

## IMPORTANT DATES TO REMEMBER

### September 2009–May 2010

Wednesday, 9/2/09	Class of 2013 Move-In
Saturday, 9/5/09	Class of 2010, 2011, 2012 Move-In
Tuesday, 9/8/09	Classes Begin
September, 2009	Resident Assistant Recruitment Begins
November 16–20, 2009	Release Lottery Numbers to Class of 2013
Tuesday, 12/22/09	Residence Halls Close
Tuesday, 1/19/10	Residence Halls Re-open
Thursday, 1/21/10	Classes Begin
March 22–26, 2010	Spring Break
Saturday, 5/15/10	Residence Halls Close 12:00 P.M. for Non-Graduating Students
Sunday, 5/23/10	Commencement Day
Monday, 5/24/10	Residence Halls Close 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 *home away from home!*

The staff in the Residential Life and Learning office along with the live-in staff works hard to see that the halls provide 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. A residence hall should provide an inclusive community, 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—“Putting the Unity in CommUNITY!”

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 booklet 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 2009–2010 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.

Along with *Habitats*, all students are encouraged to read the policies section of the Student Affairs website at: <http://uss.tufts.edu/dosa/policies>. 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](mailto:reslife@tufts.edu) if you have any questions or concerns.

The Residential Life and Learning central office 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](mailto:yolanda.king@tufts.edu)

**DOREEN LONG**, Associate Director of Residential Life and Learning  
[doreen.long@tufts.edu](mailto:doreen.long@tufts.edu)

**CARRIE ALES-RICH**, Assistant Director for Community and Judicial Affairs  
[carrie.ales@tufts.edu](mailto:carrie.ales@tufts.edu)

**TBA**, Coordinator of Residential Programs

**TBA**, Coordinator of Off-Campus Housing

**KEIKO ZOLL**, Assistant Coordinator of Residence Halls  
[keiko.zoll@tufts.edu](mailto:keiko.zoll@tufts.edu)

**TOM AMOS**, Administrative Assistant  
[tom.amos@tufts.edu](mailto:tom.amos@tufts.edu)

**DOTTY PAYZANT**, Staff Assistant  
[dotty.payzant@tufts.edu](mailto:dotty.payzant@tufts.edu)

## **THE ASSOCIATE BURSAR FOR SYSTEMS AND PROGRAMS**

The Associate Bursar for Systems and Programs oversees the financial aspects of living in the halls. The Associate Bursar is available to answer questions concerning eligibility to live in the halls (good financial standing), billing and refund questions.

**JAMES MOODIE**, Associate Bursar  
Dowling Hall Student Service Center  
617-627-2000

## **OFF-CAMPUS HOUSING (OCH)**

**South Hall, 617-627-5319; [och@tufts.edu](mailto:och@tufts.edu)**

The primary goal of the OCH is to provide students with the necessary resources and information to find a suitable off campus residence. The OCH educates students on how to negotiate lease contracts and on the rights and responsibilities of both a tenant and a landlord. The OCH also provides information regarding the Massachusetts state sanitary codes and zoning ordinances for the surrounding communities.

The OCH website <http://ase.tufts.edu/och> contains information about renting units and lists for the following categories: apartments/rooms for rent, roommates wanted, spring/summer/fall sublets, temporary housing, etc.

The OCH conducts information sessions in the residence halls and around campus throughout the academic year. There is also an annual OCH fair with representation from various Tufts University Departments (i.e., TUPD, Community Relations, Financial Aid, etc.) as well as housing related public agencies (i.e., city health departments). Students are highly encouraged to visit the Off-Campus Housing Resource Center and view the website for any off-campus housing needs.

## **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: <http://www.tufts.edu/central/facilities/>.**

Primary contacts in Residential Facilities are:

**JENNIFER BEVINS**, Residential Facilities Coordinator, 617-627-5063

**DANA ANDRUS**, Residential Facilities Coordinator, 617-627-5348

**NATALIE EUSTACHE**, Staff Assistant, 617-627-3992

## **ON-CAMPUS RESIDENCE HALLS**

The ORLL assigns approximately 3,400 students to 40 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—one known as “uphill” and the other as “downhill.” The following is a comprehensive listing of our residence halls:

**Uphill Residence Halls (Staffed):** Carmichael Hall, Carpenter House, Hill Hall, Houston Hall, Miller Hall, West Hall, Wilson House, and Wren Hall

**Downhill Residence Halls (Staffed):** Bush Hall, Haskell Hall, Hodgdon Hall, Lewis Hall, Metcalf Hall, Richardson House, South Hall, Tilton Hall, and 45 Sawyer Ave.

**Uphill Residence Halls (Un-staffed):** 90–94 Curtis St., Hillside Apartments, 9–11 Sunset Rd., and 10 Winthrop St.

**Downhill Residence Halls (Un-staffed):** 12 Dearborn Rd., Stratton Hall, Latin Way, and Sophia Gordon Hall

**Graduate Student Residences:** Fairmont House, McColleston 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 15 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:** 150s Hillside Apartments (Japanese Language), 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), Hall House (Jewish Culture), Latin Way A220s (Chinese 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. A Scholar-in-Residence who lives in Tilton Hall and a Faculty-in-Residence who lives in Houston Hall coordinates regular discussions that feature other Tufts Scholars and mentor students about their course selection, acclimatization to college life, and overall well-being at Tufts.

**Active Citizenship** – Incoming Tufts students will be offered the opportunity to live with other like-minded incoming students with an interest in active citizenship in Haskell Hall. The Residential Life and Learning Office is collaborating with Tisch College of Citizenship and Public Service to create a residential environment made up of students who are looking to build active and responsible communities in and around the Tufts campus.

**Bridge Program** – Metcalf Hall houses a live-in scholar 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 his or her 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 students and sophomores are required to live on campus unless commuting from home. Commuting from home is defined as living with one's parent, legal guardian, or an adult relative who is at least 25 years of age. Changing to commuting status requires a letter of verification and a meeting between the parent/guardian/adult relative and the Director of Residential Life and Learning. If a student leaves the university at any time during the first two years, he/she will be required to complete the above stated requirement upon returning to campus.

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. The Director of Fraternity and Sorority Affairs will submit a list of all sophomores who are eligible to live in Greek housing. For more detailed information regarding residency, 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 or via the ORLL website: <http://ase.tufts.edu/reslife>. 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** – Housing is assigned for a full academic year. The only regular exceptions to this year long requirement are for those students who graduate mid-year or those who enroll in a study abroad program. First year students are assigned housing by a roommate matching program 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 student desire, the ORLL implemented a plan in which the lottery numbers assigned for the senior year are in reciprocal order of those for the sophomore year. The junior year number, the year when study abroad and off-campus living is greatest, is a separate randomly assigned number. Thus, a student who feels he or she had bad luck in the sophomore year selection process can look forward to a better number in their senior year. Seniors who wish to live on campus do have seniority in the selection process. For more information about the housing lottery and room selection, go to: <http://ase.tufts.edu/reslife>. The *Housing Lottery Booklet* is also available to students either at the end of fall semester or the beginning of spring semester in the ORLL.

**Room Changes** – Rising seniors, juniors, and sophomores select their apartment mates and roommates prior to the housing selection process. Room or roommate changes or direct room swaps are permitted after the first two weeks of every semester. This is what is called a two-week moratorium or “housing freeze.” The ORLL requires this time period to confirm who is residing in each residential space on campus. This review allows the ORLL to provide accurate residency information for health and life safety purposes. The residential staff will work with the student(s) to determine if a room change is possible and if not, the staff will determine the best course of action. If a student is granted permission to change their room assignment, they must complete the **Housing Update Form** in the ORLL.

**Unauthorized room changes or failure to comply with the above stated process is considered a violation of residential community standards. For those found in violation, you may lose 50 points from your 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. The ORLL also must have all viable open spaces 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 24-hours notice via telephone, campus mail, 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** – Undergraduates with a documented temporary or permanent medical disability or medical condition requiring accommodation may request housing accommodations to meet their medical needs. The Medical Director of Tufts University Health Service will assess the nature and severity of the illness or disability and recommend appropriate housing accommodations. Such accommodations are granted only when the following conditions are met:

- The student provides adequate documentation by a qualified clinician, indicating a disability or illness requiring accommodation. (Documentation from physician parents is not accepted.)
- The Medical Director reviews the documentation and corroborates the medical necessity for an accommodation.
- 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) or permission to install an air conditioner.

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

- Obtain and complete the **“Request for Housing Accommodations”** form. This form can be picked up from the Office of Residential Life and Learning, South Hall or by downloading a copy from our website: <http://ase.tufts.edu/reslife>.
- The completed request form should be brought or faxed (617-627-3929) to the ORLL and it will be forwarded to the Medical Director of Tufts University Health Service for review.
- Additionally, the student will need to obtain specific supporting documentation from his/her own treating health care provider. The physician should complete the **“Physician Documentation”** form. This form can be downloaded directly from the Tufts University Health Service website at: <http://ase.tufts.edu/healthservice/documents/physicaldocumentation.pdf>.

Students should keep in mind that specific and detailed functional medical information is necessary in order to assess each request.

- The supporting documentation should be sent directly to the Medical Director of Health Service, along with a copy of the **“Request for Housing Accommodations”** form that the student has filled out to:

Medical Director  
Tufts University Health Service  
124 Professors Row  
Medford, MA 02155  
Fax 617-627-3592, Telephone 617-627-3350

Upon receipt of this information, the Medical Director of Health Service will review the request. If the medical accommodation request is granted, the Office of Residential Life and Learning will make the specific room assignment. This assignment is based not only on the recommendation, but also on the availability of space in the residence halls. The ORLL will notify the student in writing (via email) or by telephone of the room assignment.

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 generally not air conditioned and installing an air conditioner in a residence hall room is prohibited. However, students may have fans in their rooms 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 obtain and complete the **“Request for Housing Accommodations”** form. This form can be picked up from the Office of Residential Life and Learning, South Hall or downloaded from our website at <http://ase.tufts.edu/reslife>. The completed request form should be brought or faxed (617-627-3929) to the ORLL and the same medical accommodations process outlined above will be followed. 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 building immediately. Students may also be subject to residential judicial consequences.**

**Interim Housing** – During Thanksgiving Break and Spring Break all residence halls remain open for students not leaving campus during this time however all dining halls are closed. During winter break, all halls are closed except for Metcalf Hall, Richardson House, and Stratton Hall. These residence halls serve as winter recess lodging for international students, members of Tufts’ athletic teams and dual-degree students when the Museum School or New England Conservatory ends fall semester classes later than or begins spring semester classes earlier than Tufts, etc. Academic year residents of the three halls are given lockable closets in which to store valuables during the break. Academic year residents will also be given the name(s) of the student(s) living in their room prior to the end of the fall semester.

**Early Arrival to Campus** – Students who need to move in early at the beginning of each semester should contact the ORLL as appropriate. You may contact us by calling 617-627-3248 or by emailing [reslife@tufts.edu](mailto:reslife@tufts.edu).

**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, <http://ase.tufts.edu/tsr>.

## THE RESIDENCE HALLS

### **The In-Hall Residential Staff:**

**Resident Directors (RD)** – The RDs are an integral part of the Residential Life staff. They are live-in professional staff employed to manage their respective residential areas. RDs are responsible for the health, safety and overall management and well-being of the residential population and their guests. RDs work in collaboration with Residential Facilities to ensure a safe and clean living environment. They also promote a sense of community and serve as a resource for the students within their area of responsibility. They are knowledgeable of all university and residential policies and procedures and assist the Assistant Director of Community and Judicial Affairs by meeting with students involved in lower level residential policy violations. There are ten Resident Directors on campus. RDs provide on-call coverage to the residential community on a rotating weekly basis from 7 P.M.–7 A.M. There is an uphill RD on call and a downhill RD on call. If students need assistance from the RD on call, they can contact TUPD at 7-3030, or a member of the in-hall residential staff.

**Resident Assistants (RA)** – The RAs are undergraduate students selected by the ORLL and directly supervised by the RDs 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 confront floor members who are infringing upon the rights of the other members. 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 can call or 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, academic and administrative departments, etc.) to reserve lounge space in various residence halls across campus. In order to reserve a lounge space, please send an email (at least 72 hours in advance of reservation date) to [reslife@tufts.edu](mailto:reslife@tufts.edu) with the following information: name of organization, contact name, brief summary of event, and date/time of reservation. (Please be sure to submit alternate lounge spaces as our spaces fill up quickly.) If the space is available the office staff will confirm the date/time of reservation with the program contact person. If the requested space is not available the office staff will notify the contact person of the request status and upon permission, attempt to reserve another lounge space on campus. Once the space has been confirmed the office staff will notify the Resident Director of that building.

**Available Lounge Spaces:** Bush Hall, Hodgdon Hall, Carmichael Hall, Wilson House, Haskell Hall, Tilton Hall, Hill Hall, West Hall, Lewis Hall, Miller Hall, South Hall (with the exception of the South Hall basement), and Carpenter House.

NOTE: NO events will be permitted in lounge spaces during Reading Days and Final Exam period at the end of each semester as a courtesy to residents of those buildings who require the space for studying.

**Sophia Gordon Multipurpose Room (MPR)** – The Multipurpose Room in Sophia Gordon Hall may be reserved by emailing a written request to [reslife@tufts.edu](mailto:reslife@tufts.edu). The request email should include the following information: date and time of the event, the requesting organization, and contact person for the event. The requesting party will be required to fill out an event registration form and confirm with the ORLL staff that they have read and completely understand the MPR space reservation policies. If the space is available for the date/time requested, these documents will be sent electronically to the person requesting the room. Occasionally, events complex in scope and size may require a meeting with the Assistant Coordinator of Residence Halls before approval can be granted; the requesting party will be notified of this meeting as appropriate.

Reservations are made on a first-come, first-served basis. Due to the high volume of requests for the Sophia Gordon MPR, interested groups must submit their request at least one week prior to the event. Reservations made less than one week in advance will not be honored.

Reservations for use between 8 A.M.–5 P.M. weekdays must be made through the Resource25 reservation system (<http://uss.tufts.edu/registrar/Resource25.asp>). Evening (after 5 P.M.) and weekend use is reserved through the Office of Residential Life and Learning.

Reservations are made on a semester-to-semester basis, and no more than 2 months in advance. Reservations for fall semester can be made no earlier than July; reservations for spring semester can be made no earlier than November. Organizations will be permitted no more than 5 events per semester, and no more than 2 events in the same month to provide equal access to the space for all.

During the event, all participants must be sure to adhere to ALL residential and university-wide policies. The reserved space must be returned to its original state once the event is complete. Events must end (including cleanup and break-down) no later than 11:00 P.M. Sunday through Thursday and 1:00 A.M. Friday–Saturday in order to comply with campus-wide quiet hours policy.

**Organizations found in violation of residential or university policies during events in the Sophia Gordon MPR space may forfeit their ability to reserve the space for future events.**

NOTE: No events will be permitted in the MPR during Reading Days and Final Exam period at the end of each semester as a courtesy to residents of Sophia Gordon Hall who require the space for studying.

## **RESIDENCE HALL AMMENITIES**

**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 [www.tufts.edu/dining](http://www.tufts.edu/dining). 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** – Tufts University uses an outside contractor to supply beverage and snack vending machines located throughout campus and in the residence halls. Vending machines accept 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 University 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. Please report any problems with the machine to the contact number provided on the machine, or contact the university representative 617-627-3566.

**Laundry Services** – Mac-Gray Corporation of Cambridge, 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 Points Plus or cash. The Points Plus 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**.

*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.*

**Wireless Computer Networks** – The University provides a wired high-speed Internet connection for each resident in the halls. Many academic buildings, common areas, libraries, and some outdoor areas, such as the uphill residential quad, are set up as WIFI networked areas. Some residence halls have wireless available in their common area. University Information Technology (UIT) is continually expanding wireless connectivity and 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 asked 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 WIFI locations.

For more information about on campus use of personal computers or computing support, please visit the Tufts Online website at <http://student.support.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://uit.tufts.edu/voiceservices>.

For questions or assistance, please contact the Voice Communications Help Desk at 7-HELP (7-4357) from any campus phone or 617-627-4357 or via email at [teldeskt@tufts.edu](mailto:teldeskt@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

If you are sending “pre-paid” outgoing packages via carriers such as UPS, DHL 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 one of the following options when sending packages:

1. The Federal Express drop box (pickup by Federal Express is 6 P.M.) located on Packard Avenue next to West Hall or you may call *1-800-GoFedEx* to schedule a pickup.
2. The DHL drop box (pickup by DHL is 5:30 P.M.) located on Packard Ave. next to West Hall or you may call *1-800-CallDHL* to schedule a pickup.

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.
- > 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 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 *Jumbo Drop* locations in your building.
- > Complete the **Room Condition Card** with your RA.
- > Return room keys to the Residential Facilities Office (520 Boston Avenue), TUPD (419 Boston Avenue), Carmichael Hall room 158, or Hodgdon Hall room 139 when completely moved out. **(DO NOT return keys to the ORLL.) 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 ABM/One Source, the university's cleaning company. The ABM/One Source 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, ABM/One Source staff can be reached by calling Tufts University Police at 617-627-3030. Residence Halls are staffed by ABM/One Source employees 24 hours a day, 7 days a week except for Friday

11:00 P.M.–Saturday 8:00 A.M. and Saturday 11:00 P.M.–Sunday 8:00 A.M. and during holidays when the university is closed. 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: ABM/One Source 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 up-keep.**

**Keys** – All students are provided with room keys, a mailbox combination or key, and a fob (and a suite key when applicable). All buildings have “Jumbo fobs” to gain electronic access into the front door of the building. The Residential Facilities Office administers university residence keys and fobs. 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) and FOB 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. (The \$10.00 charge does not apply if the lockout occurs during regular business hours.) Students locked out of either Tilton Hall or Sophia Gordon Hall must contact TUPD 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 . . . . .	\$10.00
Room Key . . . . .	\$55.00
Suite Key (Latin Way/Hillsides) . . . . .	\$55.00
Room Key (Latin Way/Hillsides) . . . . .	\$10.00
Jumbo FOB . . . . .	\$10.00
Student ID Card (Tilton/Sophia Gordon) . . . . .	\$15.00

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

Fob 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 TUPD (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.

## **CAMPUS SUSTAINABILITY ENERGY GUIDELINES**

Tufts University prides itself on its environmental commitments. Tufts University is committed to complying with the Kyoto Protocol target for university related greenhouse gas emissions. Here is what students can do to help promote a green, environmentally friendly residence hall:

**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 <http://go.tufts.edu/facilities> and click on *Online Service Request* to report the problem.

**Windows** – Please do not leave your windows open during the winter months. 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. It is impossible to deliver target temperatures when windows are left open. Do not forget that windows **must** be shut completely when you leave campus for the weekend or break.

**Refrigerators/Microfridges** – Please keep refrigerators clean and de-iced. Be sure to **empty and unplug** when away for winter/spring breaks. In order to conserve energy students are encouraged to only have one in the room and select the smallest size possible.

**Leaks** – Leaks, constant drips, or running toilets can be a significant waste of water. If students find a leak in the residence hall bathrooms or kitchens, please go to <http://go.tufts.edu/facilities> and click on *Online Service Request* to report the problem.

**Lights** – Halogen lamps are not allowed. Please use compact fluorescent bulbs in all student-occupied areas. If students would like to exchange their regular bulb with a compact fluorescent bulb, they can go to the Office of Sustainability in the rear of Miller Hall. (Limit: one bulb per person, please bring along regular bulb.) *Please shut off lights when not in student rooms. Hallway lights always remain on for safety.*

**Other Appliances** – Please remember to turn off all appliances when not in use.

**Computers** – Please turn off computers when not in use for several hours and enable the Power Management feature on computer monitors.

**Recycling** – It is expected that students will recycle all appropriate materials: plastic, metal, glass, mixed paper, cardboard, and electronics. If you are not sure if something is recyclable, please contact [recycle@tufts.edu](mailto:recycle@tufts.edu) for guidance.

For more information about sustainability topics on campus, please visit their website at: <http://sustainability.tufts.edu>.

**“Tufts Recycles!” Program: c/o Tufts Institute of the Environment, Miller Hall, 617-627-3810; [recycle@tufts.edu](mailto:recycle@tufts.edu)**

This program is a project of the Facilities Department with the goal of recycling 50% of campus waste. Those living in residence halls can directly participate by regularly recycling paper, cardboard, glass, metal, and plastics #1–7. Batteries, cell phones, and iPods all contain hazardous metals and should be recycled in receptacles located in campus eateries and most large residence halls.

One of the largest initiatives of the “Tufts Recycles!” program is Jumbo Drop, a waste-reduction project which collects unwanted items from departing students in the spring. Program instructions for the Jumbo Drop collection will be posted in residence halls each spring semester. For more information on Jumbo Drop and other projects, please visit: [www.tufts.edu/tuftsrecycles](http://www.tufts.edu/tuftsrecycles).

## **SAFETY, SECURITY, AND EMERGENCY PROCEDURES ON CAMPUS**

The safety and security of residential 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 students vulnerable to crime.

### **TUFTS UNIVERSITY POLICE DEPARTMENT (TUPD)**

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

TUPD is headquartered on the Medford/Somerville campus with stations also on the Boston and Grafton campuses. The department is lead by the Director of Public and Environmental Safety. Tufts Police Officers are trained at state academies and through on-going in-service and specialized programs. The officers have full arrest powers in the Commonwealth of Massachusetts and carry firearms. The university 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, TUPD 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** – Blue light telephones are generally located near residence halls and parking areas and can readily be seen at night. Each telephone is wired directly to the university police and police officers can be dispatched when needed. All students on campus 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 TUPD if you are locked out of your room.**

**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 TUPD at any time.

**Building Security** – Outside doors on the residence halls are locked 24 hours a day except for South, Hodgdon, and Carmichael Halls. In these buildings, an entry door to the building is unlocked during business hours to allow for public access in 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 students see a door propped they should close it immediately. **NEVER LEND OUT YOUR KEYS OR FOB** 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. **Always lock doors while sleeping or out of the room as this is the single most effective action in preventing crime/theft.**

**Bicycles** – Residents must register their bicycles with the Tufts Police. They offer 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 to register a bicycle. Bicycles must be removed from bike racks by the day following Commencement. Unclaimed bicycles and parts will be collected by the Tufts Police. 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. If you have any questions regarding bicycle registration please feel free to contact Tufts Police at 617-627-3030.

### **Tips for Security around Campus:**

- > Avoid walking alone at night.
- > If you have night classes, make arrangements to walk back with several class members or fellow residents who may have classes in nearby buildings.
- > 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 TUPD (617-627-3030) and to Facilities (617-627-3496).
- > Use the campus blue light telephone system for rapid communication with TUPD.
- > Please utilize the safety escort service by calling TUPD (617-627-3030).
- > In the event that a student is being followed on foot, he/she should attempt to cross the street, change direction and vary the speed in which they walk. If the following persists, the student should go to a lighted building and call TUPD.
- > 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 TUPD.

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

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

## FIRE AND LIFE SAFETY

### Office of the Fire Marshal

419 Boston Avenue, 617-627-3922

The mission of the Fire Marshal's Office is the life safety of the students, faculty and staff. This task is accomplished by providing education, information and training to the Tufts community. The following information provides you with the guidance to ensure that your educational and social experience at Tufts is safe from fire emergencies. For more information on Fire and Life Safety, please visit the Fire Marshal's website at: <http://publicsafety.tufts.edu> (then click on the Fire Safety link).

**Fire and Life Safety Inspections** – The Fire Marshal's Office conducts Fire Prevention Inspections in the common areas (lobby, lounge, hallways, stairways, laundry rooms, utility rooms, storage rooms) of all residence halls multiples times a year. The inspections are performed to ensure the following: 1.) Fire Detection and Fire Sprinkler Systems are operational, 2.) Fire Extinguishers are in the proper location, are not obstructed and are ready for use, 3.) 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 daily 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 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 violations 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 violation(s). If you receive notification (via email) that you have violated any of the fire and life safety policies, you are expected to correct your behavior 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 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 encased in glass on all of the floors of the building. Bedroom smoke detectors (local device) are designed to alert the occupants if the origin of the smoke is in that 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 fire alarm pull-station will sound a building-wide evacuation alarm that will also sound in all of the individual student rooms. **It is a violation of Massachusetts State Law to shut off, disconnect, obstruct, remove, or destroy fire protection equipment. This includes the tampering of smoke or carbon monoxide detectors, fire extinguishers, and horn/strobe warning devices. This includes vandalism to fire protection equipment either malicious or accidental. Students found in violation of this policy will be**

**immediately placed on Deferred Residential Separation including parental/legal guardian notification. Subsequent offenses of this policy will result in Residential Separation.**

**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, TUPD or members of the Fire Marshal's staff and reported to the Assistant Director for Community and Judicial Affairs. If students are chronically involved in a violation of the No-Smoking policy, they may be removed from their on-campus housing assignment or relocated to another space on campus.

NOTE: 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 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. Setting a fire either intentionally or accidentally, even those caused by cooking or smoking in approved outdoor areas. 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).

### **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.

**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 disciplinary action.

**Tampering with or Obstructing 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 residence hall roofs, 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 subject to residential judicial consequences.

**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 CAL TB 133 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 buildings including 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 Health Services.

**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 from Student Rooms to Nearby Lounges/Suites** – 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 Barbeque 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 gain permission from the Fire Marshal’s Office. Those found using a grill without the proper permission will be instructed to end grilling and extinguish the flames immediately.

**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.**

## A couple of reminders from the Fire Marshal:

- > Have an “exit strategy” . . . know two ways out of your residence hall. 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.

## 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 confront the situation him/herself, the confrontation 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.

**Promotion of Diversity and Tolerance** – 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 regardless 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 University Police Department at 617-627-3030 or contact a member of your in-hall residential staff.

**Roommate Relationships** – The in-hall residential staff is available to assist students with many issues including successful roommate relationships. In addition, resident students must be committed to creating healthy and strong relationships with their roommates. Open communication from the very beginning is an integral part of creating a successful roommate relationship. More often than not, roommate conflicts occur due to the lack of communication between those involved. Students who find themselves in difficulty with their roommate relationship should not hesitate to contact their RA/RD for assistance.

In some cases, students who share a room during the academic year are not able to resolve their issues independently and find it best to deal with issues by using written agreements. Students who wish to engage in a written agreement may contact their RA/RD for assistance in doing so. Here are some examples of what roommates would discuss when creating a roommate contract or agreement: communication styles, quiet time, guests/guest hours, room cleanliness, borrowing/lending, personal hygiene, stereo/radio/TV usage, personal habits, and other specific topics that are pertinent to a written agreement. The biggest mistake that roommates can make is not discussing a problem as it develops.

## **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 or misuse prescription drugs. For a full description of the Alcohol and Other Drugs policy, please refer to the Student Affairs website at: <http://uss.tufts.edu/dosa/policies>.

**Social Event Registration Policy (For All Residence Halls/Houses)** – The ORLL is committed to providing a mechanism for residential students at Tufts University to host enjoyable, successful, and safe social events. If students living on campus would like to host a social event within their residence hall or small group house where the attendance is expected to be **50 or more people**, they must follow the protocol listed below:

- > The host(s) of the social event must register it with the Assistant Director for Community and Judicial Affairs in the ORLL. (The host(s) of the event must be 21 years or older if the event involves alcohol.)
- > Alcohol may not be present at an event held in a common space of the larger, traditional residence halls.
- > The event must be registered **at least seven (7) business days** prior to the date of the event.
- > During the registration meeting with the Assistant Director, the following items will be discussed: date of event, start/end time, location of event, alcohol service (if applicable), safety plans, etc. **Please note: Kegs and other bulk quantity alcohol containers are prohibited in all residence halls including special interest houses.**
- > When deemed appropriate, a pre-event consultation may be scheduled with the host(s) by the Assistant Director and/or TUPD. The purpose of the consultation would be to discuss safety issues, access to the event, timeframe issues, and when appropriate noise control and distribution of alcohol (if applicable). The consultation will result in a plan on how the event will run.

**During the Event** – TUPD may conduct a site visit to check on how the event is running and to address any issues. At any time hosts may ask the visiting officer(s) to assist with crowd control issues. Hosts and/or other residents are strongly encouraged to call TUPD or TEMS at any time during the event if assistance is needed.

NOTE: If an event is not being run safely or according to the consultation plan (if one took place) the officer(s) may issue a warning with the expectation that the problems will be corrected in order for the event to continue. In this case, the host(s) should anticipate a follow-up. **Disregard for university/residential policies or state laws may result in immediate closure at the time of the first site visit by TUPD. Events that are not registered properly are subject to closure upon discovery.**

Students who wish to inquire about this policy may contact the Assistant Director of Community and Judicial affairs in the 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.”*

Unfortunately, “therapy dogs” do not fall into the same category as service animals and are not allowed in university residence halls. 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. 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 twenty-three hours per day of quiet time 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.

**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.**

### **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 building fob to your guest(s) under any circumstances.
- > You are responsible for the behavior of your guests at all times and are liable for any damages incurred to your room or the residence hall as a result of your guest's behavior/actions.
- > You may not engage in sexual activity while your roommate is present in the room. Any sexual activity within your assigned room should not ever deprive your roommate(s) of privacy, study, or sleep time.

### **Guest Responsibilities:**

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

- > Guests should be aware and adhere to all university and residential policies as well as Massachusetts state laws.
- > Guests must be accompanied by his/her host resident at all times.
- > If a guest is of legal drinking age to consume alcohol, he/she may not bring alcohol into his/her host's room if that host is not of legal drinking age to consume alcohol.
- > 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, RD, or Tufts University 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 building fob 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 University Judicial Affairs Officer in the Dean of Student Affairs Office. Students found misusing university-issued keys to non-residence halls will also be referred to the University Judicial Affairs Officer. **If you lend out your room key or building fob 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** – Due to the serious health risks of blood borne pathogens, vomiting, defecating, and urinating in student rooms 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, he/she 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 of the violation, may be subject to relocation to another staffed residence hall. If the student's 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 Community and Judicial Affairs.

**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 University Judicial Affairs Officer 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.

### **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 University Judicial Affairs Officer 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 or ORLL and the RD of the area the violation occurred via the online reporting system. 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. 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 member of the ORLL staff 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 TUPD) 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 **three business days** (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 verbally and in some cases in writing. 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 University Judicial Affairs Officer 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 University Judicial Affairs Officer in the Dean of Student Affairs Office may occur as well.**

**Residential Judiciary Board (RJB)** – The RJB is made up of two resident 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 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 University Judicial Affairs Officer if such action is deemed as 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 hearing. In the event of an appeal hearing, the Assistant Director will be responsible for setting up the hearing 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 evidence 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, overturn the decision or uphold the decision and/or assign a different consequence they feel is appropriate for the behavior exhibited.

**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 first and then by hard copy letter. The RD 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 University Judicial Affairs Officer, 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 resident assistants 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://studentservices.tufts.edu/dos>.

## 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
  - > No-Smoking 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. Residential probation is usually the result of **a second demonstrated residential policy violation. Such residential policy violations include but are not limited to:**
  - > Noise policy
  - > Possession of Pets and Animals
  - > Possession of University Furniture policy
  - > Unauthorized use of university keys (1st offense)
  - > Hall Sports policy
  - > No-Smoking policy
  - > Guest policy
  - > Minor fire and life safety regulations
  - > Unauthorized Furniture policy
  
- > **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
  - > 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 Resident 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 and/or campus mail.

**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 Resident Directors. The Residential Judiciary Board usually hears appeals of decisions made by the assistant director. Refer to the *Student Judicial Process* found in print or online at: <http://uss.tufts.edu/dosa/publications/> for detailed information regarding appeals.

## FREQUENTLY USED CAMPUS PHONE NUMBERS

Office of Residential Life and Learning .....	7-3248
Off-campus Housing .....	7-3248
Tufts University Police Department .....	7-3030
Tufts Emergency Medical Services .....	7-3030
Emergency Line .....	6-6911
Administrative Services (Traffic & Parking) .....	7-3692
Fire Marshal's Office .....	7-3922
Residential Facilities/Maintenance .....	7-3992
Work Control .....	7-3496
ABM/OneSource .....	7-3973
Dining and Business Services .....	7-3566
Canteen Vending .....	1-800-342-3933
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
University Information Technology .....	7-3376
Tufts Student Resources (TSR) .....	7-3224
Bookstore .....	7-3468
Tufts Online .....	7-4TOL (7-4865)
Voice Communications Help Desk .....	7-HELP (7-4357)