

Whether or not a witness or victim elects to report an act of sexual misconduct or the warning signs of sexual misconduct to the police, he or she should make a formal report directly to:

Faculty and Staff: Human Resources Director
900 Chicon St., Austin, TX 78702
512.505.3015

Students: Dean of Student Affairs
900 Chicon St., Austin, TX 78702
512.505.3036

Or

Faculty/Staff/
Students: Title IX Coordinator
900 Chicon St., Austin, TX 78702
512.505.3041

Another means of confidential reporting that is available to faculty and staff of Huston-Tillotson University is the **Campus Conduct Hotline** at 866.943.5787. The Campus Conduct Hotline is a confidential, independent call-in service that provides a simple, anonymous way for employees to alert the institution's administration of problems that are occurring within the campus community. Employees are encouraged to call the Campus Conduct Hotline if they experience or observe any of the following: Sexual Harassment/Misconduct, Discrimination, Fraud or Crime, Code of Conduct Violations, Workplace Hostility, Unethical Practices, Fraudulent Financial or Business Practices, Safety or Facility Risk Issues, Security and Internet Policy Abuses, etc. Any complaint along with the University's response is distributed to the Chairman of the Board of Trustees.

7.2.28.6 Policy Enforcement

All reported alleged incidents of sexual misconduct will be reviewed and investigated. If the evidence supports the allegation, the appropriate Huston-Tillotson University judicial procedures as described in the applicable handbook for students, faculty and staff will be initiated. Possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination. Other members of Huston-Tillotson University's community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of appointment/contract or any other means necessary to address the behavior.

7.2.28.6.1 Non-Retaliation

Huston-Tillotson University prohibits retaliation against any individual who in good faith reports or cooperates with an investigation into an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Retaliation exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. HT will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

7.2.28.6.2 Improper Conduct During an Investigation

Any member of the Huston-Tillotson University community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of appointment/contract or any other means necessary to address the behavior.

7.2.28.6.3 Institutional Responses

All requests from the media, the campus community at large or the general public for information concerning an alleged incident of sexual misconduct should be directed to The Director of Communications and Marketing, 512.505.3006. Employees of Huston-Tillotson University are not authorized to respond to any media inquiries. Failure to comply with this requirement may be subject to possible sanctions including, but are not limited to, expulsion, suspension, removal from campus, cancellation of appointment/contract and/or termination.

7.2.29 Consensual Relationships

See Volume II, Campus Community Policies.

7.2.30 Tobacco Free Campus

Smoking and tobacco use of any kind including use of cigarettes, cigars, smokeless tobacco, chewing tobacco, snuff, pipes, snus, bidis, kreteks, electronic cigarettes and any non-FDA approved nicotine delivery device will be prohibited on all Huston-Tillotson University owned and/or leased locations/premises; all internal and external areas, including private space within residence halls, and parking lots; all entrances and exits; and all company owned and/or leased vehicles. Additionally, the policy will be in place at all company-sponsored events—both on our premises and at external locations. Students, faculty and staff who choose to use tobacco products must do so on their regularly scheduled breaks or meal periods and off University property. No ashtrays are permitted in any indoor or outdoor area on University premises.

This policy is in effect before, during and after work hours and will apply to:

- All campus faculty, staff, students and visitors;
- Customers, vendors, clients, consultants, contractors, and all other visitors; and
- Members of committees, including HT Board of Directors.

7.2.30.1 Enforcement

Copies of this policy shall be available for inspection upon request. Tobacco-free signs shall be posted at all building entrances. Tobacco products of any kind shall not be sold or given away on University grounds, either in vending machines, the student union, or any area on campus.

Faculty, Staff, students and all visitors found in violation of the policy will be reminded that the University is a Tobacco-Free campus at all times. Non-compliant, faculty, staff and students are subject to the University's established disciplinary procedures.

7.2.30.2 Relation to HT Mission

In further recognition of the incompatibility of Huston-Tillotson University's educational mission and the promotion of tobacco products, effective March 21, 2011:

No tobacco-related advertising or sponsorship shall be permitted on University property, at University-sponsored events, or in publications produced by the University. For the purpose of this policy, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

7.2.31 Solicitation, Canvassing and Distribution of Literature

The sale or solicitation of merchandise or service of any kind on the Huston-Tillotson University grounds or within the buildings of this institution is prohibited at all times, except through authorized channels. This includes making personal contacts, distributing literature in University buildings, and posting advertising materials on bulletin boards and in prominent locations. This applies to faculty, staff members, and students acting for themselves or on behalf of any department or organization, as well as outside sales people or solicitors.

Arrangement for sales or solicitation through regular channels must be made with the Office of the Vice President for Administration and Finance or the Dean of Student Affairs (if a student group is petitioning). Where such authorization is granted, the general policy is to require the payment of some amount to the University for the privileges accorded.

Any sale or solicitation in progress that is suspected to be unauthorized should be referred to the above offices and, if necessary, reported directly to the Department of Campus Safety. Buildings and Grounds personnel will remove signs which may constitute a safety hazard or cause property damage. *All flyers are to be approved by the Coordinator of Campus Life in the SGA Office.* Individuals are responsible for any property damage resulting from the posting of signs. They are also required to remove all signs posted by the individual(s), or in their behalf, when the signs become outdated.

7.2.32 Bullying and Cyber-bullying

Bullying and cyber-bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

7.2.33 Theft

Should any student be involved in, charged with or convicted of theft, the University reserves the right to make a determination in each case as to the academic and resident status of the student. In a given situation involving theft, the University may find itself obligated to apprise the appropriate authorities. Any student may call Campus Safety to report a theft and file an incident report. The University does not reimburse individuals for lost or stolen property.

7.2.34 University Dress Code

Unacceptable Dress for the University Community includes the following:

- Undershirts worn as outer clothing
- Sagging pants
- Visible undergarments
- Revealing clothing
- Bare midriffs
- Too tight or too short tops and/or bottoms
- Sleepwear
- House shoes
- Active wear/workout clothing in classrooms*
- Holes, tears, cuts in clothing
- Advertising for alcohol or tobacco
- Clothing with offensive language, pictures, or emblems
- Hats, caps, do-rags, or combs in buildings

*Except for Kinesiology majors and PE activity

7.2.35 Acceptable Use Policy

This policy defines acceptable use of HT's information technology and applies to all users including faculty, staff, students and guest users of Huston-Tillotson University computer networks, equipment, or connecting resources.

7.2.35.1 Use of Equipment

1. Only Huston-Tillotson University students, faculty, staff, alumni and authorized users are allowed to use campus technology equipment;
2. Users shall adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy;
3. Users shall adhere to other University and campus policies, including the Collected Rules and Regulations of the University, Code of Conduct and Community Standards, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource;
4. Users shall adhere to data access policies of the University or those established by law;
5. Users shall use University computer resources in a manner that is compliant with University policies and State and Federal law;
6. The use of University equipment by individuals or organizations for activities not directly connected with an approved Huston-Tillotson University activity is prohibited; and
7. Users shall not use University technology equipment for unlawful purposes, including, but not limited to, illegal copying, installing or using software, music, media or any copyrighted materials without a license.

The Information Technology Department reserves the right to inspect electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, which is subject to examination by the University where:

- It is necessary to maintain or improve the functioning of University computing resources;
- There is a suspicion of misconduct under University policies, or suspicion of violation of federal or state laws; or
- It is necessary to comply with or verify compliance with federal or state law.

7.2.35.2 User Responsibilities

1. Users shall respect the intellectual property rights of authors, contributors, and publishers in all media;
2. Users may not divulge any personally identifiable information that they may have access to without permission or prior consent from a Huston-Tillotson University representative;
3. Users shall protect their user ID, password, and system from unauthorized use. Users shall comply with the following password security rules in order to protect their accounts.
 - Passwords must be at least 8 characters in length; and
 - Passwords must include a letter, number and special character (i.e.: () ` ~ ! @ # \$ % ^ & * - + = | \ { } [] : ; " ' < > , . ? / , etc.)
4. Users shall not use or try to discover another user's password;

5. Users shall log-off of computers when they are not in use;
6. Users shall lock their personal workstations when away from their desk;
7. Users shall not deliberately use campus technology to annoy or harass others in any way;
8. Users shall not deliberately create or access any obscene, non-educational, images or other content that are profane or sexual in content. Users who receive profane content are required to delete the content and contact the Information Technology Helpdesk;
9. Users shall not intentionally damage any campus technology or electronic information belonging to others, or misuse campus technology resources, or allow others to misuse campus technology resources; and
10. Users shall not remove any campus technology equipment from its assigned/designated location without prior approval by the appropriate manager.

7.2.35.2 Prohibited Uses of University Computer Resources

1. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources);
2. Uses that interfere with the proper functioning of the University's information technology resources;
3. Uses that unreasonably interfere with the ability of others to make use of University computer resources;
4. Attempting to gain or gaining unauthorized access to the computer system or files of another;
5. Use of University computer resources to infringe the intellectual property rights of others;
6. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy;
7. Mass mailing of email by and to university personnel should be limited to relevant University business including the announcement of events, activities, policies, procedures, or emergency situations. Mass mailing should not be used for e-mails only meant to be inspirational, funny, religious, which support a particular religious or world view, or which attempt to sway the reader's beliefs; and
8. Use of University computer resources to influence legislation or campaign for or against political candidates is prohibited.

7.2.35.3 Consequences of User Violations

Use of campus technology is a privilege. Violations of the policies and procedures of Huston-Tillotson University concerning the use of videos, computers, campus technology and networks will result in disciplinary actions under "Volume V, Section 5.4 Employee Conduct and Work Rules" of Huston-Tillotson University's Personnel Policies for Administrators and Staff Manual.

7.2.35.4 Violations by Students of the Institution

7.2.35.4.1 First Offense

Any student considered being in violation of the Acceptable Use Policy should be referred to the manager of the department or laboratory in which the offense occurs. The manager will counsel the student and advise the student of the offense and may suspend the student's use of the computer or laboratory for twenty-four (24) hours.

7.2.35.4.2 Second Offense or Pattern of Abuse or Flagrant Violation

Any student alleged of a second offense of the Acceptable Use Policy or who exhibits a pattern of flagrant violation of the Acceptable Use Policy, such as gross misconduct or destruction of property, or mischievous insult to others, should be referred to the manager of the department or laboratory in which the offense occurs. The manager may summarily suspend the student's use of the computer or laboratory for one week. Within twenty-four (24) hours, the manager shall submit a formal written complaint to the Dean of Student Affairs for referral to the conduct process for review and follow up.

Sanctions imposed by a Conduct Officer or the University Conduct Council may include any combination of the following sanctions: monetary fine, suspension of the use of the campus technology for a specified amount of time not to exceed the balance of the semester, "campus work," suspension from school for the balance of the semester, or referral to legal authorities for prosecution under federal and state statutes.

7.2.35.5 Violations by Employees of the Institution

Any employee of Huston-Tillotson University who violates the Acceptable Use Policy should be referred immediately to the respective unit head. The unit head will counsel the employee and advise the employee of the offense, and may recommend to the President the employee's appropriate sanction or termination from Huston-Tillotson University, and/or referral to legal authorities for prosecution under federal and state statutes.

7.2.35.6 Changes to this Policy

Huston-Tillotson University reserves the right to change this Acceptable Use Policy at any time by posting a new Acceptable Use Policy on its website. You can send an email to Huston-Tillotson University with any question relating to the Acceptable Use Policy at itdepartment@htu.edu.

7.2.36 Student User Account and Data Retention Policy

This policy dictates the manner in which user accounts and data are kept and when they are disabled and deleted.

7.2.36.1 Disabling User Accounts

- a. User accounts are disabled when they have been inactive for four (4) months.
- b. User account descriptions will be updated to include the date at which the account was disabled in the following format: yearmoda (i.e.: September 10, 2006 = 20060910). This allows for accounts to be sorted by when they were disabled.

7.2.36.2 Deleting User Accounts and Data

- a. User accounts and data are deleted when they have been inactive for eight (8) months
- b. The home folder for the account is then deleted.

Supervisors are encouraged to move data they feel as needed to their "U:" Drive, department folder or another location.

7.3 Residence Life Policies and Procedures

7.3.1 Residence Halls

Research demonstrates that students who live on-campus have a better chance of succeeding than their off-campus counterparts. Evidence shows that on-campus living experience is a valuable tool in the success of students; they are more likely to graduate, get good grades and are better developed socially.

The on-campus living experience can provide opportunities for new students to develop friendships and adjust to college life. Residence hall living can also assist the less experienced student in personal growth and development. In addition, the convenience and relative cost-of-living associated with residence hall life are great benefits.

On-campus housing is provided for 439 students in two residence halls: Allen-Frazier, 246 beds and Beard-Burrowes, 193 beds. Students living in the residence halls are required to meet all financial obligations at the University, including a housing deposit of \$150. Provided there are no fees for damage or lock changes, the deposit may be refundable upon graduation or permanent severance from the University. The deposit is due with the housing application. Students may not receive a housing assignment until a housing application is completed, housing deposit paid, and proof of immunizations are provided.

At the time of acceptance into the University, a student planning to live on campus must send in his/her Application for Housing and Housing Security Deposit of \$150.00. This deposit is logged into a separate holding account outside of the regular student account. Once the student moves off campus the student will need to submit a Housing Deposit Refund Form to the Residence Hall Director for processing.

A student who has placed a deposit to reserve a room for the academic year, and subsequently determines that he/she will decline the room, must notify the Dean of Student Affairs in writing no later than April 15th for the ensuing academic year. Failure to provide written notification within the time specified will result in forfeiture of the student housing deposit.

A student who submits a Housing Deposit Refund Form will receive a refund of his/her housing deposit once he/she moves off campus provided there are no outstanding charges on his/her student account and the inspection of the room has been completed with any charges (if applicable) posted to his/her student account.

7.3.1.1 Residence Requirement

All first year and sophomore students (those attending University for the first or second year or students transferring from another university with fewer than 60 semester hours of transferable credit) are required to live in University-owned or operated housing facilities, with the following exceptions:

1. Students who live in the Austin area home of parents or legal guardian;
2. Students who are married and living with spouse;
3. Students who are parents/legal guardians of one or more dependent children who live with them;
4. Students who are 23 years of age or older;
5. A student who is legal owner of the student's home; and
6. A student who has earned 60 or more credit hours (may be combination of HT and accepted transfer hours).

7.3.1.2 Exemption

All requests for exemption from the on-campus residence requirement for any of the above cited reasons or other extenuating circumstances must be reviewed and approved, in writing, by the Dean of Student Affairs. Pending the receipt, verification and approval of documentation to support a request for exemption, students may be assessed charges for room and board. **Please note: students who receive institutional scholarships in the amount of tuition are required to live on-campus. This includes merit based and non-merit based scholarships as well as athletic grants.**

All housing waivers are due no later than April 15 for the ensuing Fall semester. Housing waivers may not be accepted after the last day of Fall registration for that academic year.

Students must receive an approved, signed waiver to remove housing charges from the student's account.

Students must receive an approved, signed waiver before signing housing rental agreements or leases. No faculty or staff member may make exceptions for the housing policy without an approved waiver from the Dean of Student Affairs.

7.3.1.3 Non-Proration of Housing Fees

It is the policy of Huston-Tillotson University that once a student has signed a contract committing to live in on-campus housing; the student is obligated to live in on-campus-housing for the duration of the academic year. Should the student decide for any reason to withdraw from the university or move from the residence hall, the student is still responsible for the room and board (meal) charges for the entire academic year. There will be no refund or prorating of fees/charges nor cancellation of room and board (meal) charges assessed.

The Dean of Students will inform the Business Office to continue charging the student's account.

Written communication will be distributed via the Student Handbook posted on the HT website and notices to students when they move into the Residence Halls at the beginning of each semester

7.3.2 Residence Life Staff

There are several staff members in the Department of Residence Life whose responsibility is to assure that residents have a meaningful and comfortable living experience that is conducive to their educational success.

7.3.2.1 Residence Hall Coordinator

The Residence Hall Coordinator is a full-time professional staff member of Huston-Tillotson University. The main responsibility of the Residence Hall Coordinator is the management of the residence hall, including the supervision of the Resident Assistant and desk staff, advising of the Residence Hall Association, adjudication of residence hall discipline cases, submission of maintenance and facility orders, and assisting individual residents. The Residence Hall Coordinators are available during posted hours during the week and also alternate serving in an on-call capacity after business hours. In case of an emergency, Campus Safety should be notified at 512.505.3010 so they may contact the professional on-call.

7.3.2.2 Resident Assistants

The Resident Assistants, or RAs, are student staff whose main responsibility is to serve as a mentor and to assist students with their on-campus living experience. The RA's role is to build residence communities that foster respect, acceptance, compliance with policies, and academic success. RAs meet with residents in their assigned area or "wing," understand the needs of the residents, provide programs, and build relationships that encourage team building. RAs are expected to enforce residence hall and University policy and serve as mediators in roommate conflicts. Additionally, RAs serve as desk staff in the residence halls during certain hours.

7.3.2.3 Desk Staff

The Desk Staff serves the role of operating the residence hall desk and providing a level of security for the residents. Duties include answering the hall phone, monitoring visitation, and supervising activity in the lobby. The desk staff also serves as the communication link between residents and staff after business hours. Whenever there is an emergency, or the Residence

Hall Director or Campus Safety Officer is needed, residents should contact the desk staff. Night Monitors are also part of the Desk Staff and work nightly at the residence hall desks. The number at the Allen-Frazier desk is 512.505.3396 and Beard-Burrowes is 512.505.3398.

7.3.2.4 *Dean of Student Affairs*

The Dean of Student Affairs directs the facilities operations of residence life and assists with the development of residence hall programming and learning communities.

7.3.3 *Residence Hall Openings and Closings*

Residence hall openings and closings are noted in the University calendar available on-line and in the *University Bulletin*. The halls remain open throughout the semesters, officially close at noon the day following the last final exam date in the fall, and at noon on the day following Commencement in the spring. Students who wish to remain in the Austin area after the residence halls close should make arrangements to find housing off-campus.

During the Thanksgiving Break, the halls will remain open under policies enacted for these occasions. Residents who stay must register in advance with the Residence Hall Director, sign in and out of the buildings, and adhere to a “no visitation” policy. During Winter Break, the residence halls are closed for all students. In-season athletes and international students may return earlier than other students based on available staffing. All students in these aforementioned categories must request and secure advanced approval from the Dean of Student Affairs no later than December 1st. During Spring Break, the residence halls will remain open under policies enacted for these occasions. Residents who remain must register in advance with the Residence Hall Director, sign in and out of the buildings, and adhere to a “no visitation” policy. Failure to comply with these policies may result in removal from the residence halls for the break and may be subject to conduct action. The cafeteria is not open during Thanksgiving and Spring Break.

7.3.3.1 *Residence Hall Hours*

The residence halls officially close at 12 midnight, Sunday through Thursday nights, and 2 a.m., Friday and Saturday nights. All opposite sex guests and non-residents must vacate the buildings at this time (See paragraph 7.3.3.3 of this Volume VII for Room Visitation Policy and Procedures). Any person violating this policy by entering or exiting buildings after closing hours will be subject to disciplinary action.

7.3.3.2 *Quiet/Courtesy Hours*

To create and maintain an environment conducive to study, a time period has been established for quiet hours. Quiet hours are observed: Sunday through Thursday, 10 p.m. to 8 a.m.; Friday and Saturday, 12 midnight to 12 noon. During the mid-term and final examination weeks, quiet hours are enforced 24 hours a day. The concept of courtesy hours means that residents should recognize the rights of other residents to live in an environment that is conducive to their educational pursuits. This concept also applies to visitation. Roommates must respect if a roommate does not want to have a visitor even if it is during visitation. Please remember courtesy hours are in effect at all times. Residence Life staff reserve the right to limit or cease visitation or extend quiet hours as needed to foster an educational environment and promote safety. Examples of such periods include Homecoming Weekend and Texas Relays.

7.3.3.3 *Room Visitation Policy and Procedures*

The room visitation policy is established for guests of on-campus residents. Each resident is responsible for knowing when visitation is allowed.

1. Visitation is held Sunday through Thursday – 3 p.m. until midnight; Friday and Saturday from 3 p.m. to 2 a.m. Guest(s) must begin to vacate the residence halls 15 minutes prior to the end of each evening;
2. Guests must enter the residence hall through the front door and sign in at the main desk. The resident and guest must leave current, valid picture identification cards (driver license, University I.D.) at the desk. The resident must sign the resident's guest(s) in and out. **To ensure the safety of all residents, residents must escort their guest(s) from the main desk to the room visited and back out of the building.** All guests must leave the hall by the designated time;
3. Each student must be properly dressed during visitation hours, keeping in mind that members of the opposite sex may be present;
4. Guests are expected to remain with their respective resident for the duration of the visit. Residents will be held responsible for the actions of their guests;
5. Residents may register their guests only. Students will not be allowed to register other residents' guests;
6. No loitering is permitted in the building during visitation hours, particularly in the desk areas. For security reasons, the desk worker must be able to see everyone who enters the building;
7. All guests must report to the main desk and sign out by the end of the visitation period; and
8. Any student charged with violation of the visitation policy will be subject to disciplinary action.

7.3.3.3.1 First Offense

The staff member confronting the violator(s) will issue a written reprimand. The Residence Hall Director will be notified of this reprimand in writing.

7.3.3.3.2 Second Offense

The violator(s) will be referred to the Residence Hall Director for disciplinary action.

7.3.3.3.3 Third Offense

The violator(s) will be referred to the Dean of Student Affairs for disciplinary action and may face removal from the residence hall for a period of one semester. If removed, room and board charges will not be refunded.

7.3.3.4 Guests and Visitors

Guests and visitors to the campus must present a current, valid form of picture identification to Campus Safety when driving onto campus and to the desk staff on duty in the residence halls before visiting a student.

1. Students may not have same sex guests or visitors stay overnight without authorization from the Residence Hall Director. Visitation should not be confused with co-habitation and should not last longer than two nights or a weekend. Residents found with unauthorized guests will be charged \$15 per night and may be subject to disciplinary action;
2. No guests of the opposite sex are allowed; and
3. No person under 18 years of age may visit a residence hall room or remain overnight unless accompanied by a parent or guardian.

7.3.3.5 Laundry Facilities

Each residence hall is equipped with free washers and dryers to accommodate laundry needs. These facilities are for residents' use only. Problems concerning the washers and dryers may be reported to the Resident Assistants, desk staff, or Residence Hall Directors. The staff will create a work request with Facilities to repair the equipment (512.505.3016).

7.3.3.6 Search and Seizure Policy

Students' property will be searched if there is reason to suspect that some criminal activity is in process or occupants of the room are, or have been, involved in a violation of University policy. The Residence Hall Director or professional staff member on-duty and a certified officer from the Department of Campus Safety must perform resident searches. If the situation permits, a student resident, preferably a Resident Assistant must witness the search.

When feasible, a student's permission will be requested before a search is conducted. If the student refuses to permit a search, civil authorities may be notified and a warrant obtained. If circumstances so warrant (e.g., where the officer or University official has a reasonable belief that there is imminent danger to life or person, or where there is a reasonable belief that criminal activity is occurring and delay in entering a premises will result in the destruction of the evidence of suspected criminal activity), a search warrant is not necessary.

The policy statement applies to all residents' rooms, vehicles, lockers, office space used by student organizations, and/or other student property housed or physically located on property owned, leased, rented or otherwise occupied by Huston-Tillotson University.

7.3.4 Residence Hall Policies

The policies listed here are a few of the policies that govern life in the residence halls. **Residents should review the Residence Life Handbook A-Z available on the housing website for additional information.**

1. There is a charge for the replacement of lost keys and associated lock changes. The amount varies depending on the type of room (community or suite) and is based on current labor and material costs as per Facilities;
2. Damages to University property will result in charges for the total amount required to make the necessary repairs. Damages to common areas (hallways, restrooms, lounges, etc.) may be charged to residents of a floor or entire building;
3. The University is not responsible for the loss of money, valuables, or damages to the property of residents;
4. The University reserves the right to enter a room or apartment for the following reasons:
 - a. To perform repair services, pest control, room inspections or safety inspections; and
 - b. For any emergency situation that may require immediate entry or belief that the student's life, health, or welfare may be in danger; or
 - c. If circumstances warrant where an officer or University official has a reasonable belief that criminal activity is occurring and delay in entering a premises will result in the destruction of the evidence of suspected criminal activity;
5. Unauthorized usage of emergency exits will result in a \$100 fine;
6. Throwing objects from windows is prohibited. Students found guilty of this violation may be subject to disciplinary action. Window screens are to remain in place at all times. Students will be charged for the replacement of missing window screens and fined \$25 for sitting on ledges or window sills;

7. HT does not provide storage of students' personal belongings at any time. Students are strongly encouraged to store items at an off-campus, reputable storage company. Off-campus storage is at the students' risk as HT does not recommend or endorse any particular company;

Fall residential students may keep belongings in his/her assigned room over the winter break at his/her own risk if he/she will be a resident in the spring. Expensive items such as computers, stereos, and televisions must be taken home over the break or stored at a reputable facility; and

8. Your University residential living experience, like your home, requires forethought about protecting personal belongings. Since HT assumes no liability for personal items that are lost, stolen, or damaged, students are strongly encouraged to purchase renter's insurance to protect their belongings.

We strongly encourage all students and their families to contact their insurance agents, check homeowner's policies, and to consider purchasing renter's insurance.

7.3.4.1 Administrative Removal from Campus Housing

The Dean of Student Affairs (DoSA) has the responsibility to protect and maintain the safety, health, morale, and well-being of all persons in the residence halls. Upon recommendation of the Residence Hall Directors, the DoSA has the authority to remove from the residence halls by administrative action and before further investigation or appeals, any student who violates the following rules and regulations:

1. **FIRE SAFETY AND SECURITY** — Fire and safety equipment (extinguishers, alarms, exit signs/emergency and exit doors, walkways for public egress and exit, exterior lights, etc.) must not to be tampered with in any manner. Tampering with (altering, obstructing, etc.) fire safety equipment is a Third Degree Felony in the State of Texas;
2. **ARSON, ATTEMPTED ARSON** — Setting fire in or near a residence hall will result in state or criminal charges;
3. **POSSESSION AND/OR USE, THREATENED USE OF FIREARMS OR OTHER LIFE THREATENING WEAPONS, EXPLOSIVES, OR PROHIBITED COMBUSTIBLE MATERIALS** (possession of a firearm within 1000 feet of a public school is a federal offense);
4. **ASSAULT, OR SEXUAL ASSAULT** (whether or not criminal charges are filed);
5. **MALICIOUS OR UNWARRANTED VANDALISM, DAMAGE OR DESTRUCTION OF UNIVERSITY PROPERTY;**
6. **THEFT** — Unauthorized taking or misappropriating, and depriving the rightful owner of property;
7. **UNAUTHORIZED ENTRY** — Breaking and entering any room or office of the residence halls, occupied or not;
8. **OBSTRUCTION OR KEEPING A DULY-APPOINTED OFFICIAL OF THE UNIVERSITY FROM PERFORMING HIS/HER DUTIES** — including verbal abuse, assault, threatened assault, and refusal to comply in a timely manner with Campus Safety or Residence Life staff; or
9. **POSSESSION AND/OR USE OF ILLEGAL DRUGS.**