

Administrative Policies

Residential Life

Housing and Residential Experience provides a comprehensive program for students living in University undergraduate housing, including those in the **West End Neighborhood**. In partnership with faculty and staff from across the University, Housing and Residential Experience professionals work to build learning communities where values of scholarship and leadership are nurtured in a culture of collegiality. Residential Experience staff foster interactions among students and faculty and support students' scholarly pursuits and personal growth. Values of civility, belonging, accountability, discovery, and celebration are at work in Vanderbilt's residential community.

Housing and Residential Experience employs a compassionate group of upper-division, graduate, and professional students as Resident Advisers (RAs), Head Residents (HRs), and Graduate Area Coordinators (GACs). Professional, in-residence staff supervise the aforementioned paraprofessional staff. The collective Residential Experience staff, in cooperation with Residential Colleges and other campus partners, organizes and coordinates social, educational, and recreational programs throughout the residences.

Residential Requirement

The Residential Requirement, established by the Board of Trust in 1959, states that "All unmarried undergraduate students are required to live in residence halls on campus during the academic year, May session, and summer sessions. Authorization to live elsewhere is granted at the discretion of the Director of Housing Assignments and Operations in special situations, or when space is unavailable on campus."

Living in and engaging with an on-campus residential community is regarded as an integral part of a Vanderbilt undergraduate education and to that end, Housing and Residential Experience provides this critical opportunity to as many undergraduate students as possible.

In general, first-year students are housed separately from upper-division students. Only under extreme circumstances when there is insufficient space in the designated first-year student housing system or in special situations, first-year students may be housed with upper-division students. All undergraduate housing is overseen by Housing and Residential Experience.

Housing Assignments

On-Campus Housing

There are several different types of on-campus housing options available for Vanderbilt students. First-year students live on the Martha Rivers Ingram Commons. Upper-division students have the opportunity to reside in a living learning community, a traditional residence hall, apartment communities, residential colleges, or Greek Houses.

Students studying abroad, participating in an internship away from Nashville, or on a leave of absence do not have a housing assignment during the term(s) when they are not taking classes on campus. They are eligible to participate in the appropriate assignment process for the semester they are returning.

The University offers a variety of living accommodations for students of all sexual orientations and gender identities and expressions. Gender designations of buildings, floors, lodges, suites, or apartments are made on an annual basis. Single students who share bedrooms must be of the same gender, unless the University has designated the room for multi-gender occupancy.

First-Year Students

Procedures for first-year student housing assignments will usually be posted on the [Housing and Residential Experience website](#) by no later than February 1, of the year in which students will enter the University.

Admission to the University does not guarantee assignment to a particular type of room or building as the University population is fluid, and demand for housing may change considerably in a relatively short period of time. A variety of room types exist on the Ingram Commons including singles, doubles, and triples. It may be necessary to house students in upper-division areas, or in alternative accommodations (such as study rooms on residential floors) for an unspecified period of time should class size exceed available rooms on the Ingram Commons. Housing and Residential Experience makes every effort to minimize any time spent in an alternative accommodation.

Residential areas for first-year students are designated as substance free (including alcohol) by Housing and Residential Experience.

Upper-Division Student Assignments

Continuing upper-division students are required to participate in the housing assignment process each spring, including those with previous off-campus authorization. Information regarding all selection processes is communicated to all eligible students prior to the required registration. Eligibility to participate in the housing assignment process is determined by the Director of Housing Assignments and Operations.

Fraternity or Sorority House Assignments

Students who want to live in fraternity or sorority chapter houses, also on-campus housing, must complete the required forms with Housing and Residential Experience and receive approval from Greek Life prior to taking occupancy. During the academic year, requests to move from a residence hall to a Greek house cannot be granted unless accompanied by a request from a Greek house resident to move to a residence hall or residential college. Approval to live in a Greek chapter house is not equivalent to authorization to live off campus.

Off-campus Housing

In the event the upper-division population exceeds the number of available bed spaces, Housing and Residential Experience will offer the opportunity to request off-campus authorization. A seniority-driven random selection will be utilized to determine approvals. Off-campus authorization is never guaranteed. The number of off-campus authorizations varies year to year. Only students who have been authorized or who are required to reside off campus by the Director of Housing Assignments and Operations or the Director's designee are permitted to do so.

Students should not make deposits or sign leases for off-campus accommodations until they receive written notice from the Director of Housing Assignments and Operations that they are authorized or required to reside off campus. The University will not be liable or responsible for any contractual arrangements or agreement into which a student without authorization to live off campus has entered, such as a lease agreement for off-campus housing. Housing and Residential Experience [maintains off-campus resources](#).

When Vanderbilt receives notice of a landlord whose practices are violating local law and/or endangering the safety and well-being of student tenants or neighbors, Vanderbilt reserves the option of denying students the privilege of living off campus at properties owned by such landlords.

If a student living in an off-campus residence is found by the University to be in violation of the "[Good Neighbor Guidelines](#)" or is adversely affecting the University's relationship with the neighboring community, all Vanderbilt students who are residents may be subject to the University's accountability process, even though a specific individual responsible for the conduct cannot be identified.

Residential Periods

Rooms designated for students are assigned (and students are liable for the room charges) for the entire academic year, exclusive of Thanksgiving break, semester break, spring break, and Commencement Week.

Rooms may not be sublet or used for any purpose other than as a residence for those to whom they are assigned.

Expiration and Termination

A room contract will be terminated upon a student's graduation, completion of their program, withdrawal or dismissal, or when they have taken an approved leave of absence from the University. Under these circumstances, the student must ordinarily vacate their assigned space within forty-eight (48) hours. Exceptions to this time frame may be granted at the discretion of a Director in Housing and Residential Experience or their designee. Contracts may not be broken to enable students to obtain lodgings elsewhere, or because a student has placed a deposit on, or signed a contract for, off- campus accommodations.

Students who take a medical leave of absence or withdraw for extenuating circumstances as well as students who are suspended or expelled during the semester may be entitled to refunds of room charges in accordance with the prorations schedule of the University based on their dates of occupancy. The University refund schedule can be found on the [Student Accounts webpage](#).

Cancellation

Students who participate in any Vanderbilt study abroad programs, or who graduate, withdraw, or take a leave of absence, may request cancellation of their housing contracts by writing to Housing and Residential Experience, sixty days prior to the beginning of the semester.

Student Renter's Insurance Requirement

Every student is responsible for their own property and is required to have a renter's insurance policy for all valuables and belongings they bring to campus. Students are liable to the University and others for loss or damage caused by their actions or those of their guests.

The University requires residential students to obtain their own insurance for losses due to vandalism, theft, fire, smoke, water damage, leakage, flooding, and the like. The University's insurance policies provide no coverage for a resident's belongings or vehicles. Damages due to sprinkler activation are the resident's financial responsibility. Residents will also be responsible for damages to neighboring units and their belongings.

More information can be found on the [Housing and Residential Experience webpage](#).

University Liability in Residential Spaces

Detailed information about the [Assumption of Risk and Release of Claims](#), including in residential spaces, can be found in the Safe and Orderly Operations section of the Student Handbook.

In residential spaces, the interruption or curtailment of services maintained in a building, if caused by strikes, mechanical difficulties, or other causes, does not entitle residents to any claim against the University or to any reduction in rent. Noise from service vehicles, construction activity, or other normal and necessary activities does not entitle residents to any claim against the University or to any reduction in rent.

Check-In/Check-Out

Residents must physically check-in with residential staff upon arrival to campus. Residents will receive a University-issued key at the time of arrival and check-in. Failure to pick up the appropriate key will result in charges. Residents must complete and sign the online occupancy verification found in the Housing Portal and students should conduct an inspection of their room when taking up residency reporting any damages, broken or missing furniture immediately. Prior to resident arrival, Housing and Residential Experience staff conduct a full inspection of all rooms to account for any damages, as a result, a resident may be held responsible for any damage to his/her/their living space that is found when he/she/they moves out unless the damage was noted on his/her/their occupancy verification form at check-in, is the result of normal wear and tear, or the result of a properly-reported maintenance problem that arose during the year.

When residents vacate their rooms at any point during the academic year, they should follow all posted and communicated check out procedures. Failure to follow check-out processes could result in unanticipated and unappealable charges.

Occupancy

On-campus housing opening and closing dates are published in the University calendar and are posted on the Housing and Residential Experience website.

Breaks

Campus residences are officially closed during Thanksgiving break, winter break, and spring break. Students are not contractually entitled to occupy their rooms during these periods. However, at the discretion of the Associate Dean of Students for Housing and Residential Experience or designee, students may be permitted to occupy their rooms during these periods only if they register to do so and are approved by Housing and Residential Experience. Prior to these breaks, students will receive instructions for registering to stay. Failure to register may result in exclusion from the residences and/or corrective action through the University's accountability process.

End of Spring Semester/Commencement Week

All residence halls close at 9am the first Saturday following examinations. All residents must completely vacate and check out of their residences except for graduating residents and residents approved for extensions by Housing and Residential Experience. Extensions are ordinarily approved only for exceptional circumstances or for students with official University business. Graduating residents must completely vacate and check out no later than 1pm of the Saturday following commencement. Any other resident who is granted an extension may be required to vacate their term assignment and relocate to another building/room space at the sole discretion of Housing and Residential Experience.

Room Changes

Residents may not move from their assigned space to another space without the prior approval of Housing and Residential Experience. Room change requests are granted at the discretion of the Director of Housing Assignments and Operations. Students who make unauthorized room changes are subject to corrective action through the University's accountability process.

The University reserves the right to relocate or remove students from their in-campus residence who are found to be in violation of University policy.

Housing and Residential Experience reserves the right to relocate a resident or otherwise modify a resident's housing assignment where the circumstances warrant, including to complete housing renovations, maintenance, or construction; to implement public health recommendations; to resolve roommate conflicts; to increase capacity; or to implement orders issued by local, state, or federal government.

Residents are expected to relocate within forty-eight (48) hours of receiving notice from Housing and Residential Experience unless otherwise specified. Housing and Residential Experience also reserves the right to move residents to consolidate vacancies or increase the occupancy of residence halls.

Building & Room Access

At certain hours, students are required to present Vanderbilt identification to gain entrance to campus residences.

Building Access

All campus residences have ID card access readers at one or multiple entrances. Access schedules vary by building and by entrance. For reasons of safety and security, students may not provide building access to persons they do not know to be residents of that building. Students may not be present in residence halls to which they do not have access unless they are visiting another student and are accompanied by the host student. A resident enabling building access to a student whom they are not hosting is not considered an authorized entry to the building for the entering non-resident student.

Lost ID cards or ID card provisioned devices should be reported immediately to Vanderbilt Card Services, 184 Sarratt Center, 615-322-2273, on the [Card Services webpage](#), or to any facility that accepts the Vanderbilt Card, such as Campus Dining outlets or Varsity Markets. Lost cards may also be reported to the Vanderbilt University Police Department at 615-322-2745.

Keys

Keys to student rooms and other necessary keys, if any, are issued to residents upon check-in to their rooms. Residents are required to take possession of their University issued assigned room key prior to taking occupancy. Residents may not duplicate keys. Any duplicate keys turned in upon a student's move out will trigger a lock change and charges will be placed on the student's account. If a key is lost or not returned when a room is vacated, the lock will be changed and the resident charged for the replacement. Lost or stolen keys must be reported to a Housing and Residential Experience staff member within seventy-two (72) hours.

Linens & Laundry

The University does not supply towels, washcloths, linens, blankets, or pillows. Washers and dryers are provided for campus residents in all residential areas at no cost. Washer and dryer use is for on-campus residents only.

Electric Appliances

Small appliances, including those with enclosed heating elements, are generally permitted in rooms. However, appliances with more exposed heating elements or grills, including, but not limited to, --"George Foreman" grills, outdoor grills using propane or charcoal, air fryers, candle warmers, and like devices are not allowed. Appliances that draw a large amount of current from each circuit, such as hot plates, air conditioners, electric space heaters, and instant water-heating elements, are prohibited. In addition, washers, dryers, and dishwashers are not allowed. Microwave ovens less than 800-watts with an interior capacity of no more than one cubic foot are permitted. Refrigerators less than six years old with no more than 4.0 cubic feet capacity may be used. All appliances used in campus residences must be in good condition, with special attention given to seals, electrical cords, and plugs. Only power strips with circuit breakers may be used as extension cords. The Associate Dean of Students for Housing and Residential Experience reserves the option of revoking authorization for the use of any appliance in individual buildings or throughout the residential campus.

The University has implemented a wireless data network throughout campus residences. Wireless consumer electronic devices—sometimes called routers or wireless access points (WAPs)—interfere with the University's wireless data network, and, in worst-case circumstances, could even take down the data network. Manufacturers of such devices include Apple, Google, Amazon, Belkin, D-Link, Linksys, etc. These devices are prohibited. In addition, settings for smartphone hotspots or wireless connectivity for printers and other devices, must be disabled to prevent interference with University wireless APs.

Furnishings

No University owned furniture, plants, or other furnishings, including those in lounges or reception areas, may be moved from one room to another. The common areas of suites, apartments, and lodges are intended as joint living space for the residents. Furnishings in these rooms may not be moved to individual bedrooms. Headboards and footboards may not be removed from beds and University furnishings may not be removed from rooms. Anyone who moves furniture or mattresses without authorization will be responsible for the costs incurred in moving these items back to their proper positions (or the cost of repair or replacement, if an item is damaged or lost) and will be subject to corrective action through the University's accountability process. Doors and window screens may not be removed.

Student-owned furniture brought into campus residences and Greek houses must meet the hospitality/contract-grade furniture fire-safety specifications of either the National Fire Protection Association (NFPA) standard 260, or the California Technical Bulletin 117, section E. (Furniture that complies with either standard will be appropriately tagged by the manufacturer.) Student-owned furniture must be removed before the student checks out of his/her/their room at the conclusion of the period of occupancy. Failure to comply may result in the assessment of charges for removal as well as corrective action through the University's accountability process.

Care and Use

Students are expected to keep their rooms clean and free of debris and garbage. If Housing and Residential Experience staff determine that the room, apartment, or specific appliance presents a health or safety hazard at any time, residents may be required to perform specific cleanings. Students are expected to clean rooms and appliances, sweep floors or vacuum, and remove all trash and personal items prior to vacating a room or apartment. The housekeeping staff will clean the bathrooms of apartments and suites once each week.

Residences are heated and cooled by central systems. To conserve resources, residents should keep their windows closed. Heating or cooling problems should be reported to VUMO (Vanderbilt University Maintenance and Operations) via the [ReAdy application](#).

Students are prohibited from painting their rooms and all University furniture, including headboards. Use of tape, staples, adhesive holders, screws, brackets, tacks, and nails is prohibited on the walls, woodwork, floors, ceilings or furnishings. Non-staining putty (e.g., UHU Tac and Scotch Removable Mounting Putty) may be used. The use of over-the-door hangers is prohibited due to the damage that these cause. Only tension rods may be used for curtains or other window treatments. The use of 'Command' adhesive products is generally acceptable; however, they may cause damage and students may wish to consider alternative products.

Concrete blocks, cinder blocks, and bricks are prohibited from University residences because of the potential damage to walls, floors, and carpets caused by their use. Plastic crates are acceptable substitutes as long as their use does no damage.

Beds may not be elevated more than 13" from the bottom of the bedspring to the floor. In areas where the beds frames are not designed to loft, please utilize wooden risers. Weightlifting equipment, water beds, hot tubs, lofts, and bunk beds (other than those provided by the University), unauthorized construction of walls

and partitions, satellite dishes and antennae are prohibited. Residential rooms and services (data network, etc.) may not be used for commercial purposes. Student rooms may not be used for publicized events, including meetings of organizations, social events, etc.

Damages

Residents are expected to maintain and leave their living space at checkout in the same condition of repair as it was when they checked in, normal wear and tear excepted. Students are responsible for reporting maintenance issues as soon as they become aware of them.

Students will be charged for any damages to their living areas and/or common spaces of residence halls, which results from misconduct or misuse. If the person/persons responsible for damages cannot be determined, charges will be prorated among the residents of a residence hall or living unit. In order to control the quality of the craftsmanship in campus living areas, students may not make repairs themselves to avoid damage charges. Residents should report needed repairs in the student housing portal or to Housing and Residential Experience. The University will make all needed repairs, including painting, at its discretion. Authorized University personnel will enter to address maintenance issues (and will provide notice of service) at any reasonable time, at any time in the case of emergencies. Authorized personnel may also enter to inspect property and/or equipment or to investigate allegations of policy violations.

Damage and vandalism are costly and undermine the quality of life in the residential community. The University expects members of the residential community to aid in the prevention of vandalism. Residents are jointly and individually responsible for damage to their living units and furnishings, and are collectively responsible for damage to common areas.

Inspections and Searches

The University recognizes and respects the desire for privacy. Designated staff members are authorized by the University to enter any University premises to perform duties and services including, but not limited to, custodial maintenance and repair services, and inspections. Staff conduct inspections for a variety of reasons that include, but are not limited to, fire and safety issues, health and welfare issues, maintenance or damage issues, cleanliness, and closing for breaks and end of an academic session. Although inspections are generally announced, circumstances may dictate that an inspection be unannounced.

A search of a student, a student's possessions, or a student's premises may be authorized by the Vice Provost and Dean of Students or designee, if there is reasonable cause to believe that a violation of University policy is occurring or has occurred.

During searches and inspections of residential assignments (rooms, suites, apartments, etc.), University personnel may confiscate items prohibited by University policy. Additionally, personal property remaining in living spaces, in individual floor or corridor closets or storage rooms at the termination of the housing contract, will be considered abandoned and may be disposed of without notice at the discretion of the Associate Dean for Housing and Residential Experience.

Visitation and Overnight Guests

Visitation

Visitors are allowed in residences throughout the 24-hour day. However, residents must remain sensitive to the safety and security concerns of the residential community as well as the privacy needs of floormates/roommates/suitemates/lodgemates/apartmentmates. Prior to a visitor's arrival, resident hosts should discuss any/all visitations with all persons with whom they share living space. Residents are responsible for the conduct of their visitors and violations of University policy may be referred to Student Accountability,

Community Standards and Academic Integrity. Visitors (including Vanderbilt students who are not residents and who do not have access to a particular building), must be escorted at all times when in the residence halls. Lending ID credentials or room keys to visitors is prohibited.

Overnight Guests

A student who wishes to host an overnight guest must complete the [Guest Registration Form](#). The request should be made at least twenty-four (24) hours prior to the arrival of the guest. Residential Experience will review the request and send a message regarding the status of the registration. Host students should seek the permission of roommates and others with whom they share space (e.g., suitemates) before completing the registration form. Guests' stays are limited to three consecutive nights. Guests must be escorted by their host at all times on campus. Lending student ID credentials or room keys is prohibited. Residents are responsible for the conduct of their guests and violations of University policy may be referred to Student Accountability, Community Standards and Academic Integrity.

Residence hall rooms are not suitable for visiting parents or legal guardians. The presence of parents or legal guardians for any extended length of time in a residence hall can be a source of uneasiness and discomfort among other residents. Consequently, no parent or legal guardian may stay overnight in a residence hall.

There are no overnight guests allowed during break periods or Commencement week.

Media

Residence halls are closed to news media. Students are not authorized to bring news media into residence halls unless authorized by University media relations.

Visiting Minors or Minor Guests Not Participating in a Vanderbilt or Third Party Youth Program

Vanderbilt, as a research University, is generally not a proper environment for minors (under the age of 18) who are not directly accompanied by a parent or guardian unless they are participating in a youth program planned for minors and supervised by adults who have the appropriate training and credentials.

Minor visitors may be allowed, subject to applicable University policies and the exceptions outlined herein, in student residential housing floors or rooms, but must be escorted at all times by their resident host or by their parent/legal guardian. For visits and/or overnight stays, the resident host is responsible for the minor guest and must accompany them at all times. Resident hosts must register overnight minor guests at least twenty-four (24) hours in advance of the stay by completing the [Guest Registration Form](#). The resident host must provide the age of the guest and documentation that the minor's parent or guardian approves the visit. If the minor guest is unrelated to the resident host and is under age sixteen (16), the minor's parent or guardian must also be present at all times. Residents are not permitted to host overnight guests under the age of sixteen (16) unless the guest is a sibling and approved in advance; requests for exceptions for siblings of the resident will be reviewed and must be approved twenty four (24) hours in advance of the stay by the Associate Dean for Housing and Residential Experience or designee. Residents who violate these policies may be referred to Student Accountability, Community Standards and Academic Integrity.

Hosting Gatherings without Alcohol

Individuals hosting a gathering in their assigned residential space must register the gathering when the number of people at the event will exceed the number of occupants of the apartment/suite times two and plus one, regardless of whether alcohol is present. For example, a suite of six (6) can have up to thirteen (13) people, including the residents of the space, without needing to register the gathering; a single could have up to three (3) people, including the residents of the space, without needing to register the gathering; etc. The [Party Registration Form](#) is located in Anchor Link and must be submitted no later than twenty-four (24) hours prior to the proposed event, or by 12pm on Friday (for weekend gatherings). The form is routed to the appropriate area coordinator for review and approval. Gatherings are permitted only in Carmichael College suites, Zeppos College suites, Rothschild College suites, Warren College suites, Moore College suites, E.

Bronson Ingram College suites, Village at Vanderbilt, Mayfield Place, Chaffin Place, Morgan House, and Lewis House. All gatherings must abide by all other University and residential policies (noise, alcohol, visitation, etc.).

Gatherings hosted by residents in the West End Neighborhood are exempt from this policy but must comply with the Alcohol policy.

Gatherings with Alcohol

See the [Alcohol](#) policy for additional information.

Noise

Quiet & Courtesy Hours

It is impossible to set specific standards regarding levels of noise in a residence hall which will satisfy all residents. Individual levels of noise tolerance vary widely. The purpose of the residence halls is to offer conditions which permit reasonable order for study and sleep. Quiet hours are in effect from 7pm until 7am, Sunday through Thursday, and midnight until 10am, Friday and Saturday. During these hours, residents must cease all activities that might disturb study or sleep. Radios, televisions, etc., should be turned to low volume and other noisy activity curtailed. During reading and examination periods, quiet hours are in effect twenty-four (24) hours a day. Residents may vote to alter quiet hours, however, these alterations must be unanimous. Non-quiet hours are not "noisy" hours. "Courtesy" hours are in effect twenty-four (24) hours a day. Residents may not practice or play musical instruments, electronic or acoustic, in their rooms but must use designated music practice rooms for those activities.

The use of electric guitars, other amplified instruments, drums, and other instruments producing loud volume, is prohibited in campus residences. Because of their propensity to be heard and felt through solid materials, subwoofers in stereo speakers or other audio equipment are also prohibited.

Music Practice Rooms

Certain rooms in campus residences have been designated for use as music practice rooms. Due to their proximity to residential space, their use requires policies that preserve the quiet of the halls for the residents. Policies and specified times for the use of these spaces will be posted in each space. Except for University-supplied pianos, no amplified or percussion instruments are permitted. Unless otherwise approved, music practice rooms should only be used for their specified purpose and non-music related use may result in loss of use. Use of these rooms for music practice may be altered by Housing and Residential Experience, as needed.

Sports

Engaging in sports, games, or activities in the residence hall that are not appropriate indoors is also prohibited.

Pets

Students are prohibited from having pets or keeping or providing for any animals on University property, including in University residences, except in the circumstances outlined in the [Assistance Animals](#) policy.

Additionally, visiting animals must be kept outdoors and leashed. Students who violate this policy are subject to corrective action through the University's accountability process, and will bear any costs associated with damage to or cleaning required in spaces where animals are found in violation of this policy. Fish may be kept in aquariums, but flesh-eating and dangerous fish (e.g., piranha) are prohibited.

Fire Safety

Residents must abide by the fire safety practices and regulations listed below:

- Halogen lamps or light sources are prohibited in campus residences.
- Combustible materials may not be stored on the premises. This includes battery cells in devices prone to overheating or implosion.
- The Metropolitan Nashville-Davidson County Fire Code prohibits the use and storage of grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling. Use or storage of grills is prohibited on any balcony or patio, or in any residential facility.
- Motorcycles, mopeds, and other internal combustion machines may not be kept in University housing.
- The use, possession, or storage of electronic personal transportation vehicles (EPTVs), including scooters, bicycles, hoverboards, and similar devices, is prohibited inside all Vanderbilt buildings and facilities, including, but not limited to, residence halls, Greek houses, Student Centers, academic buildings, labs, and parking structures.
- Bicycles may not be stored in hallways, stairwells, or other common areas because they may block emergency egress. Non-electronic bicycles may be stored in student rooms.
- Candles, other devices that produce open flames, oil lamps, and incense, are prohibited in the residence halls, and subject to confiscation, whether or not they are lit at the time they are discovered. Exceptions for registered events sponsored by University departments may be made at the discretion of the Associate Dean for Housing and Residential Experience or designee.
- Walkways, stairs, and corridors must be kept clear at all times for emergency egress. Student property may not be stored in these areas.
- Heat producing appliances (coffee makers, electric kettles, slow-cookers, etc.) must be attended when turned on.
- Flammable materials (e.g., sheets, blankets, bandanas, scarves), may not be used to cover or obstruct light sources, heating/cooling sources, or fire-safety fixtures.
- Cut trees, wreaths, and greenery (generally employed as seasonal decorations), are prohibited.
- Installation of elaborate door decorations is limited to a specified period of time—set by appropriate administrators—and may not remain overnight.
- Decorations on the exterior of room doors may not exceed 150 square inches, total, of surface area.
- The University's smoke-free campus policy limits smoking to designated [outdoor areas](#). Extinguishing or disposing of smoking materials by any means other than the urns provided is prohibited.
- Access to windows and doors must be kept clear for emergency egress.
- Emergency exits may be used by residents or guests only for emergency exit or exit during drills. Other use is prohibited.
- Failure to evacuate a building when a fire alarm sounds is prohibited.
- Additionally, the following are prohibited and will likely result in corrective action through the University's accountability process, which action may include possible suspension from the University or a prorated damage charge among the residents of a particular area if the responsible person(s) cannot be identified:
 - Tampering with door alarms, fire extinguishers, sprinkler heads, water flow or other control valves and other fire-safety equipment,
 - Tampering with smoke detectors, emergency phones, building access systems, elevator systems, surveillance cameras or other safety and security equipment,
 - Tube lights and string lights, except that string lights may be used under the following conditions: string lights must be UL approved and in good condition. The lights may be used only in individual rooms and not in common areas. The lights may not be suspended from ceilings, sprinkler heads, or overhead piping, and the adhesive backing available with some such lights may not be used. No more than three strands of such lights may be strung together, and must be plugged directly into an outlet or into a surge protector that is plugged directly into an outlet.
 - Items suspended from the ceilings, sprinkler heads, overhead piping, or on or near water pipes,
 - Use or possession of fireworks,
 - Disabling fire alarm systems,
 - Arson or igniting fires of any kind—anywhere on campus—except for the purpose of cooking on a grill in accordance with University policies regulations and applicable statutes,
 - Tampering with or damaging fire-exit lights, signs, horns, strobes or other notification devices,
 - Tampering with or obstructing emergency-exit doors.

General Safety

Residents must abide by the safety and security practices and regulations listed below:

- Nothing may be hung or thrown from windows. Objects may not be placed on window ledges or on roofs.
- Tampering with card access readers is prohibited.
- Covering or tampering with cameras is prohibited.
- Removing window or door screens is prohibited.
- Propping open emergency exits or any door controlled by card access readers is prohibited.

It is essential that residents cooperate with the University in every way to safeguard the residential community and the belongings of residents. Students should keep their room doors locked, keep money and other valuables out of sight, and report thefts and suspicious persons immediately to their head residents, resident advisers or the Vanderbilt University Police Department. Periodically, officers from the Vanderbilt University Police Department may enter campus residences, Greek houses, and other campus facilities to assess their safety, security, and compliance with University policies.

Student Organization Administration

Contributing to the University's mission of teaching and learning, student engagement opportunities help build a community in which students may develop not only as scholars, but also as well-rounded individuals. Engagement in co-curricular endeavors provides a balance of challenge and support designed to enhance students' intellectual and personal development. Participation aids students in becoming ethical, responsible, and self-disciplined leaders; challenged to develop an appreciation for civility and diversity; prepared for community leadership and citizenship; and supported in an environment that embraces discourse and the exchange of ideas.

Students receive advising in their student organization roles in areas such as organizational behavior, financial management, ethical decision-making, accountability, and recruitment/retention. Finally, through opportunities to become engaged in the community, students celebrate their own, and each other's contributions to University life and the larger community.

Co-curricular engagement, as noted above, is meant to complement the academic experience. Participation in student organization events does not justify a student's missing a class, assignment, or test. Only the course instructor may, in their discretion, choose to authorize, and offer alternatives for, missed classes, assignments, tests, etc.>

Organizational Activity

Organizational Activity is considered any activity, on- or off-campus, planned, sponsored, hosted, promoted, or funded by an organization recognized by Vanderbilt or any activity a reasonable person would associate with the organization or its members acting in their membership capacity. Organizational Activity is not defined by the number of members engaging in the activity. Organizational Activity that violates University policy is subject to corrective action through the University's accountability system.

1. "Planned" includes, but is not limited to, primarily contributing to decisions regarding location, decoration, timing, or other execution of the activity.
2. "Sponsored" includes, but is not limited to, partnering with another Registered Student Organization, University department, business or promoter to execute an event, or providing funds to reduce or eliminate the cost of an event
3. "Hosted" includes, but is not limited to, reserving space or using an off-campus space owned or controlled by members of the organization for an activity that involves guests.
4. "Promoted" includes, but is not limited to, communicating via any form of social media, app (e.g. GroupMe), print materials, or deliberate campaigning to advertise or market an event or to invite or otherwise encourage people to participate.