



Davenport
University

HOUSING & RESIDENCE LIFE HANDBOOK

"Home is where
my Panthers
Are"



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DAVENPORT
UNIVERSITY

**Housing and
Residence Life**

WELCOME TO DAVENPORT UNIVERSITY HOUSING AND RESIDENCE LIFE!

Our staff is dedicated to providing each student with a living environment that supports their academic success, personal well-being, and overall development.

Housing and Residence Life is more than just a room to sleep in; it is an opportunity to become part of a thriving and engaged community. The following pages will help prepare you for what to expect, as well as to equip you with the knowledge of what is expected of you as a housing student.

Your Davenport University Housing and Residence Life Staff:

Andrea Prins, Director of Residence Life and Title IX Coordinator

Shelbi Rushing, Assistant Director of Residence Life

Alan Harris, South Hall Residence Life Coordinator

S. “Kullen”, Cook and Meijer Residence Life Coordinator

ShayVonne Harris, Panther Ridge & Woods Apartments Area Coordinator

CONTACT INFORMATION

Davenport University Housing and Residence Life is located in the Center for Learning and Engagement on the first floor of the Academic Building. Feel free to stop by, or contact us anytime.

Email: housing@davenport.edu

Phone: 616-554-5095

DAVENPORT UNIVERSITY MISSION STATEMENT

Davenport University prepares people and organizations to excel in the knowledge-driven environment of the 21st century.

HOUSING AND RESIDENCE LIFE’S MISSION STATEMENT

Housing and Residence Life is a multi-faceted community committed to providing a safe, inclusive, and supportive learning environment where academic success, personal development, and civic responsibility are fostered.



RESIDENTIAL COMMUNITY

Residence Life Coordinators and Area Coordinator

The Residence Life Coordinators (RLCs) and the Area Coordinator are full-time professionals who live in each of our residential communities. RLCs and the Area Coordinator manage the day-to-day operations of the residential community.

RLCs and the Area Coordinator supervise Resident Assistants, manage all in-housing programs, oversee housing operations for their area, and serve as a guide through the Student Conduct process when violations of housing policy occur. RLCs also participate in an on-call duty rotation for after-hours crisis response on campus.

A Resident Assistant (RA) is a student leader and para-professional staff member living throughout DU's residential community. Their job is to assist residents in adjusting to community living. They are here as a resource for students, leading activities and events, and helping implement policies. They help residents with roommate conflicts, overall adjustments to college, and generally help foster community.

The South Front Desk is located in the South Hall lobby across from the cafeteria, and is open throughout the year. The student staff are another resource for students who may have questions. They assist with daily operations including guest registration, game and equipment rentals, and lockouts. The front desk is open daily during the academic year, and intermittently during holiday breaks.

The South Front Desk number is 616-554-5219.

Residential Living

When moving into a residential hall at Davenport University, a student becomes part of this community. Housing and Residence Life (HRL) is made up of a group of diverse individuals who are here to pursue common educational goals, while sharing a wide variety of experiences. Below, an outline is provided of student rights and responsibilities as it pertains to living in this community.

Shared Community

Opting to live in a residential community at DU means that you have entered into a community of peers, in which:

- Students live together in a shared space, whether bedroom, suite or apartment
- Students study, rest, eat, sleep, and otherwise live life

- Students are challenged to balance their needs for privacy with the presence of roommates, suitemates, and their guests and visitors
- Students are challenged to manage their needs while not infringing upon the rights of others

Resident Rights

In Davenport University Housing and Residence Life, students have the right to:

- A clean, safe, and secure living environment
- A reasonably peaceful place to sleep and study
- Host a guest as long as all policies are followed
- Choose personal means of recreation and relaxation within our community guidelines
- Address behaviors that infringe upon one's rights using appropriate communication
- The assistance of a University staff member, should a problem arise
- Know what is acceptable and not acceptable in the residence halls and apartments
- Have access to a variety of programs, support systems, and involvement opportunities
- Be free from intimidation, physical and emotional harm, and all forms of harassment
- Live according to one's own unique values, beliefs, orientations, and preferences, as long as they do not unduly interfere with the rights of others

Residents Responsibilities

In Davenport University Housing and Residence Life, students have a responsibility to:

- Respect the rights of others
- Keep their rooms, suites, and apartments clean (including common areas and bathrooms)
- Let roommates and suitemates know of preferences for sleep, study, and socializing by completing a roommate agreement form
- Discuss visitation in common areas, the hours it is acceptable to have guests and visitors
- Know and abide by the policies, regulations, and laws of the State of Michigan, the local municipality, and Davenport University's Student Code of Conduct
- Examine and regulate one's own behavior, as well as be respectful and mature if others disagree with that behavior
- Notify community members or staff of any problem in a timely manner and cooperate to find a solution
- Read and know the information and policies outlined in the Student Code of Conduct, the Housing Contract, and this Housing and Residence Life Handbook

Sharing Living Space with Others

Residential students at DU will have suitemates and/or roommates. Open communication, respect, flexibility, and trust, along with recognizing another's feelings and needs are crucial to successful roommate relationships. The shared experience of roommates and suitemates adds to the growth and development of a student and assists in the transition to adulthood.

Here are some things to remember when sharing living space with others:

- Limit Personal Belongings - Roommates and suitemates should discuss and agree upon items to bring and maintain in common areas. Check the list of prohibited items to make sure that these are not brought into residential communities. Roommates and suitemates should discuss sharing items and set up ground rules before arriving to campus.

- Seek Help - If an issue arises, first attempt to address it individually. If this is unsuccessful, seek out the assistance of an RA. Housing Staff can also be used as a resource for difficult issues.
- Communicate in Person - Do not communicate concerns via text message, e-mail, social media, or notes left in the room. Do NOT post frustrations or concerns on social media.
- Recognize Shared Space - Individuals and their personal choices have an impact on that space.
- A Resident's Right to Sleep or Study - This supersedes the right to socialize and entertain.

Residential Student Conflicts

Residence Life staff will work with students that experience roommate issues through a variety of formats. These include the following:

Roommate Agreement - Residents will complete a roommate agreement provided by and discussed with the Resident Assistant at the beginning of the year. This document summarizes a set of agreed upon boundaries, space utilization needs, and requirements. Topics include:

- Noise Levels (during day/night, study/sleep)
- Bed Time
- ESA's
- Room Décor
- Personal Routines
- Guest Preferences
- Window, Heat, and Air Conditioning Use
- Dishes
- Shared Space Cleanliness
- Relationship Expectations
- Personal Items
- Privacy

Mediation - Resident Assistants are trained in mediation, offering advice, support, and assistance. As needed, RLCs are also available upon student request.

Community Standards - Students may report violations of community standards by seeking the assistance of Housing and Residence Life. Housing and Residence Life has an educational process that communicates standards of conduct which emphasizes personal decision making and appropriate behavior, in addition to student accountability.

Residential Services

Computer Networking

Davenport University provides internet access to all residential communities. It is called the ResNet service. All on site housing has access to this service through either wired Ethernet or wireless access points. Personal networking equipment (i.e., wireless access points, routers and switches) are not permitted as they may cause network disruption. All residents must register their computers

and other devices through Davenport IT. Submit a work request through the Customer Support Center if you experience any issues. Our network is designed to share the bandwidth equally, so users that abuse the network

will be slowed down to allow others access. Users must adhere to the University acceptable use policy found in the Student Code of Conduct.

Computer Labs

Computer labs within the residence halls are open and available. A computer lab (room 220) is also available in the Academic Building during business hours.

E-Mail

All Davenport Students will be issued a Panther Mail e-mail address. E-mail is the official method of communication by all DU departments. Please check this email account on a daily basis.

Heating and Air Conditioning

Each suite and apartment has the capability to adjust temperature as desired by the residents.

Housing Card and Keys

All students are provided with a Davenport University Housing key card and/or hard key upon check-in. Residents are not allowed to let anyone else use their key card or hard key to gain entry into a building, suite, or apartment. If a key card or hard key is lost or stolen, there will be a replacement charge. Housing key cards will be issued upon first year move-in and are expected to be used by students for the duration of their stay. Key charges are added directly to student accounts as appropriate. Fees and housing charges are listed in this handbook for students' reference.

Laundry Facilities

All laundry provided in DU housing is free of charge to students. Cook, Meijer, and South Halls have laundry facilities with washers and dryers on various floors within the buildings. Laundry machines are available on a first-come, first-served basis. Residents should monitor the laundry room while doing their laundry. Laundry left for more than 48 hours will be donated. Housing and Residence Life is not responsible for lost, stolen or damaged items. Panther Woods and Panther Ridge are equipped with washers and dryers in each apartment.

Lofts

Lofts are available for student use and can be picked up during move-in on a first come, first serve basis. Lofts reserved outside of the South Hall A bedrooms must be returned to Housing staff by students before they move out. The lofts provided by Davenport University are the only lofts allowed in housing. Students will be held responsible for any lost or damaged lofts. Lofts are not available for use in Panther Woods or Panther Ridge.

Mail

All mail for residents will be handled through the Mail and Copy Center located on the lower level of the Sneden Center. Students will be notified via e-mail when a package has been delivered, and will need to show identification upon pick up. There is no mail delivery on weekends. Upon move-out,

students must change their address in Banner to ensure proper mail forwarding. Failure to change addresses will result in mail being returned to-sender. Mail will be forwarded until the end of the following semester. Mail forwarding only works for United States Postal Service (USPS) mail. Any packages being sent via special courier (i.e. FedEx, UPS, DHL, Amazon Direct, etc.) cannot be forwarded. Mail forward does not apply to international addresses. The University is not responsible for lost mail if the student does not follow proper procedures.

Mailing Address:

Student Name

Residence Hall and Room Number

6191Kraft Ave SE

Grand Rapids, MI 49512

Parking

Parking is provided near all residential spaces free of charge for on-campus residents. Residents must acquire a [parking permit](#) through Public Safety, and register guest vehicles with the Public Safety Department. Overflow parking is available for both main campus and Panther Woods.

Room Furniture

Bedrooms are furnished with a bed, dresser, desk, and chair. Residential community furniture must remain in student rooms at all times. Housing and Residence Life may prohibit personal furnishings that are considered too large, potentially dangerous, or present a health concern. At the time of check out, residents must remove all personal property and return the room to its original condition. Storage of personal belongings is not available. Failure to return the room to its original condition, to check out properly, and/or to remove personal items may result in loss of personal property and/or associated fees.

Trash and Recycling

All residents are required to take trash to the dumpsters. All trash must be bagged before being placed into its respective location. Recycling bins are also available. Trash that is abandoned, left in hallways, parking areas, or incorrectly disposed of may result in a referral to Student Conduct.

Work Orders

If an issue with a room arises, a work order can be placed at <https://my.davenport.edu/facilities/request-work-order>. There may be a wait for assistance. Housing and Residence Life will provide assistance if there is an emergency. Unreported issues become the responsibility of the student. If damage occurs because a problem was not reported in a timely manner, the student may be responsible to pay the cost for damages.

Abandoned Property

All personal property left behind will be declared abandoned after 5 business days and will be donated or disposed of, regardless of if a proper checkout occurred. Housing and Residence Life does not accept responsibility for the storage or safekeeping of property. The student will be

responsible for all moving, cleaning, and disposal fees incurred.

Breaks

Thanksgiving Break: While Davenport University is closed for Thanksgiving, students are welcome to stay in their residence hall or apartment room without registration. No guests are allowed.

Winter Break: Davenport University Housing and Residence Life closes for Winter Break at the end of Fall semester. Students must leave campus for break, unless granted written permission from the Director of Residence Life, or designee. As Winter Break approaches, information will be posted on the Housing and Residence Life webpage, sent via email, and provided during floor meetings. Failure to comply with Winter Break Closing procedures will result in a referral to Student Conduct.

Spring Break: Davenport University Housing and Residence Life does not close for Spring Break, students are welcome to stay in their residence hall or apartment room without registration. No guests are allowed.

All Breaks: Dining Services are not available during any of the above-listed breaks, although Dining Dollars can be used during Spring Break when the Panther Den is open.

Check-In

Residents will receive a Room Condition Inventory (RCI) form to record the condition of the room and furnishings upon their move-in. Residents are responsible for damages that occur during the period of occupancy. Should a student need to check in before the scheduled arrival date, they must obtain permission.

Written permission to move in early is granted solely by Housing and Residence Life and can only occur if the student's room is available. Housing and Residence Life may charge the student per day from the date of early move in until the regular day of arrival.

If a student does not occupy the assigned space by 9:00 a.m. on the first day of school or if notice of delay in arrival is not received in writing by that day and time, the University reserves the right to reassign the reserved space to another student.

All residential students are required to complete a proper, in-person check-in at the Center for Learning and Engagement. Failure to do so could result in additional charges.

Check-Out

Residents must formally check out whenever they change rooms (with permission), permanently leave, or graduate.

Students who do not properly check out of their room may forfeit their security deposit. A room must be left in the same condition it was received for a proper check out to occur. At the end of each semester, residents are required to check out within 24 hours of their last examination, and/or 24 hours after the completion of their athletic season. Any student failing to comply with the checkout date, will be charged \$50.00 per day. Failure to checkout properly may result in loss of personal property, financial restitution for damaged/ unreturned University property, and/or forfeiture of the \$150.00 damage deposit. Checkout procedures for approved extended stay residents will be provided to residents as needed.

Consolidation of Spaces

The University reserves the right to consolidate vacancies. Residents in suites where an additional bedroom exists are expected to refrain from utilizing the unoccupied room and associated furniture. Any student with a vacancy in their room could be reassigned to a new room or have additional students assigned to those vacant spaces at any time. Disciplinary action may occur for any resident who is noncompliant, does not keep their room in a fit condition to receive a roommate, is not welcoming to a new roommate, or is not willing to consolidate.

Early Arrival

Students checking in to the residential buildings prior to the official room and board contract start date will be subject to Housing Policies and Contract. Should a student separate from the University prior to the first day of classes, they will forfeit the \$150.00 security deposit, be subject to a \$50.00 per day fee for room and board costs, and are required to complete a proper check-out. Should a student leave the residential community and continue to be enrolled at the University, they will forfeit the \$150.00 deposit, be subject to a \$50.00 per day fee for room and board costs, be subject to the \$350.00 contract cancellation fee, and are required to complete a proper check-out. Exceptions to this policy include only students impacted by International travel, who will have a 5 day grace period around scheduled arrival dates.

Extended Stay

Students may request to have permission to stay on campus during official Housing closure dates. This includes non-local students, in-season athletes, and summer residents. Residents interested in staying for summer housing must meet eligibility requirements for the Spring/Summer housing semester and complete a Spring/Summer housing application in order to be permitted to stay on campus. Proper check-out is required at the end of the extended stay period. Should a student leave University Housing and not check out properly, the \$150.00 security deposit will be forfeited, and any other damages/fees will be assessed. Students who do not check out on their scheduled move-out date will be charged a \$50.00 per day fee for overstaying beyond their move-out. Please note, students who stay in a University-owned space past their scheduled move-out date will be considered “squatters” and may be subject to eviction. Eviction includes the disposal of any abandoned items, as well as the potential cost of re-coring keys for the applicable doors.

Emergency Procedures

Davenport University is committed to the safety and well-being of the University, staff, and students. If an emergency occurs that may delay operations or close the University, all students, faculty and staff will be notified via [DU Alert](#). The emergency notification system will provide information to students via phone, e-mail, or text messaging. This includes any alternate e-mail address, home phone number, cell phone number (for SMS text messages) students have provided the University. In order for students to be warned of any pending danger, their cell phone and/or text messaging information must be updated in Banner. This program is free; however, cell phone carriers may charge for a text message should a plan not cover it. The University will not use this contact information except in the event of an emergency.

Fire Procedures

During a fire evacuation, all residents are required to exit the building as quickly as possible via the stairwells in an orderly fashion. Housing and Residence Life and Public Safety staff will make every effort to facilitate the evacuation and ensure residents comply with alarms. It is expected that students comply with staff during a fire drill in order to get an accurate count of participants for the Fire Department. If a student does not leave the residence hall during a fire alarm, they will be subject to the Student Conduct process and receive a fine. No one may re-enter the building until the Public Safety Office or fire department deems it safe. The gathering spots for fire alarms will be in the following areas:

- Cook and Meijer Halls: Grassy areas between north parking lots
- South Hall: Turf Field or Spirit Rock Quad
- Panther Ridge: Grassy hills South of the building (towards the highway)
- Panther Woods: Overflow parking lot between Panther Woods and Farmer's Complex

Tornado Procedures

In the event of a tornado watch, Housing and Residence Life and the Public Safety Office will monitor weather. If the reports change from a tornado "watch" to a "warning," Housing and Residence Life and the Public Safety Office will require evacuation of the housing rooms and common areas and require that residents proceed to designated shelter areas. A tornado warning requires emergency action.

Fire, Health and Safety Checks

Each semester, Resident Assistants (RAs) conduct room inspections to ensure rooms are meeting fire, safety, and health codes. Residents will be given a one-week notice prior to the inspection and are encouraged to be present; however, inspections will continue whether the residents are present or not. If necessary, RAs will notify students of items that are not permitted and leave a notice of required improvements which must take place within 24 hours. Failure to meet the required standards may result in formal disciplinary action. In some cases, formal disciplinary action will occur without notice. Below is a list of prohibited items that, if found in students' living spaces, will result in disciplinary action:

- Pets (other than fish and approved ESAs)
- Open Flame / Open Coiled Items
- Candles
- Space Heaters
- Alcohol / Alcohol Empties / Alcohol Paraphernalia
- Drugs / Drug Paraphernalia
- Weapons

Housing Contract

Residents at Davenport University contractually agree to live on campus the entire academic year. If the contract is canceled by the student after acceptance, the security deposit shall be forfeited unless written notice of such cancellation is received by Housing and Residence Life before June 1, in which case the student shall receive a full deposit refund. Breaking the housing contract mid-year will also result in a \$350.00 contract cancellation fee which is automatically assessed upon

check-out. Residents are expected to understand this contract and uphold the Davenport University mission and values at all times.

Housing Contract Terms

The Housing Contract is for the academic year (fall and winter semesters, not including summer). Students are required to pay all charges at the start of each semester. To break a Housing Contract at any time within the year, a student must fill out a contract cancellation request on the [housing webpage](#), and Housing and Residence Life will determine if a student is eligible for release. Refunds and fees will be examined and are up to the discretion of Housing and Residence Life. A contract cancellation fee of \$350.00 will apply with limited exceptions. Residents withdrawing from the University due to reasons other than behavioral suspension can be reimbursed according to the refund chart listed below and remain separate from the contract cancellation fee.

- Termination occurring through day 1: 100%
- Termination occurring during week 1: 90%
- Termination occurring during week 2: 80%
- Termination occurring during week 3 and 4: 70%
- Termination occurring during week 5 and 6: 60%
- Termination occurring during week 7: 50%
- Termination occurring after week 7: 0%

Lockouts

Residents are responsible for keeping room key cards and hard keys with them at all times. If a resident is locked out, they may contact the CLE, South Hall front desk, a Resident Assistant, or call the PublicSafety Office. A student is allowed two free key-ins per academic year. Beginning with the third key-in, a \$25.00 charge per key-in will apply. If lockouts and key-ins become excessive, a Student Conduct referral may occur.

Parent Notifications

Housing and Residence Life reserves the right to contact a parent or legal guardian regarding an alcohol, weapon, or drug violation. Housing and Residence Life may notify the guardian of students who commit a serious violation and/or is perceived to be a threat to themselves or others. In such cases, the student may be required to immediately vacate University Housing. Housing and Residence Life staff may also contact a parent or legal guardian regarding a medical emergency or if students are removed from University Housing due to financial or behavioral concerns.

Payments

Payment for each semester will be placed on a student's account prior to the semester start. Housing charges must be paid prior to move-in before each semester. Students who have not paid or set up a payment plan for charges will not be permitted to move in. Students who move in without making payment arrangements will be removed from University housing.

Personal Property Insurance

The University makes reasonable attempts to prevent personal property loss or damage due to theft

or mechanical failure, but is not ultimately responsible for any loss should it occur. The University does not carry insurance on students' personal property, and in many cases, students are not included in their guardians' insurance policies. The University recommends residents make sure that such belongings are included in a guardian's policy or obtain personal renters insurance.

Residential Search and Seizure

University officials have the right to enter any part of the University premises to assess the condition of the room, address maintenance needs, and in the case of an emergency or suspected violation of University policy. A University official may enter and search University premises without notice if there is a reason to believe that federal, state, local, or University policies are being violated. All guests in a room at the time of an initiated entry and search may be relocated to another area for the duration of the search and supervised by a University official. In cases where residents of a room are unavailable, the Director of Housing and Residence Life or their designee may approve an entry should it be deemed necessary. Searches will be conducted in the presence of another University official. Once initiated, the University has the right to seize any property that violates University policy. In the event that serious items are found (drugs, weapons, stolen property, etc.), the University may notify local authorities. Law enforcement officials may enter, search, and seize evidence in accordance with the law. All residents of an assigned room are responsible for the contents of their room until the responsible individuals can be identified.

Residency Eligibility

The culture and programming within University Housing is geared toward supporting and engaging first time college-age students in their transition to the college environment. Students are eligible for University Housing if they have obtained a high school diploma or GED, remain in good academic and financial standing, and maintain full-time student status (12 enrolled credits for undergraduate students, 6 credits for graduate students), and are 16 years of age or older. Students who are not at full-time status may be granted permission from the Director of Housing and Residence Life or designee to live on campus as long as space permits.

Room Changes

Room changes will be limited and only approved when deemed necessary by a Housing and Residence Life professional staff member. Requests must be made to the Residence Life Coordinator or Area Coordinator of the respective residence hall in advance. Please note, Resident Assistants may not grant a room change. Roommates must try to resolve issues prior to requesting a room change. If a room change is determined to be needed, one or all roommates may be administratively reassigned. Students may not initiate a room change independent of Housing staff. Once a room change is approved, a \$100 fee may apply and residents have 24 hours to complete the move.

Room Assignments

When making room assignments, Housing and Residence Life will make every effort to honor students' preferences; however, because of limited facilities, preferences cannot be guaranteed. Housing and Residence Life reserves the right to make assignments based on availability, and in all cases, final determination of room assignments rests with the University. Housing applications should be submitted as early as possible to have the best chance of matching with roommate

preferences. DU does not condone discrimination of any form, therefore, please be aware that room assignments are not made, nor changed, on the basis of age, religion, race, color, sexual orientation, national origin, or disability.

Students who are returning to live on campus for a consecutive year can choose a room during Room Selection. This process occurs annually during the winter semester. Residents who have completed the necessary requirements to participate in Room Selection will do so online. Returning student athletes must pick their own rooms and roommate groups; coaches do not assign rooms. Housing and Residence Life cannot guarantee availability of rooms suitable for students with ADA needs who apply after the deposit deadline.

Student Illness

The health and well-being of our community is paramount. As such, the University reserves the right to require students who contract a contagious disease to vacate University Housing until they present a doctor's statement verifying that they are no longer infectious to others.

Summer Housing

Housing is available on a first come first served basis during the summer months for a nominal charge. Students who wish to live in summer housing must meet eligibility requirements listed in the housing application for the Spring/Summer semester. Interested students must complete a Summer Housing Application online. Residents must move into summer housing assignments and must properly check out by the assigned due date to avoid improper checkout fees. Summer housing charges include the ability for students to remain in assigned rooms on campus between the winter and summer semesters for free. Summer residents may be subject to room changes during the summer months to allow for facility cleaning and renovations. Summer residents may need to temporarily change rooms or move off campus between the Summer and Fall semesters to allow for inventory, maintenance, and cleaning.

Suspended Housing Students

Residential students who are suspended must make arrangements to remove belongings and to vacate the residence community within 48 hours of being suspended. Housing and Residence Life will work with students to ensure they vacate the communities appropriately. Failure to abide by the suspension terms may result in further disciplinary action.

Vested Authority

In order to protect the well-being of students, staff and University property, Housing and Residence Life reserves the right to take necessary disciplinary action, including immediate removal of a student from residential buildings as they see fit. These guidelines do not in any way limit the University's ability to enforce other policies, guidelines and/or requirements.

Housing and Residential Life Policies

Our community is composed of individuals with diverse backgrounds, lifestyles and beliefs, therefore the established policies and procedures listed aim to protect the rights of members of our

community, both individually and collectively. These are specific to Housing and Residence Life, and are not comprehensive. All students living in residential housing are required to follow the policies outlined in the Student Code of Conduct, the Athletic Handbook, and any other associated University handbooks.

Alcohol

The possession or use of alcoholic beverages by students is prohibited by Davenport University on all University property including on-campus residential communities, all academic buildings, and all athletic facilities and outdoor spaces, regardless of age, except as expressly outlined below:

- In Panther Woods and Panther Ridge apartments, only students and guests who are 21 years of age or older may consume and/or store alcohol in the privacy of their apartment, with the door closed and with no minors present with the exception of the roommate(s) assigned to the occupied apartment. Students not assigned to the apartment and/or guests under the age of 21 are not to be present when alcohol is being consumed. Kegs, bongos, and mass quantities of alcohol are prohibited.
- Open containers of alcohol are not permitted in any public areas in or outside of the residence halls or apartments, including elevators, hallways, breezeways, lobbies, balconies, entryways, parking lots, vehicles, sidewalks, lounges, etc.
- Possession or use of alcohol that creates a danger to self or others including, but not limited to, excessive intoxication is prohibited. The abuse of alcohol and high risk drinking activities are prohibited. High risk drinking activities include, but are not limited to, drinking large quantities of alcohol, consuming alcohol at an accelerated pace, participation in drinking games, use of beer bongos, and/or any activity that promotes irresponsible drinking.
- All other policies related to alcohol use are located in the Student Code of Conduct and all students are required to adhere to those additional policies. The policies listed within this handbook are specific to Davenport University Housing.

Contents, Care and Maintenance of Residential Spaces

- Bicycles, skateboards, hoverboards, and scooters (motorized or non-motorized) are prohibited in the residence halls.
- Common Area Furniture located in lounges, lobby's, and computer labs may not be removed or relocated.
- Residents are responsible for all damages that occur in their rooms/apartments/suites as well as damages that occur as a result of their actions in common areas. Damage charges to common areas will be divided among residents if the responsible party cannot be identified. Intentional or severe damage may be referred to the Student Conduct Office.
- Room Decorations and Personalization of one's living space should adhere to the following guidelines:
 1. Combustible materials are prohibited; all materials must be non-flammable
 2. Items such as flags, fishnets, tapestries, beaded curtains and/or sheets cannot obstruct doorways
 3. The use of screws, tacks, contact paper, glue, duct tape, or decals which includes self-stick wallpaper are prohibited
 4. Residents are responsible for any decorations that alter, ruin, or damage University property
 5. The use of paint, wallpaper, and contact paper is prohibited in all residential areas
 6. Only dart boards that use plastic safety tips are permitted
 7. Decorations deemed inappropriate, offensive, or harassing in nature must be removed
 8. LED light ropes are prohibited, as putting them up may damage drywall or paint

- Common Areas

All regulations pertaining to room decorations must be followed in decorating common areas. Residents must receive permission from the Director or their designee before decorating public areas. If any of the policies are violated, HRL staff reserves the right to remove such violations and violators could face disciplinary action.

- Door Propping

Doors are not allowed to be propped open when residents are not present, as it compromises safety and security. Objects are not allowed to be put in or on the door jamb to avoid keying in.

- Fish Tanks

Fish tanks for non-predatory fish must be kept clean and are limited to 10 gallons or less. If a fish tank causes damage, odors, aggravates allergies, or otherwise constitutes disturbances to health and safety conditions, the student will be asked to remove the fish tank from University Housing. During vacation periods, fish must be cared for in an appropriate manner by their owner. This means taking the fish home for a vacation of a considerable amount of time.

- Pets/ESA's

No pets are permitted in residential housing outside of non-predatory fish and approved ESA's. In cases of violations to this policy, residents will be required to remove the pets from the halls within 24 hours and are subject to disciplinary action. All ESA's are held to the standards outlined in our ESA policies. Any damages and associated costs related to animals, whether approved ESA's or unapproved pets may result in assessed charges.

- Storage

No storage is provided for residential students' personal property. Personal property left behind will be considered abandoned and will be donated or disposed of accordingly and associated charges will be assessed.

- Trash and Room Cleanliness

Residents are responsible for maintaining a clean space. This includes taking trash to the dumpster. At no time should a resident leave trash in common areas. If trash is found in a common area and no resident is identified as the source of the trash, an entire hall, floor, or area of residents may be charged as deemed appropriate by Housing and Residence Life.

- Windows

Windows are designed for ventilation purposes and should never be used as a point of entry or exit, except in an emergency. Nothing may be dropped from windows. In the event that a screen is removed, the resident will be charged for replacing the screen.

Fire Health and Safety

- Candles with a wick, incense, and other objects with an open flame are prohibited.

- Fire Alarms: when activated, smoke alarms within the building will sound and the strobe lights will flash. Students must evacuate immediately via stairwells, exterior doors and/or fire doors. All residents and current occupants must move a minimum of 300 feet away from the building. Students are expected to adhere to these procedures, regardless of weather, time of day, or perception of the alarm's legitimacy.

- Fire And Safety Equipment

The following items and behaviors are prohibited:

1. Possession and/or use of fireworks, incendiary devices, or other dangerous explosives or
2. chemicals.

3. Arson, meaning the ignition of a fire or attempt to ignite a fire.
4. Grills, and contained fires are prohibited on University property, which includes residential communities. University-owned grills and/or the fire pit may only be used with the express written
6. permission of the Department of Public Safety or the Center for Campus Life, and only in designated
7. areas.
8. Improper use or disablement of safety equipment or firefighting equipment such as fire
9. extinguishers, fire alarms, exit signs, smoke alarms, and defibrillators.
10. Space heaters and appliances with open heating elements (hot plates, etc.) are prohibited.
11. Toasters are only allowed in residence halls with full kitchens and can only be used and stored in the kitchen.

Damages

Every attempt is made by Housing and Residence Life to make the residential communities feel comfortable and inviting. As such, it is expected that residents treat residential spaces with care and keep contents free from damage. Assigned occupants of each room are financially responsible for their rooms. The cost of any room damage such as nail holes, tape-damage, or extra custodial services will be charged to residents living in that room. When two or more residents occupy the same room and individual responsibility cannot be determined, the cost will be divided and assessed equally between the residents.

Smoking and Tobacco Use

Tobacco use is prohibited in all Davenport facilities. Tobacco products may be stored but not used in the residence halls. Products may include cigarettes, cigars, pipe tobacco, electronic cigarettes/vapes, and/or smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or loose-leaf tobacco. Designated tobacco use areas are available throughout campus for the use of these products.

Laser Pointers

Due to Davenport University's location within the airport zone, laser pointers are not permitted.

Noise and Courtesy Hours

Residents will be courteous with respect to noise 24 hours a day. A 24-hour quiet hour policy may be enforced beginning the Sunday before final exams each term through the end of exam week.

Parking Lot Expectations

Students are responsible for all Davenport University parking policies as published on the University website. Violations of these policies may result in disciplinary action.

Residential and Guest Expectations

A guest is defined as any person who is not an assigned occupant of a residence hall suite. All roommates must agree in order to allow guests. When roommate conflicts arise over guests, the needs of the residents take precedence over the needs of the guests. The following restrictions with respect to guests apply:

All guests must be registered with Housing and Residence Life. Guests can be registered by

going to the South Hall Front Desk. Panther Woods and Panther Ridge residents may register their guests by contacting the RA on duty.

Children under the age of six years old are prohibited from staying overnight in the halls. During special weekends such as Family Weekend or Sibs n' Kids Weekend, the Director of Residence Life, or designee, may waive this restriction if asked to do so by a resident in writing.

Guests ages six to seventeen must have written consent of a parent or legal guardian and must be pre-approved by the Director of Residence Life, or designee, to stay overnight in the residence halls.

Maximum Stay - Guests may stay a maximum of three consecutive nights and no more than 6 nights per semester.

Quantity of Guests - Residents can host up to two guests at a time.

Resident Responsibility - Residents are responsible for the actions of their guests and must stay with their guest(s) at all times.

Guest Navigation - Guests are not allowed to reside in any student room or communal space within the residence hall without the presence of the resident.

Guest Compliance - Staff reserves the right to question, refuse entrance to, or to ask any guest to leave if their presence is or has the potential to negatively impact residential operations.

Trees

Live or cut trees are not permitted in any residential communities. Artificial trees are permitted.

Additional Policies

All residential students are responsible to know and abide by policies found in all other University documents including but not limited to: The Student Code of Conduct, The Athletic Handbook, and the University Catalog.

All residential students are responsible for knowing and abiding by the University Title IX policy, and all local, state, and federal laws. Students should also be familiar with the University's non-discrimination policy and arbitration policy.

Campus Resources

Creative Dining

- Dining Services at Davenport University is managed by our partner company, Creative Dining Services.
- Dining Options include: The Cafeteria located in South Hall, the Hub located in the College of Business, and the Panther Den located on the ground floor of the Academic Building.
- Meal plans are required for residents of South, Cook, and Meijer Halls. Details are located on the Creative Dining webpage at dining.davenport.edu
- Residents of Panther Ridge and Panther Woods are not required to have a meal plan, but can add one by visiting the Dining Services webpage at dining.davenport.edu

1. Dining Appeals: students may request an appeal or change of meal plans by completing the online form located on the Dining Services webpage. Appeals are reviewed at the start of each semester by an appeals committee. No appeals are granted outside of this specific timeframe and process.

2. Dining Dollars come with a purchased meal plan. This money is non-refundable and does not

roll over between semesters. While cash or credit may also be used, Dining Dollars can purchase items at any of the Creative Dining locations across campus.

3. Creative Dining Rules include, but are not limited to; appropriate attire, including shirt and shoes, must be worn, no outside food, drinks, or containers are allowed, cleanliness is a mutual responsibility, students and dining guests are expected to bring dishes to the dish return and leave their tables clean, and respect for other, and use of appropriate language is expected.

Meal Plan Usage Rules

- Students must have their Housing key card to enter the Dining Hall.
- Loaning your key card to another person is not permitted and will result in a referral to Student Conduct.
- Students with lost, damaged, or stolen key cards must go to the Center for Learning and Engagement for a replacement. The replacement fee is \$25 and will be charged to the student's account.
- Students with the Unlimited or Gold plans may not use swipes for guests to enter the Dining Hall, but may pay for a guest with Dining Dollars.

The Wellness Center

The Davenport University Wellness Center provides counseling services free of charge to students. Additionally, a nurse is available on-site during the week to address basic medical needs for students. Tele-health is also available in the Wellness Center if a student needs to see a doctor or receive a referral.

Students who seek an in-person or virtual appointment with a counselor should contact 616-871-6166. Need same day support? It's available 24/7. An on-call licensed clinician will be available via phone 24 hours a day, 365 days a year for Davenport students needing same-day non-emergency support. Please call the following number and within one hour, a clinician will connect with you directly: 616-340-5243.

Students with a mental health crisis or in need of immediate medical attention should call 911.

Public Safety Office

The Public Safety Office is a private security team focused on ensuring Davenport is a safe and secure environment for all students, faculty, staff and visitors.

The Public Safety Office is open 24 hours a day, 7 days a week, 365 days a year and can be contacted at the following phone number: 616-554-5041