and unplug them** when away for winter/spring breaks. In order to conserve energy students are encouraged to share with roommate(s), use an EnergyStar certified model (www.energystar.gov), or use the common fridge in the residence hall.

Leaks – Leaks, constant drips, or running toilets can be a significant waste of water. If you find a leak in the residence hall bathrooms or kitchens, please go to <https://fsrequest.tufts.edu/webmaint/> to report the problem.

Lights – Halogen lamps are not allowed. Please use compact fluorescent bulbs or LEDs in all student-occupied areas. If you would like to exchange your regular bulb (incandescent) with a compact fluorescent bulb, bring your old bulb to the Office of Sustainability in the rear of Miller Hall. *Please shut off lights when not in your room. Hallway lights must remain on for safety.*

Appliances and Electronics – Please remember to turn off all appliances when not in use. Use a power strip to plug in electronics, like TVs, printers, DVD players, and radios, and turn off the power strip when you are out of the room. If buying new electronics, choose ones that are EnergyStar certified.

Computers – Please enable the Power Management feature on your computer and turn it off when not in use. Do not use a screen saver – they save neither the screen nor energy. If purchasing a new computer, select an EPEAT Gold certified laptop (www.epeat.net).

Recycling – It is expected that students will recycle all appropriate materials: all rigid plastic and mixed paper, along with metal, glass, cardboard, and electronics. If you are not sure if something is recyclable, visit <http://operations.tufts.edu/facilities/recycling/>.

Other Energy and Resource-Saving Tips – Use natural light when possible and wash your clothes in cold water with laundry detergent designed for it.

For more information about sustainability topics on campus, please visit <http://sustainability.tufts.edu>. You may also seek out your building's Eco-Rep. Eco-Reps are students who live in the residence halls and are available to help you navigate the path to sustainable living. They can answer your questions about any of the above topics as well as how to compost vegetable scraps in your residence hall. Find out more about the Eco-Reps at <http://sustainability.tufts.edu/programs/ecorepresentatives/>.

"Tufts Recycles!" Program: c/o Facilities Services 617-627-3810; recycle@tufts.edu

Those living in residence halls can directly participate by regularly recycling paper, cardboard, glass, metal, and plastics. Batteries, cell phones, and iPods/MP3 players all contain hazardous metals and should be recycled in receptacles located in campus eateries and most large residence halls.

We are working to make reuse convenient and trendy on campus by incorporating swap areas during residence hall upgrades. Wren, Haskell, South, and Hodgdon Hall residents currently have access to year-round Freecycle stations where useful and reusable goods may be freely donated and reclaimed.

A campus-wide RecycleMania competition is held second semester each year. Congratulations to the 2014 winners: Metcalf and Wren Halls tied for first place in the large residence hall category and we had a four-way tie for the small residences with Carpenter, German, Crafts, and Jewish Culture Houses. Keep an eye out for the preliminary grades that are assessed and publicized in late fall.

One of the largest initiatives of *Tufts Recycles!* is **R²epack: Reuse, Recycle Everything. Pack and Clean . . . 'K?!** The R²epack program collects clothing, electronics, carpets, food, crutches, books, and electronics for recycling and reuse at the year's end. Look out for more information on this exciting project in the spring.

sites.tufts.edu/tuftsrecycles

SAFETY, SECURITY, AND EMERGENCY PROCEDURES ON CAMPUS

The safety and security of residence hall students is a vital concern for the ORLL. It is important for students to take responsibility for their own safety and well-being. Crime Prevention is essentially being aware of one's environment and avoiding those situations that could make you vulnerable to crime.

TUFTS POLICE DEPARTMENT (TPD)

419 Boston Avenue, 617-627-3030 (Emergency Line x6-6911 from a campus phone OR 617-627-6911 from an off-campus or wireless phone)

TPD is headquartered on the Medford/Somerville campus with stations also on the Boston and Grafton campuses. The department is lead by the Senior Director of Public and Environmental Safety. Tufts Police Officers are trained at state-recognized academies and through on-going in-service and specialized programs. The Tufts police have strong professional relationships with state and local law enforcement agencies. Cooperative programs and information exchanges are on-going priorities. Through this reporting relationship, TPD relays information to the university community on crimes that may pose a threat to students or employees on any of the campuses.

Blue Light Telephones – Over 100 emergency blue light telephones are strategically placed around campus, most generally located near residence halls and parking areas. They are readily seen at night. Each telephone is wired directly to the Tufts police and police officers can be dispatched when needed. All students are encouraged to familiarize themselves with the locations of such telephones.

Panic Buttons – Panic buttons are located in all of the residence halls. They are clearly marked “Emergency” and should only be used when access to a telephone is impossible, impractical or unsafe. If students are found responsible for activating a panic button for reasons other than stated above, they may be subject to residential or university judicial consequences.

Please note: Panic Buttons ARE NOT used to alert TPD for room lockouts.

Personal Safety Education – The initial floor meetings conducted during the first weeks of each academic year include discussions of basic personal safety issues. If students have any questions or concerns, they should not hesitate to contact the ORLL or TPD at any time.

Building Security – Outside doors of the residence halls are locked 24 hours a day except for South, Hill, Hodgdon, and Carmichael Halls. In the buildings stated, an entry door to the building is unlocked during business hours to allow for access to the public areas of the building, but doors to residential areas always remain locked.

DO NOT PROP DOORS OPEN. Propped doors invite entry by non-residents along with criminal activity within the communities. If you see a door propped, close it immediately. **NEVER LEND OUT YOUR KEYS OR ID** and do not allow someone into the building, suite or room who does not belong there. This activity is considered “piggy backing” and it is prohibited. **Lock doors while sleeping or out of the room because this is the single most effective action in preventing crime/theft.**

Bicycles – Residents **MUST** register their bicycles with the Tufts Police. TPD offers a free bicycle registration service. While the Tufts campus is very safe, bicycle theft does occur. Registering bicycles with the Tufts Police and using a good quality lock (i.e., U-Lock) will help prevent theft. Bicycle parking is permitted in only designated areas. Bicycles parked inappropriately, particularly in stairwells or on handicap ramps, will be ticketed and/or removed. Please contact Tufts Police at 617-627-3030 to register a bicycle. Bicycles must be removed from bike racks by the day after Commencement. If you will be attending Tufts Summer Session and plan on keeping your bike on campus, you must notify the Tufts Police either by phone or in person. In an effort to ensure sufficient space for incoming students, the Tufts Police will remove any abandoned bicycles. These will be available for pick-up by July 15 or they will be donated to local charities.

Tips to Help Keep You and Your Property Safe and Secure:

- > **Avoid walking alone at night.**
- > Program the TPD emergency number into your cell phone (617-627-6911).
- > If you take night classes, arrange to walk home with class/hall mates.
- > Use the campus shuttle bus whenever possible.
- > Walk briskly and confidently in the center of the sidewalks.
- > Note possible hiding places (i.e., building corners, shrubs, or parked cars).
- > Report malfunctioning lights and dark areas to TPD (617-627-3030) and to Facilities (617-627-3496).
- > Use the emergency blue light telephone system for rapid communication to TPD.
- > Please utilize the Go Safe service by calling TPD (617-627-3030).
- > In the event you are being followed on foot, attempt to cross the street, change direction and vary the speed in which you walk. If you continue to be followed, go to a lighted building and call TPD.
- > When being followed by a car, turn around in the other direction or go up a well-lit one-way street. If the situation persists, attempt to record the license plate number and call TPD.

For more detailed information, please refer to the Tufts Public Safety website:
<http://publicsafety.tufts.edu/>

ALWAYS REPORT ANY CRIMINAL ACTIVITY TO TPD IMMEDIATELY AS WELL AS NOTIFY AN ORLL STAFF MEMBER!

TUFTS EMERGENCY ALERT SYSTEM

The Tufts Emergency Alert System (TuftsAlert) consists of technology and procedures to enable the university to quickly send information to the community during significant emergencies. TuftsAlert is designed to notify students, faculty, and staff by sending text, voice, and email alerts with information that may be critical to your safety. However, **you must provide your contact information to be included in the system.**

Sign up at emergency.tufts.edu/alertupdate.

Our crisis communications systems are powerful tools, but we cannot rely on technology alone to meet a crisis situation. In the event of an emergency, we will all still have the responsibility to help each other. It will take some time for messages to reach every person in the system. **When you get an alert, follow the directions and spread the word.**

For more information and the university policy on emergency notification, visit emergency.tufts.edu/alert.

FIRE AND LIFE SAFETY

Tufts University Department of Public and Environmental Safety/Fire Safety Office

419 Boston Avenue, 617-627-2745

Tufts FSO is specifically charged with monitoring and maintaining the Fire and Life Safety Systems for all of the university's academic, administrative, and residential buildings on all three campuses. Tufts FSO staff presents fire safety awareness programs, performs periodic building inspections, and conducts semi-annual fire drills in residential buildings. The Tufts FSO delivers its mission primarily via the *3 Es of fire safety*: Education, Engineering, and Enforcement of fire safety related services and policies.

For more information on Fire and Life Safety, please visit the Tufts University Fire Safety Office website at: <http://publicsafety.tufts.edu/firesafety/>.

Fire and Life Safety Inspections – The Fire Safety Office conducts fire prevention inspections in the common areas (lobby, lounge, hallways, stairways, laundry rooms, utility rooms, and storage rooms) of all residence halls (including fraternities and sororities) multiple times each year. The inspections are performed to ensure the following: 1) that fire detection and fire sprinkler systems are operational, 2) that fire extinguishers are in their proper locations, are not obstructed and are ready for use, 3) that doorways, lobbies, corridors, stairways, and fire escapes are clear and unobstructed of any items (bicycles, furniture, duffle bags, footwear, luggage, etc.) that could cause tripping or congestion during an emergency evacuation of the building, 4) that trash receptacles are emptied regularly to prevent the accumulation of potentially combustible material, and 5) that evidence of smoking within the halls is not present. The Fire Safety Inspector will file a report with

the Assistant Director for Community and Judicial Affairs indicating any environmental violation(s) that could create a threat to the life safety of the residents in the building. The Assistant Director will then notify the appropriate in-hall residential staff member to have the situation corrected. If the violation(s) occur in an un-staffed residence hall, the Assistant Director will contact and work with the responsible resident(s) in order to ensure correction of the situation. If you receive notification (via email) that your room or hall is in violation of any of the fire and life safety policies, you are expected to correct the situation immediately. Failure to do so may result in residential or university judicial action as appropriate.

Fire Safety Equipment in the Residence Halls – All campus residences (including fraternities and sororities) are equipped with smoke, heat, and carbon monoxide detectors as well as fire suppression sprinkler systems. You will also find manual fire alarm pull-stations and fire extinguishers on all of the floors of the buildings. Bedroom smoke detectors (local device) are designed to alert the occupants if the origin of the smoke is in your room only. The detection devices (system devices) in the common areas (i.e., kitchens, living rooms, hallways, stairways, and basements), sprinkler head activation, or the activation of a manual alarm pull-station will sound a building-wide evacuation alarm that will also sound in all of the individual student rooms. The fire safety equipment within all of the residence halls is provided solely for the protection of all of our students living on campus. Any disabling of or damage to fire safety equipment could not only jeopardize the well-being of the person(s) involved, but the well-being of all residents of the building. For this reason, we take fire safety policy violations seriously and we expect that all residents (including those residing in fraternities and sororities) know and abide by these policies.

It is a violation of Massachusetts State Law to disable, disconnect, obstruct, remove, or destroy fire protection equipment. This includes tampering with smoke or carbon monoxide detectors, fire extinguishers, sprinkler heads, and horn/strobe warning devices. This also includes vandalism to fire protection equipment caused by student-related behavior. Students found in violation of this policy will be subject to the following consequences:

- > First Offense: Deferred Residential Separation and University Probation Level 2.
(This includes parental/legal guardian notification as well as a **transcript notation** for a specified amount of time.)
- > Second Offense: Suspension from the University for a specified amount of time as designated by the Judicial Affairs Administrator.

The University No-Smoking Policy – The University is a smoke-free environment. It is a violation of the *Massachusetts State Fire Prevention Regulations* to smoke (tobacco, etc.) inside schools, colleges, universities, public buildings and institutions. The no-smoking policy affects **all indoor spaces of the campus**, including all university facilities, residences, fraternities and sororities. The use of smoking materials, including, but not limited to:

cigarettes, cigars, pipes, and hookahs inside any university building or residence hall is strictly prohibited. Students found in violation of this policy will be documented by in-hall staff, TPD or members of the Fire Safety Office and reported to the Assistant Director for Community and Judicial Affairs. Students found in violation of this policy will be subject to the following consequences:

- > First Offense: Residential Probation and University Probation Level 1.
- > Second Offense: Deferred Residential Separation and University Probation Level 2.
(This includes parental/legal guardian notification as well as a **transcript notation** for a specified amount of time.)
- > Third Offense: Suspension from the University for a specified amount of time as designated by the Judicial Affairs Administrator.

Please note: You are always financially responsible for any damage you cause whether intentional or not. If your careless behavior results in a fire you will lose your eligibility to reside in any university residence hall, fraternity or sorority.

The ORLL requests that students who do smoke tobacco outside the residence halls do so at least 20 feet away from the building. This ensures smoke traveling through the windows closest to the building entrances is minimized. Students are also encouraged to dispose of their tobacco products in the appropriate receptacles.

Other Tufts University Fire Prevention Policies

The following is a list of prohibited behavior within the residence halls, fraternities, sororities and other university buildings:

Any Act Causing or Contributing to a Fire Safety Hazard – This includes, but is not limited to: tampering with any wiring, exit signs, emergency lights, overloading of electrical outlets, hanging items from the ceiling or leaving food/beverages unattended while cooking/heating. Placing clothing, fabrics or other easily combustible materials over lights or electrical fixtures is also prohibited as this creates a fire hazard. Lastly, possessing and/or using any heat-producing cooking appliances outside of designated kitchen areas (with the exception of coffee makers with automatic shut-offs and Micro-Fridges provided by Tufts Student Resources.)

Any Act Causing or Contributing to a Fire – Any prohibited and/or malicious act (as stated in this section of *Habitats*) that results in a fire within a residence hall or university building, which is determined by fire investigators to be the result of such a prohibited act may result in Residential Separation for a specified amount of time.* A fire caused by a careless, but non-prohibited act (i.e., the use of an oven, Micro-Fridge, iron, etc.) would result in Deferred Residential Separation for a specified amount of time. This includes parental/legal guardian notification.*

*You are always financially responsible for any damage that you cause whether your behavior is intentional or not.

The Possession and/or Use of Flammable Materials inside University Buildings –

This includes, but is not limited to: candles, incense, camp-stove fuel, containers of butane (other than individual lighters), lighter fluid, fireworks, flammable holiday decorations, gasoline, paint thinner, etc. Storage (or use) of a motorcycle, moped, or other gasoline powered vehicles or machinery within ten feet of any university residence is strictly prohibited. The fuel is extremely flammable and will easily ignite and cause a fire. For safety reasons, students who wish to use candles for religious purposes should contact their religious leader (or the university chaplain) for alternative methods of celebrating religious events.

Please note: Live holiday wreaths and trees are highly flammable and therefore strictly prohibited within the residence halls. Students found in possession of live wreaths and/or trees will be required to remove them immediately.

To Cause the False Activation of a Fire Alarm – It is against Massachusetts State Law to falsely activate the building fire alarm system. This behavior creates unnecessary panic and/or distress among the residents and in-hall residential staff. Municipal fire fighters and other emergency personnel put themselves and the general public at risk when responding to such an “emergency.” Responding to a false alarm prohibits the use of these important resources in the event a true emergency exists simultaneously. Students found responsible for the first offense of this policy will be subject to Deferred Residential Separation which includes parental/legal guardian notification. A second violation will result in Residential Separation.

Failing to Evacuate during a Fire Alarm – The sounding of a fire alarm indicates that an emergency may exist. Residents and their guests should never assume that an alarm is false, or that a fire drill is being conducted. Even if you do not see or smell smoke, there could be a fire on another floor and the smoke has not yet reached your area. Any delay in evacuating the building could be fatal. During any fire alarm, all residents and their guests are expected to cooperate with official personnel (university officials as well as municipal fire and police departments). **Those who fail to evacuate or are uncooperative during a fire alarm are subject to University Probation Level One in addition to Deferred Residential Separation, which includes parental/legal guardian notification.**

Hanging Items from the Fire Sprinkler System and Sprinkler Heads – If the fusible link in the sprinkler head breaks, gallons of water will flow uninterrupted through the sprinkler head and into the room. Hanging or attaching any item(s) from the pipes or sprinkler heads creates an obstruction to the water discharge pattern and impedes the control and extinguishment of the fire.

Access to the Roof of Any University Building – It is strictly prohibited to access all university building roofs (including residence halls), window ledges, balconies or fire escapes for any reason (except in the case of an emergency). Students found in violation of this policy will be immediately referred to the Judicial Affairs Administrator and placed on University Probation Level One. If students are chronically involved in violations of this policy, they may be separated from their on-campus housing assignment.

Propping Open Fire Doors – These doors are your protection from fire, heat and deadly gases during the evacuation from the building in the event of an emergency situation. When these doors are propped open, they are unable to perform the functions as designed.

Blocking Hallways, Stairways, Suite/Apartment Lounges or Fire Escapes – This includes leaving personal belongings like shoes, suitcases, boxes, room furniture, athletic equipment duffle bags, bicycles, etc. in these areas. In an emergency situation, hallways, stairways, lounges and fire escapes must be kept clear to aide in quick and efficient exit from the residence halls. Under no circumstances should exits marked “emergency” be blocked as well.

The Possession of Non-University Upholstered Furniture – Only “approved” furniture and furnishings are to be used in university buildings. **CAL TB 133** (California Bureau of Home Furnishings) is the standard that the university uses when purchasing furniture for all residence halls. Non-compliant furniture is strictly prohibited because when ignited it does not retard the spread of fire and limit the amount of toxic smoke and gases. This includes non-university provided mattresses as well, unless otherwise approved for a medical condition through the Housing Accommodations Request Process.

The Possession of Halogen Lamps and Multi-Light (“Octopus”) Floor or Desk Lamps – National Fire Investigation Reports have determined that possession of such lights have been the cause of numerous fires on campuses across the country.

Excessive Covering of Wall Space and the Exterior Room Doors with Easily Combustible Materials – The doors and corridors are part of the emergency egress pathway. Any combustible material will contribute to the spread of fire and prevent the safe evacuation from the building.

Running Wires (of any kind) through or across Egress Pathways – When Internet or cable wires are run from a student room out into a nearby lounge or suite, this creates a “trip hazard.” In an emergency situation all paths of egress must be free of such hazard to ensure safe exit from the suite or building.

The Possession of Space Heaters with Open Electrical Coils – Such coils are an ignition source when located too close to combustible material. If a space cannot be adequately heated via the installed building and heating system, contact the Work Control at 617-627-3496.

The Use of an Outdoor Barbecue Grill Closer than 10 Feet from Any Residence Hall – It is important to keep a safe separation distance between the building and the open flame. This is proper fire prevention practice should the grill equipment malfunction. Those wishing to use an outdoor grill must obtain a PERMIT (at no charge) from the Fire Safety Office.

Students who fail to comply with the above stated university policies will be subject to judicial consequences ranging from warning to losing the ability to reside in university housing and/or university disciplinary action depending on the magnitude of each violation. As a resident of Tufts University, you are responsible for what occurs in your residence hall room. It is imperative that you educate your guests on campus fire safety policies as you will be held accountable for any violation that may occur.

Fire Alarm Evacuation Procedure – As soon as the fire alarm sounds, **EXIT the building immediately.** Upon exiting your room, look for the nearest stairwell or emergency exit door and promptly leave the building. Once outside you should move to the designated gathering spot, which is most often across from the building. It is important for you to familiarize yourself with at least two EXITS in case of an emergency. If, during a fire alarm, you are aware that there are fellow hallmates remaining in the building (due to illness or injury, etc.), please call TPD for assistance (617-627-6911). NEVER assume that a fire alarm is a malfunction! **You MUST immediately evacuate the building during every fire alarm.**

Once the local fire department is on-site, they will handle the situation. The building is not safe to reenter until the situation has been properly addressed and the fire alarm system has been reset. **You MAY NOT enter the building until you have been given instructions to do so.**

A couple of reminders from the Fire Safety Office:

- > Have an “exit strategy” . . . know **two ways out** of your residence hall as well as any other places you visit. In the larger, more traditional residence halls, the second means of egress is usually an alternative hallway or an exit marked “emergency only.” In the smaller houses, the second means of egress is often through a window and onto a fire escape or through an alarmed emergency exit. Knowing the routes available can save precious time should you find yourself in an emergency situation.
- > Please be sure to locate the manual fire alarm pull-stations within your residence hall. If an emergency situation occurs, use the manual pull-station closest to you to activate the building alarm system. Then, evacuate the building immediately. Once outside the building, call TPD (617-627-6911) to report more specific details of the situation (i.e., exact location of the smoke/fire, what is burning, etc.).

COMMUNITY RESPONSIBILITY WITHIN THE RESIDENCE HALLS

The residential life staff at Tufts University is committed to providing its residents with a healthy, comfortable and safe living environment. We feel that as members of a floor or building community, residents and in-hall staff members must work collaboratively to create a safe, yet enjoyable place to live. While the in-hall staff members are responsible for educating their residents on the university and residential policies, it is also the responsibility of the residents to know and abide by these policies.

Statement of Civility – Students are expected to act with civility and to show respect for themselves and others. If a student is troubled by the activity of a fellow resident and does not feel comfortable confronting the resident, in-hall residential staff should be asked for assistance. If the student decides to address the situation themselves, it should be done in an open, non-threatening manner. Hostile or inappropriate language or gestures, hurtful words or physical aggression in any form are not appropriate in our residential hall community.

Statement of Diversity – It is Tufts' philosophy that diversity improves the quality of education for all students. We uphold the principles of acceptance, understanding and the appreciation of the diversity in our community. This commitment requires the support of all students and staff who live and work within the residential communities on campus. Our goal is to create a community where all students can succeed to their fullest potential inclusive of their race, gender, religion, national or ethnic origin, sexual orientation, gender identity or expression, socio-economic status, ability, etc. In a community that values diversity, acts of bigotry and hate are unacceptable and should not go unaddressed. If an act of intolerance is witnessed, please report it **immediately** to the Tufts Police Department at 617-627-3030 or contact a member of your in-hall residential staff.

Roommate Relationships – Resident students are expected to be committed to creating strong and healthy relationships with their roommates based on respect and civility. Open communication is an integral part of creating such successful relationships. More often than not, roommate conflicts occur due to a lack of communication between those involved, and the biggest mistake that roommates can make is not discussing a problem as soon as it develops.

For the most part, roommates are able to deal with issues that arise in their room, but in some cases, students who share a room are not able to resolve their issues independently. When this occurs, roommates are urged to seek the assistance of their in-hall residential staff members so the problems do not continue for an extended amount of time. Students experiencing conflict with their roommate have a variety of options to choose from in order to resolve their situation. These options include:

- > A conversation between roommates facilitated by their RA or ARD to help create a new roommate agreement. Examples of what roommates would discuss when creating this agreement are: communication styles, quiet/study/sleep time, guests, borrowing/lending personal items, TV/stereo usage, and other topics pertaining to the living environment.
- > Participating in a mutual room swap with another student of the same gender and class year.
- > Relocation to another space in an available multiple-occupancy room on campus.
- > Formal mediation between all parties involved facilitated by a member of the central ORLL staff.
- > Allow the Residential Judicial Board to hear the facts of the roommate conflict and decide how to resolve it most effectively.

It is an expectation that roommates will work together to decide upon the best possible option to resolve the conflict. It is also expected that roommates will fully cooperate with the attempts from the ORLL or in-hall residential staff to assist in resolving the conflict. Your ARD or the ORLL will not decide the outcome of a roommate conflict unless one of the roommates is in violation of a residential/university policy or is endangering the safety and well-being of their roommate(s). For more information pertaining to roommate conflict resolution within residence halls, please contact a member of your in-hall residential staff or ORLL at 617-627-3248.

RESIDENTIAL POLICIES AND PROCEDURES

The policies outlined in this section of this booklet were created with the well-being of our residents in mind. Students who may violate our university and residential policies will be held accountable for their actions through the student judicial process, either residentially or at the university level. Students should always keep in mind that Tufts is not a “consequence free” university and that their behavior may have an effect on their fellow community members.

Cooperation – As stated on the Student Affairs website, “cooperation is required when authorized university officials . . . or local authorities are carrying out their responsibilities. Failure to cooperate or refusal to provide information to university officials may lead to serious disciplinary action.” This statement also applies to cooperation with the residential life staff. Failure to cooperate with a member of the Residential Life staff in carrying out their responsibilities is a violation of community standards may be subject to university-wide judicial consequences.

Alcohol and Other Drugs – Students who are under the age of twenty-one (21) may not be in possession of or consume alcoholic beverages within the residence halls or on college property. Regardless of age, students may not possess or use illegal substances (including marijuana) or misuse prescription drugs. For a full description of the Alcohol and Other Drugs policy and consequences, please refer to the Student Affairs website at: <http://uss.tufts.edu/studentaffairs>.

Social Event Registration Policy for Staffed and Un-staffed Halls – The ORLL is committed to providing a mechanism for residential students to have the opportunity to host safe, enjoyable, and successful social events. If students living on campus would like to host a social event within their staffed or un-staffed residence hall where the attendance is expected to exceed 50 people (over the course of the event) or alcohol will be served, the below protocol must be followed:

1. The host(s) of the event must contact the Assistant Director of ORLL to schedule a pre-event meeting. This meeting must occur at least seven business days in advance of the event. The Assistant Director can be emailed directly at carrie.ales@tufts.edu or by calling 617-627-3248 to schedule the meeting.
2. The host(s) should complete the Event Registration Form prior to the scheduled pre-event meeting. This form can be found on the ORLL website or main office.
3. If alcohol will be served during the event (to those 21 years of age or older), the host(s) must be at least 21 years old. Please note that alcohol may never be served at an event held in the common area of a larger, traditional residence hall.
4. During the pre-event meeting, the following details will be discussed:
 - > Date, time, and location of event? In accordance with the campus quiet hours, all events must end by 11:00 P.M. on weeknights and 1:00 A.M. on weekends.
 - > Approximate attendance over the course of the event? Who will be keeping track and what methods used?
 - > Theme of event? If the theme of the event is not appropriate or does not align with the mission of ORLL or the university, it must be modified before the event is approved. If the inappropriate theme is not modified, the event will be cancelled.
 - > How will the event be advertised (i.e., Facebook, other social media, flyers, etc.)? Please note that absolutely NO advertisement can be posted (online or otherwise) until all content is approved by the Assistant Director. If the event is prematurely advertised, the event will automatically be cancelled.
 - > Alcohol service: Who will be serving alcohol? (All alcohol servers **must** be at least 21 years of age or older.) In what form will the alcohol be served and where will it be served from? **Please note: Kegs and other bulk quantity alcohol containers are strictly prohibited in all residence halls, including small wood-frame houses and fraternities/sororities.**

- > What food and alternative non-alcoholic beverages will be served?
 - > Safety concerns within the house and a review of fire safety policies.
 - > Guest list: A list of all invited guests (as well as all house residents attending) must be submitted to the Assistant Director at least three business days prior to the event.
5. Once the event has received full approval, the Assistant Director will send all pertinent information to the Tufts Police.
 6. When deemed appropriate, a pre-event consultation may be scheduled with the host of the event and the Assistant Director at the location of the event. The purpose of the consultation is to further discuss safety concerns, access to the event, noise control, etc.

During the Event – TPD may conduct a site visit to check on how the event is running and to address any issues. Hosts and/or other residents are strongly encouraged to call TPD/TEMS at any time during the event if assistance is needed.

NOTE: Disregard for university/residential policies, state laws, or unsafe conditions may result in immediate closure at the time of TPD arrival and appropriate documentation will be submitted to both the Dean of Student Affairs Office as well as ORLL. If this occurs, residents of the residence hall/house may lose the privilege to host another event for a specified amount of time designated by the Assistant Director. Lastly, unregistered events are subject to immediate closure upon discovery.

After the Event – The host(s) is responsible for the cleanup of the event and it is expected to take place by the following day. The Assistant Director will conduct a post-event walk-through to note the condition of the event location. This walk-through will take place on the next business day after the event.

Students who wish to inquire about the social event registration process may contact the Assistant Director of ORLL at 617-627-3248.

Pets and Animals – While the university certainly understands that pets may benefit residents in many ways, health and safety concerns prohibit students from keeping animals in all university residences. The only exceptions to this policy are fish in tanks no larger than ten gallons and university-approved service animals when needed. According to Title III (28 C.F.R./36.104) of the Americans with Disabilities Act (ADA), a service animal is defined as follows:

“Service animal means any guide dog, signal dog or other animal individually trained to work or perform tasks for the benefit of any individual with a disability, including but not limited to: guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.”

Possession of any unauthorized pet or animal is a violation of community standards. Students who are found in possession of any such animal will be expected to remove it from their residence immediately and may be subject to residential judicial consequences.

NOTE: If you do decide to keep fish in your room, please arrange to take them when you leave for winter recess and at the end of the academic year. The residential staff is not responsible for the care of your fish in your absence from the room.

Hall Sports – Hall Sports are defined as activities (played within the residence hall rooms/hallways/stairwells) including but not limited to biking, rollerblading, hockey, football, frisbee, etc. “Waterboarding” and/or similar behavior is strictly prohibited within the residence halls. The activities stated above present a risk of injury to the individuals participating, along with those living in the community. Also, students who participate in these activities risk damaging any fire safety equipment within the residence hall. Hall Sports are strictly prohibited in the residence halls. Students found in violation of this policy will be subject to residential judicial consequences.

Noise Policy – Out of respect for others, at no time should noise interfere with a student’s right to sleep or study. If a person’s noise is disturbing to you, we recommend that you ask the individual(s) to quiet down. If the noise persists, seek help from a Residential Life staff member or the Tufts Police if you live in an un-staffed residence hall. The university has established a system of quiet hours that reflects times when students most often study or sleep. During these periods noise should not be heard outside the room in which it originates, nor should noise in the lounges or hallways be intrusive to those who have their doors closed. **Quiet hours are as follows:**

- Sunday evening through Friday morning, 11:00 P.M. to 8:00 A.M.
- Saturday morning through Sunday morning, 1:00 A.M. to 9:00 A.M.

Consideration hours are the times outside the designated quiet hours when residents should consider their neighbors’ rights. If, at any time, students are asked to be quiet because they are disturbing other residents, they are expected to be considerate of others’ needs. Students found in violation of this policy will be subject to residential judicial consequences.

***During reading period and the final exam period (of both semesters) there are continuous quiet hours beginning at 11:00 P.M. on the last day of classes continuing until the end of final examinations. During reading period and final exams, 10:00 P.M. to 11:00 P.M. daily is exempt and consideration hours are in effect.**

Misuse of University-Owned Lounge Furniture – Removing university-owned lounge furniture to decorate your room is prohibited. Lounge furniture is meant for the use of all community members in each residence hall. This furniture is not for personal use within student bedrooms. If members of the in-hall residential staff or other university officials find such lounge furniture in your room, you are expected to return it to its respective lounge immediately.

Please note: University furniture is not to be used to make forts, hiding places, etc. This behavior is dangerous and therefore strictly prohibited.

Guest Policy – Students living on-campus are allowed the privilege of hosting overnight guests in their assigned residence hall rooms. However, all residential students are responsible for assisting in maintaining the safety and security of their fellow community members. Since student safety is our main concern it is imperative for all resident students to adhere to the expectations outlined in our guest policy.

Most often, guests visiting our residence halls fall into two distinct categories:

1. **Tufts student guest** which is any currently enrolled Tufts student staying overnight in one of our on-campus residence hall rooms;
2. **Non-Tufts guest** which is any visitor to the residence hall who is not a student enrolled at the university. A non-Tufts guest is a parent, legal guardian, sibling, other family member, significant other, friend, etc.

A resident entertaining a guest (either overnight or otherwise) is considered the **host resident**.

Overnight Guests

Students may allow overnight guests as long as his/her roommate (if applicable) has given permission for this to occur. A guest's visit should not, in any way, deprive a roommate of privacy, study time, or sleep. Students may not host more than two (2) overnight guests at a time. A guest's visit, whether Tufts student or not, may not exceed three (3) consecutive nights in any 7-day period from Sunday–Saturday. Students may not host overnight guests more than nine (9) nights in any 30-day period. If, under special circumstances, a guest's stay must exceed 3 consecutive nights, the host resident must submit a written request to the Assistant Director for Community and Judicial Affairs in the Office of Residential Life and Learning at least 10 business days prior to the arrival of the guest to campus.

Guests, whether Tufts student or not, may not live permanently or for any length of time in the host resident's room. Students with Tufts-affiliated significant others (whether same sex or opposite) are expected to adhere to the residential guest policy.

Please note: During reading period and final exams, we ask that residents refrain from hosting overnight guests so that all residents can focus solely on their academic commitments.

Host Responsibilities:

Any resident student who will be hosting an overnight guest must adhere to the following expectations:

- > You must obtain permission from your roommate(s) before your guest arrives to campus.
- > If you live in a staffed residence hall you must obtain an Overnight Guest Registration Form from your Resident Assistant. The form can also be downloaded from the ORLL website: <http://ase.tufts.edu/reslife/>. You must complete and return this form back to your Resident Assistant at least three (3) business days prior to the arrival of your guest.

It is imperative that the in-hall residential staff be aware of all guests staying overnight in their areas. **If you live in an un-staffed residence hall you can contact the Assistant Director for Community and Judicial Affairs in the Office of Residential Life and Learning to obtain the Overnight Guest Registration Form.**

- > You may not allow your guest (whether Tufts-affiliated or not) to occupy your room without your presence or give your room key or student ID to your guest(s) under any circumstances.
- > You are responsible for the behavior of your guests at all times. You are liable for any damages incurred to your room/residence hall and will be assigned appropriate residential and/or university consequences as a result of your guest's behavior/actions.
- > It is unfair and unacceptable to deprive your roommate of the use of the room, or of privacy, study, or sleep time. Thus, it is not acceptable to tell your roommate to stay out of the room or to engage in sexual activity when your roommate is present.

Please note: The Overnight Guest Registration Form **ONLY** pertains to non-Tufts guests. Residents do not need to fill out the form if hosting a Tufts student guest. This is the result of a resolution passed by TCU Senate members.

Guest Responsibilities:

While visiting our on-campus residence halls, all guests are expected to adhere to the following expectations:

- > Guests are expected to adhere to all university and residential policies as well as Massachusetts state laws.
- > Guests must be accompanied by their host resident at all times.
- > Guests are not permitted to sleep in the residence hall lounges as this is a safety hazard.
- > Guests must carry some form of picture identification (i.e., state license, college student ID, passport) at all times. If a university official (i.e., RA, ARD, or Tufts Police officer) asks for identification, guests are expected to produce such identification without resistance.

If a guest creates a disturbance in the hall or stays longer than the guest policy allows, the guest may be asked to leave and not return to the university residence hall. **Any in-hall staff member or other university official may ask a guest to leave and not return at any time.**

If residents fail to comply with the above stated policy and expectations, their actions will be properly documented and subject to residential judicial consequences. Any flagrant violation of the above policies will result in immediate loss of guest privileges for a specified time period at the discretion of the Assistant Director for Community and Judicial Affairs in the Office of Residential Life and Learning.

Misuse of University Keys – The keys to residence hall rooms and main entrances are issued to the student(s) assigned to that room only. Under no circumstances should students lend their room key or student ID card to anyone while they reside in our residence halls. This behavior is strictly prohibited as it compromises the safety of the other residents

in the community. Students found in violation of this policy will be placed on Residential Probation and subsequent violations of this policy may lead to separation from on-campus housing and referral to the Judicial Affairs Administrator in the Dean of Student Affairs Office. Students found misusing university-issued keys to non-residence halls will also be referred to the Judicial Affairs Administrator. **If you lend out your room key or ID card to anyone (Tufts-affiliated or not), you are fully responsible for his/her behavior including any damage they may cause within the residence halls.**

Please note: This policy also applies to any students in possession of the South Hall elevator key. Students granted permission to have an elevator key for medical reasons are strictly prohibited from lending it out to friends or hall mates. This behavior may forfeit the use of that key. (Students who receive a key to the South Hall elevator have gone through the Medical Accommodations process.)

Throwing Objects – Throwing objects or liquid (of any nature) out of any university residence hall windows or doors is extremely dangerous and therefore strictly prohibited. A demonstrated violation of this community standard will result in Deferred Residential Separation including parental/legal guardian notification. Depending on the magnitude of an incident of this nature, students may be subject to Residential Separation even if it is the first offense.

Bodily Fluids in Student Rooms/Hallways – Due to serious health risks of blood-borne pathogens, vomiting, defecating, and urinating in student rooms and in hallways/stairwells is strictly prohibited. This behavior is a health hazard and is a violation of the residential community standards. If a student is found in violation of this policy, they will be required to meet with the Assistant Director of ORLL and will be placed on Deferred Residential Separation (including parental/legal guardian notification) and, depending on the circumstances surrounding the violation, may be subject to relocation to another staffed residence hall. If relocation occurs, the new room will be selected for the student based upon availability. If the roommate's belongings are damaged in any way as a result of this behavior, the responsible student will be expected to replace damaged items or reimburse his/her roommate for damaged items. This will occur under the supervision of the Assistant Director of ORLL. If a student's guest is found responsible for this behavior, we will hold the host student accountable as it is expected that students are responsible for their guests at all times. However, the responsible guest will not be welcome in the residence hall where the violation occurred for a specified amount of time.

Please note: If, as a result of this behavior, the university's cleaning service is needed to properly sanitize the room/area, the responsible student's bursar account will be assessed the cleaning charge. Also, depending on the magnitude and circumstances surrounding the violation, the student may be referred to the Judicial Affairs Administrator and university judicial consequences may be imposed in addition to the residential consequences listed above.

Vandalism – Being a member of the residential community includes taking responsibility for the physical environment. The vast majority of students respect the building and its furnishings and the property of others, treating them as if they were their own. However, occasionally some students or their guests will, either with malice or without, damage or vandalize university property. Damage or vandalism to university or personal property is a violation of university community standards. Any major documented incident where a student(s) is/are found in violation of this policy will be forwarded to the Judicial Affairs Administrator in the Dean of Student Affairs Office. Minor acts of vandalism will be handled by the Assistant Director in the Office of Residential Life and Learning. On-campus residents involved in acts of vandalism in a building other than their own may forfeit their privilege to visit the building where the vandalism occurred.

Please note: Any damage incurred within a residence hall room, as a result of negligent or malicious student behavior, is the responsibility of the owners of the room. If a roommate is away from the room at the time of the damage, the remaining roommate(s) will be held responsible and subject to appropriate judicial consequences.

Residential Judicial Process

The university judicial system offers several mechanisms to address disputes that may arise between students as well as cases where a student or group of students has violated community standards. Please refer to the *Student Judicial Process* for a complete description of these mechanisms. The residential judicial process is one component of the university judicial system.

The Office of Residential Life and Learning, through the Residential Judicial Process, has jurisdiction over a majority of cases involving the violation of community standards and policies as published in *Habitats*. Incidents involving violations of university policies will most often be referred to the Judicial Affairs Administrator in the Dean of Student Affairs Office.

Incident Reporting – When a member of the in-hall residential staff observes a behavior that does not appear to be in compliance with residential community standards or university policy the staff member is required to document the exhibited behavior. The report is forwarded to the Assistant Director of ORLL. In most cases a staff member will communicate to the student(s) that they are in fact involved in a policy violation; however, this is not required depending on the circumstances of the incident. At that time students should always be prepared to provide proper identification upon request. The staff member will then ask for compliance with the community standard/policy. Once a report is received, a staff member will meet with the involved party depending on the nature of the violation. The documentation submitted is considered a “complaint.”

Note: Failing to comply with a college official (e.g., residential life staff member or TPD) is a violation of university policy. Students in violation may be subject to university disciplinary action.

Resolving a Complaint – The majority of residential issues are documented through incident reports generated by a member of the residential life staff. However, any member of the Tufts community can file a complaint through the residential judicial system (a roommate, a suitemate, a police officer, etc.). Should you wish to register a formal complaint, complaint forms are available in the ORLL or the Dean of Student Affairs Office.

When an incident report, police report, or complaint form has been filed with the ORLL, the Assistant Director (or designee) will contact the student(s) involved via their Tufts email address in order to schedule a meeting. At this point the ORLL will consider the student officially notified and will hold students accountable for the contents of the email sent.

NOTE: Email is the primary method of communication with students. If students use an alternate email account, please forward your Tufts email to this account.

Once the meeting request email has been sent out to the parties involved they will have **24–48 business hours** (as outlined in the text of the email) to respond to the notification and to schedule a meeting with the Assistant Director (or designee). During the meeting the student(s) will have the opportunity to view the report(s) submitted and respond to the allegations. After discussing all relevant facts of the case, the student(s) may choose to enter a response of responsible, partially responsible or not responsible for the complaint. The Assistant Director (or designee) will take all information provided into account and communicate the options available to the student. The outcome of a complaint may include:

- > Finding the student(s) responsible and assigning an appropriate consequence.
- > Finding the student “not responsible” and dismissing the allegation/complaint.
- > Referring the matter to the Residential Judicial Board (RJB).
- > Referring the matter to the Judicial Affairs Administrator in the Dean of Student Affairs Office.

Please refer to the *Student Judicial Process* for a complete description of the complaint, response, and adjudication mechanisms.

Failure to schedule an administrative meeting or other meeting as directed by a Residential Life and Learning staff member, or failure to attend such a meeting, is a violation of the cooperation policy. This behavior may result in further disciplinary action or action taken without the input of the accused party. Referral to the Judicial Affairs Administrator in the Dean of Student Affairs Office may occur as well.

Residential Judiciary Board (RJB) – The RJB is made up of Area Residence Directors and three student RJB members and is convened by the Assistant Director for Community and Judicial Affairs. Cases heard by the RJB include:

- > Complaints brought by one or more residents against one or more other residents on alleged violations of residence hall standards or other personal complaints.

- > Complaints against residents brought by members of the residential staff on violations of residence hall community standards.
- > Appeals of decisions made by the Assistant Director (in which case, the hearing is convened by another member of ORLL).

The RJB may impose disciplinary resolutions, including those that affect an individual's housing status or eligibility to reside in university housing. The RJB may not impose university disciplinary action, but may refer cases to the Judicial Affairs Administrator if such action is deemed appropriate. The RJB will hear cases stemming from incidents that occur in a residence hall even if the student involved does not reside in the hall.

Residential Judiciary Board Hearing Process – In general, the RJB hearings will follow this format. However, by agreement of all parties involved, modifications may be made to most effectively expedite the process:

- > Opening statement of the complaining party (5 minutes)
- > Opening statement of the responding party (5 minutes)
- > Questioning of the parties by the panel
- > Questioning of the complaining party's witnesses first by the panel, then by the complaining party, and then by the responding party
- > Questioning of the responding party's witnesses first by the panel, then by the responding party, and then by the complaining party
- > Questioning by the complaining party of the responding party
- > Questioning by the responding party of the complaining party
- > Final questioning by the panel
- > Closing statement of the responding party or an advocate (10 minutes)
- > Closing statement of the complaining party or an advocate (10 minutes)

Appeal Based on Severity of Consequence – If a student has been involved in a policy violation that they take responsibility for, but feel the consequence assigned by the Assistant Director is too severe, they have the right to appeal the decision based on “severity of consequence.” In this type of case, the Assistant Director then becomes the “responding party” during the appeal. In the event of an appeal, the Assistant Director will be responsible for setting up the meeting but will not act as the convener. Another member of the ORLL central staff will act as a “designee.” This is to ensure the appeal is being heard in the most un-biased manner possible.

Most often, an appeal hearing will follow this format:

- > Opening statement of the responding party (5 minutes)
- > Opening statement of the appealing party (5 minutes)
- > Questioning of both parties by the RJB

- > Questioning of both parties by each other
- > Closing statement of the responding party (10 minutes)
- > Closing statement of the appealing party or advocate (10 minutes)

Deliberation – Once all of the facts have been presented and the panel has a full picture of the case, the RJB will go into executive session. At this time, the panel will make a decision based on the information presented. Depending on the type of hearing, the role of the RJB is to either:

1. Determine if the student(s) involved is responsible for the policy violation. If so, the RJB will then assign an appropriate consequence in accordance with *Habitats*.
2. If the hearing is an appeal, the RJB will decide either to: uphold the decision of the Assistant Director or overturn the decision of the Assistant Director.

Notification of Outcome – Once the RJB has made their decision the student(s) involved will be notified the following business day. The notification will be sent out via email. The ARD of the student(s) will be copied on the information as well.

All sophomores, juniors, and seniors who have lived on the Medford/Somerville campus for at least one academic year are eligible to serve on the RJB. Students interested in applying for a position on the RJB should inquire with the Assistant Director in the ORLL.

The Option of Mediation – The Judicial Affairs Administrator, other Dean of Student Affairs' staff and members of the ORLL staff are prepared to mediate between parties in an attempt to resolve student concerns. This approach requires that both parties desire to achieve a negotiated resolution and are willing to waive their rights to a disciplinary hearing (university or residential). Mediation may also be a useful tool to help resolve issues about sharing a room and members of the in-hall residential staff can facilitate this process.

A resolution reached through mediation is final and not subject to appeal once the mediation agreement is signed by both parties.

A violation of the resolution or disregard of its terms may result in disciplinary action as indicated in the signed agreement. In the event that a resolution is violated and the agreement did not specify a resulting outcome, the Dean of Student Affairs Office or Office of Residential Life and Learning will determine whether to call a hearing to address the original charges and/or take action for the violation.

For a full description of the Student Judicial Process, please consult the *Student Judicial Process* available in the Dean of Student Affairs' Office or online at: <http://uss.tufts.edu/studentaffairs>.

Residential Judicial Consequences

The ORLL staff or the Residential Judiciary Board may deem any combination of the following consequences appropriate. It is important to note that while the consequences listed below are serious, they are not university judicial consequences and do not negatively affect student records or university standing. Consequences imposed may include one or more of the following:

- > **Letter of Warning** – a formal written warning resulting from a violation of policy. The letter of warning usually follows a meeting with a residential life staff member. If the violation is of a high magnitude, **and the health and safety of the floor/building community is compromised**, a more serious university or residential consequence may be imposed even if it is the student's first offense of a residential policy. A letter of warning is usually the result of a first-time residential policy violation. Such policies include, but are not limited to:
 - > Noise policy
 - > Possession of Pets and Animals
 - > Hall Sports policy
 - > Guest policy
 - > Possession of University Furniture policy
 - > Minor fire and life safety regulations
 - > Unauthorized Furniture policy
- > **Monetary Restitution** – a monetary value billed to a student to repair or replace an item damaged or other monetary loss to the university or a member of the university community. Examples of damage where monetary restitution may be imposed are: damage to fire life safety equipment and damage to university owned furniture or property. Appropriate costs for repair or replacement will be placed on the bursar bill of the student(s) found responsible for damage incurred.
- > **Community Service** – assignments that may result from a residential policy violation. Such service may be very specific in nature and for any number of hours. If the service requirement is not specified, the work may be done within the residence halls as designated by the Assistant Director and/or Residential Judicial Board. Students may not be compensated for the service provided. Failure to complete community service assignments in the designated time may result in additional residential disciplinary action.
- > **Suspension of Visitation Privileges** – if a guest of a resident has violated university residential policy the host resident may lose their right to have guests or a particular problematic guest in their university residence. **Suspension of visitation privileges may also be imposed if a student chronically violates the guest policy by allowing their guest to stay longer than the allotted time stated in the guest policy.**

- > **Suspension of Visitation Privileges to another residence hall** – this consequence is imposed if a resident student enters a residence hall other than their own and creates a disturbance of a high magnitude or is involved in vandalism within that hall. This consequence may also be imposed if a resident student is consistently involved in residential or university policy violations throughout the academic year. This consequence lasts for a specified amount of time at the discretion of the Assistant Director of Community and Judicial Affairs.

- > **Relocation** – removal from current university housing assignment and reassignment to another university residence hall. Parents/legal guardians of a student required to relocate may be notified of the student’s disciplinary status and the behavior that resulted in relocation. Any student can be relocated as a result of negative behavior exhibited which is a chronic disturbance (i.e., noise policy violations, smoking policy violations, etc.) to others in his/her immediate residential community.

- > **Residential Probation** – the status that may be imposed on a student for a specified period of time, in response to behavior that indicates an unwillingness or inability to conduct oneself according to the established community standards. It is a formal indication that one’s residency is in jeopardy unless there is a significant change in this behavior. Failure to comply with the terms of the probation or additional violation of community standards during the probationary period will result in more serious judicial action. Common violations that may result in this consequence:
 - > Noise policy (2nd offense)
 - > Possession of Pets and Animals (2nd offense)
 - > Possession of University Furniture policy (2nd offense)
 - > Unauthorized use of university keys (1st offense)
 - > Hall Sports policy (2nd offense)
 - > No-Smoking policy (1st offense)
 - > Minor fire and life safety regulations including possession of candles
 - > Unauthorized Furniture policy (2nd offense)

- > **Deferred Residential Separation** – any further policy violations will result in removal from current housing assignment and/or loss of university housing. Deferred Residential Separation lasts for a specified time period. Any student placed on Deferred Residential Separation will have his/her parents/legal guardians notified of his/her disciplinary status and **the behavior he/she exhibited.**

- > **Residential Separation** – loss of university housing. Parents/legal guardians will be notified of a student’s removal from university housing and the policy violation(s) that occurred. **Residential separation most often occurs when a student clearly demonstrates the inability to conduct oneself according to the established community standards and policies or compromises the safety and well-being of all students in their residential area.** Common violations that may result in this consequence:
 - > Major fire and life safety violations including tampering with fire and life safety equipment
 - > Chronic offenses of the No-Smoking Policy
 - > Chronic or major hall vandalism
 - > Chronic inappropriate hall behavior
 - > Continued violations of any of the above residential policy violations
 - > A violation of deferred separation from housing

Violations of a serious magnitude, and/or the health and safety of the floor/building community is compromised, a more serious residential or university consequence may be imposed, even if it is the first demonstrated offense.

NOTE: When students violate any of the residential community standards and policies they should always expect to meet with either their Area Residence Director or the Assistant Director for Community and Judicial Affairs in the Office of Residential Life and Learning. Following the judicial meeting, students will receive a consequence letter outlining the alleged policy violation and the result of their behavior. The letter also serves as a follow up to judicial meetings conducted in the event students have questions or concerns regarding the meeting. Consequence letters will be sent via email to students’ Tufts account.

Appeals Process – Appeals of residential disciplinary decisions must be submitted to the Assistant Director for Community and Judicial Affairs in the Office of Residential Life and Learning, in writing, within **ten (10) days** of notification of the decision. The Assistant Director usually hears appeals of decisions made by the Area Residence Directors. The Residential Judiciary Board usually hears appeals of decisions made by the Assistant Director. Decisions of the Residential Judiciary Board may be brought to the Judicial Affairs Administrator. Refer to the *Student Judicial Process* found in print or online at: <http://uss.tufts.edu/studentaffairs> for detailed information regarding appeals.

FREQUENTLY USED CAMPUS PHONE NUMBERS

Office of Residential Life and Learning	7-3248
Off-campus Housing	7-3248
Tufts Police Department (TPD)	7-3030
Tufts Emergency Medical Services	7-3030
Emergency Line	6-6911
Administrative Services (Traffic & Parking)	7-3692
Fire Safety Office	7-2745
Residential Facilities/Maintenance	7-3992
Work Control	7-3496
DTZ (cleaning services)	7-3973
Dining and Business Services	7-3566
Mac-Gray Corporation (Laundry)	1-800-622-4729
Dean of Student Affairs Office	7-3158
Student Services (Dowling Hall)	7-2000
Bursar's Office (Dowling Hall)	7-2000
Office for Campus Life	7-3212
Health Services	7-3350
Counseling and Mental Health Services	7-3360
Health Education Program	7-3861
Mail Services	7-3495
Tufts Technology Services	7-3376
Tufts Student Resources (TSR)	7-3224
Bookstore	7-3468
Tufts Online	7-4TOL (7-4865)
TelData Services	7-HELP (7-4357)



Tufts
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RESIDENTS' BILL OF RIGHTS

All residential students of Tufts University have the following rights:

- > The right to study in your room.
- > The right to sleep without undue disturbances from noise, guests, roommate(s), etc.
- > The right to expect that your roommate(s) will respect your personal belongings and honor any agreements you have made regarding their use.
- > The right to live in a safe, clean, and drug-free environment.
- > The right to free access to your room without pressure from your roommate(s).
- > The right to personal privacy.
- > The right to be free from fear of intimidation, physical and emotional harm.
- > The right to host guests within the context of the guest policy.
- > The right to expect reasonable cooperation in the use of shared items in the room, such as the TV, refrigerator, etc.
- > The right to assistance in resolving issues or concerns you may have by consulting members of the Residential Life Staff.

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