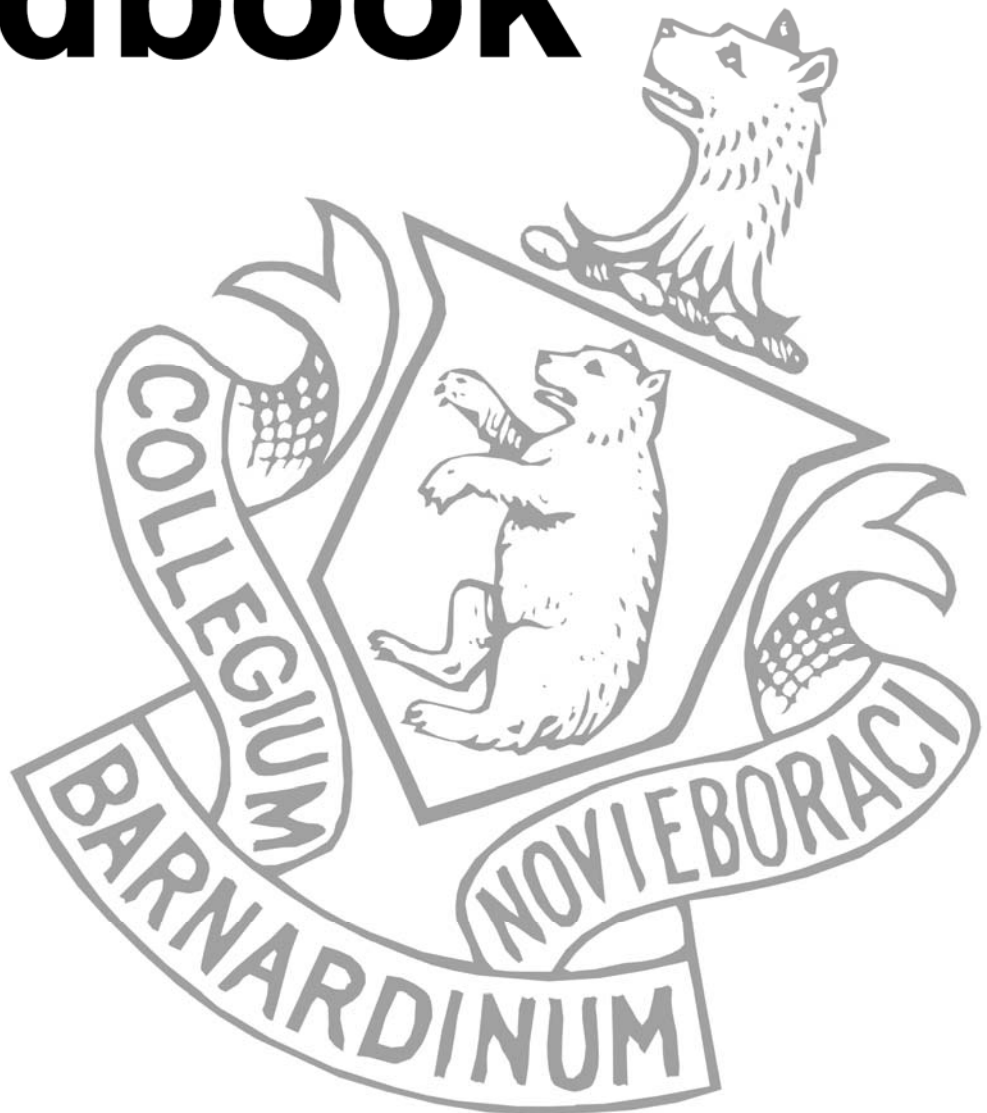


# BARNARD

RESIDENTIAL LIFE & HOUSING

## 2016-17

# Residence Hall Handbook



# WELCOME TO CAMPUS LIVING!

Hello and welcome to the Barnard residence hall community!

Because over 90% of Barnard students live on campus, the Residential Life staff plays an integral role in the daily lives of our students. Our team is made up of highly skilled professional staff, graduate assistants, and student staff members that work closely to encourage and support our students.

Our staff members and campus partners work incredibly hard to provide the best services and programs for our students. We strive to create a positive environment to support community development for our students, while allowing each individual to pursue their own personal and academic goals. Our work is very intentional in regard to helping our students achieve success and develop important interpersonal and leadership skills that will serve them for a lifetime.

We hope that you will be able to answer any questions by reading this handbook and/or visiting our Residential Life & Housing website ([barnard.edu/reslife](http://barnard.edu/reslife)). If you are not able to find an answer to a question, please do not hesitate to call, email, or visit our office (in 110 Sulzberger Hall) -- we're here to help!

If you already live on campus or are thinking about becoming a residential student, we hope you will feel confident that the residence hall community is a strong, vibrant, and positive influence on our students.

All the best – Barnard Residential Life & Housing

## PARTNERSHIP STATEMENT

Residential Life and Housing strives to create an environment conducive to engaging students outside of the classroom while providing safe and secure communities for optimal growth.

This Partnership Agreement provides a two-way summary of expectations related to Residential Life & Housing. We welcome all opportunities to collaborate with students to create and maintain a community where everyone can thrive.

Students can expect that Residential Life & Housing will:

- Respect each individuals' perspective
- Communicate in an open, thorough, and timely manner
- Provide opportunities for personal development within a diverse residential setting that is continually growing and developing
- Provide trained staff who are available 24-7 to provide support and guide students, and respond to emergency situations
- Foster a safe and welcoming residence hall environment
- Collaborate with students and student groups to provide learning, leadership, and community development opportunities

Residential Life & Housing expects that students will:

- Demonstrate respect for all members of the campus community
- Become positive, active, and involved members of the residence hall and campus community
- Be accountable to oneself, to other community members, and to all residential policies and procedures
- Efficiently communicate with and respond to communications from Residential Life & Housing
- Take advantage of the resources and support that are provided by our staff
- Understand that Residential Life and Housing, while focused on the individual, must also consider the needs of the greater residential community as a whole

## MISSION & GOALS

Residential Life & Housing provides opportunities for students that compliment Barnard's mission of intellectual risk taking, discovery, and personal development. The department's programs and services enhance the personal growth and social development of the community and of each community member. We seek to meet the ever-changing needs of our diverse

community in a compassionate, friendly, and efficient manner.

With that in mind, Residential Life & Housing is committed to:

- **Students** – supporting the academic success of our students through community and personal development.
- **Communication** – being open, thorough and timely with information to the Barnard community.
- **Quality Service** – providing all members of the Barnard community with friendly, helpful, and professional service.
- **Mutual Respect** – honoring individual perspectives by listening, acknowledging, and responding to all members of the Barnard community.
- **Education About and Awareness of Social Justice Issues** – creating a safe and inclusive living/learning environment for all members of the Barnard community.
- **Integrity** – upholding ethical practices/standards and maintaining accountability – providing service in an honest, ethical and accountable manner.
- **Teamwork** – functioning as a department team in a cohesive and supportive manner, while establishing strong collaborative relationships with other campus offices.

## **COMMUNITY LIVING GUIDELINES AND PROCEDURES**

### **RESPECT IN RESIDENTIAL COMMUNITIES**

Students will respect the right of all community members to cleanliness, security, privacy, space, quiet hours for study and sleep, equal use and access to room/suite and hall facilities and generally to an environment conducive to learning and undergraduate college life.

All roommates/suitemates have the responsibility to provide and the right to expect: a living spaces that is free of any actions or behaviors that interfere with the roommate's privacy, study habits, or sleep; the ability to enter the room/suite whenever one would like unless other provisions are agreed upon in advance by all parties; an environment free of physical and/or emotional harassment; the ability to speak openly; an environment where one is treated considerately and thoughtfully; to address problems and concerns in a mature manner.

### **CAMPUS SAFETY INFORMATION**

Campus safety information and statistics can be found online at <http://barnard.edu/publicsafety/>. All residents are encouraged to program the Public Safety phone number, (212) 854-6666, into their phones.

Should the College be notified by a parent, family member, or friend that a Barnard student has not been seen or heard from, the College will follow established procedure and conduct a follow-up investigation within 24 hours of the original notification. If the student cannot be located after 24 hours (or sooner if circumstances warrant), the College will call the student's Missing Person Contact (provided when students register each semester). Students are encouraged to let someone else in their residence hall or suite know if they are going to be away for any period of time.

### **EMERGENCY RESPONSE**

If an emergency arises (i.e. fire in a residence hall, bomb threat, national crisis, etc.), Residential Life & Housing staff will be on site to assist in disseminating information. When possible, students are encouraged to go immediately to their residence hall room to await pertinent information to be delivered by their RA or other residential life staff member. In the event it is not possible to return to a room, check the College website for the information regarding the current situation. In the event computers are inoperable, remain calm and seek out a safe location to await further instruction. Updated information will always be available at each residence hall front desk.

### **POLICIES**

Residents are expected to act in accordance with all Barnard College policies while in the residence halls. Residential Life &

Housing staff are responsible for ensuring the safety and security of the residential community, and will document and respond to incidents in which a policy is alleged to have been violated.

The Residential Life & Housing staff reserves the right to confiscate items that are prohibited in the residence halls; confiscated items will not be returned to students.

## I. ALCOHOL AND OTHER DRUGS

In accordance with New York State law and Barnard College policy, the following behaviors are prohibited in the residence halls:

- Possession or use of alcohol, or possession or use/misuse of illicit drugs, prescription medication, synthetic substances or other intoxicating substances in violation of the college Drug and Alcohol Policy (<http://barnard.edu/policy/aod>);
- Being in the presence of a Drug and Alcohol Policy violation;
- Possession of empty alcoholic beverage containers;
- Public intoxication (regardless of age);
- Possession or use of common source beverage containers (i.e. kegs, beer balls, punch bowls) and/or devices or mechanisms that facilitate rapid consumption (i.e. funnels);
- Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games);
- Possession of drug or smoking devices and/or paraphernalia including (but not limited to) bongos, roach clips, hookahs, vaporizers, or pipes;
- Distribution of alcohol, drugs, or other intoxicant (this prohibition includes, but is not limited to, distribution of alcohol to any person under 21 years of age, cash bars, events to which admissions tickets are sold or fees are charged, and parties at which alcoholic beverages are served and for which contribution or donations to offset the costs of the party are sought, providing alcohol to);
- Delivery of alcohol to a residence hall or to a student's Barnard mailing address (<https://barnard.edu/general-counsel/deliveryofalcohol>).

Residents 21 and older may possess and consume alcoholic beverages (referred herein "alcohol") within residence halls in accordance with the following:

- Students of legal drinking age who bring alcohol into or possess alcohol in a residence hall are responsible for its legal use and must take reasonable precautions to prevent the possession of available alcohol by underage students and guests.
- In suites where some but not all residents are age 21 or older, if it is unclear which resident is responsible for alcohol found in a common area, all residents may be required to participate in the disciplinary process to resolve responsibility for violations.
- Alcohol may only be consumed within assigned rooms or suites by those who are of legal drinking age. Open containers of alcohol are prohibited in common spaces such as hallways, stairwells, and lounges, in public areas such as lobbies, or in outdoor areas adjacent to residence halls, except as outlined in the College's alcohol policy.
- Each resident over 21 may be in possession of no more than (1) 12-pack of beer, or (2) standard bottles of wine or (1) 1-liter bottle of liquor at any given time.

The health, safety, and welfare of Barnard College students and our community are of primary concern. In addition to making healthy choices, students are encouraged not only to look out for their own health and safety but also for that of their peers. See the [Responsible Community Action Policy](#) regarding help seeking for individuals under the influence. Students found to be excessively intoxicated on campus or in a residence hall or who receive emergency medical attention (i.e. CU EMT or FDNY) for excessive intoxication may, as appropriate, be subject to medical or psychological assessment.

## II. GUEST POLICY

A "guest" is defined as any non-resident of the residence hall. All current Barnard students (regardless of whether they live in BC or CU housing) may enter any Barnard residence hall as a guest at any time by presenting a valid Barnard ID<sup>1</sup> to the Access Attendant. Misuse/abuse of the tenets of visitation privileges may result in disciplinary action and restriction of privileges. The College reserves the right to suspend or terminate an individual's guest privileges, as well as the right to limit guest privileges during times when classes are not in session, or as otherwise deemed necessary.

Residential students are prohibited from giving their keys and/or ID cards to another to use in order to gain entry into a

residence hall or room.

Resident hosts must complete the following steps to sign in a guest:

- Resident host must meet the guest at the front desk with a valid Barnard ID
- The resident host must sign the guest in.
- The guest will be required to leave a current and valid photo ID<sup>2</sup> at the front desk for the duration of their visit.
- The resident host must escort their guests at all times. Resident hosts assume responsibility for their guests and must ensure their guests comply with all Barnard College policies; this includes Barnard students who are guests in another residence hall.
- When the guest leaves the residence hall, the resident host must escort the guest to the front desk to sign them out and retrieve their ID.

<sup>1</sup> A valid Barnard ID is defined as an ID with a current residence hall sticker on it. Current commuter students may obtain a sticker from the Student Life Office in order to access residential facilities. CU students residing in Barnard residence halls may enter the hall in which they reside at any time with a CU ID containing the appropriate Barnard residence hall sticker.

<sup>2</sup> Acceptable forms of identification include but are not limited to, a current and valid student or employee ID (with a photo), a driver's license or other state issued ID, a passport. Credit cards, ATM cards, or expired photo identification documents will not be accepted.

Residents are permitted to have no more than three guests at any given time, and guests may be hosted in the Barnard residence halls for no more than **three consecutive nights** and no more than **six nights** total in any 30-day period. Provided there is no unreasonable interference with the rights of a roommate or suitemate, a resident may have short-term guest(s) (those who stay for a few hours, but not overnight) at any time as long as it is within the limits noted above.

In some instances, the College will place restrictions on a person's access to campus or specific buildings on campus. The onus to comply with restrictions is on the individual for whom the restriction is in place. However, residents in Barnard College residence halls are expected to inquire about whether or not a person is restricted from an area before signing them in as a guest. Knowingly assisting someone in an effort to gain entry into a building from which that person is banned is a violation of the Guest Policy.

Students may not bring children under the age of 13 into the residence halls without having their parent (of legal age) or legal guardian being present with the minor at all times. Students may not use the residence halls in order to provide babysitting services. Residents of Cathedral Gardens providing babysitting service for faculty members who live in College housing must do so within the faculty member's apartment.

Any person between the ages of 13-16 years may visit a resident in the Barnard residence halls as long as the **Minor Permission Form** (available on the Residential Life & Housing website) has been submitted and approved. All signed forms must be submitted to the office no later than noon of the business day prior to the date of visitation. Minors are not permitted as guests during the following time periods: Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

### III. COMMUNITY STANDARDS

#### DISCRIMINATION AND HARASSMENT OF BARNARD COLLEGE

All students are required to act in accordance with Barnard College's [Policy against Discrimination and Harassment](#).

#### SMOKING

- The College is a smoke-free campus, including all residence halls.
- Smoking of any substance is prohibited in student bedrooms and suites, all common areas, balconies, and within 15 feet of any residence hall building.
- The use of electronic cigarettes (also known as e-cigarettes or personal vaporizers) is prohibited on campus, including in the residence halls.
- Evidence of smoking, including but not limited to ashes, cigarette butts, and burnt tobacco in the residence halls will be considered a violation of this policy.

## CARE FOR SELF AND PREMISES

All residents are required to maintain acceptable standards of personal hygiene, self-care, and room cleanliness to a level that does not interfere with the general comfort, safety, security, health, or welfare of any member of the residence hall community. Students are to act responsibly and not interfere with the comfort or safety of their roommate(s)/suite mates or other residence hall students.

This includes employing basic safety practices when cooking or preparing food in a residential space. Residents are not permitted to leave cooking food unattended.

Residents are required to possess their room key when leaving their residential space. Excessive use of the emergency key is prohibited.

## COMMON AREAS

For the purpose of this policy, common areas include any space within the residence hall not assigned to an individual resident.

The following behaviors are prohibited in common areas:

- Removal of furniture from common areas (except when approved by the Disability Housing Committee);
- Sleeping;
- Engaging in sexual contact;
- Engaging in any other Residential Life or College Policy violation

Although facilities staff members regularly clean lounges and common areas in the residence halls; it is the responsibility of all residents and guests to dispose properly of their own trash or recycling, and to keep common areas clean and in order.

Common areas, such as building lounges, are for use by residents of that building may not be reserved for group gatherings.

## DISRUPTIVE BEHAVIOR & NOISE

Behavior that limits students' rights of equal use and access to room/suite/hall facilities is prohibited.

Residents must monitor their volume (i.e. voices, music) and comply with requests to maintain reasonable levels of noise within the residence halls. Noise that can be heard outside of one's room is considered unreasonable. Quiet hours are in effect 11pm-9am Sunday through Thursday and 1am-10am Friday and Saturday. The use of amplified sound instruments or equipment is prohibited in the residence halls.

## FIRE SAFETY

All residents are required to familiarize themselves with and abide by the [Fire Safety Information](#) available on the Residential Life & Housing website.

All persons are required to evacuate the residence hall when an alarm sounds; failure to do so is a violation of this policy. Causing a fire or a false fire alarm within a residence hall is prohibited.

Residence halls are equipped with fire safety equipment, including but not limited to fire extinguishers and smoke detectors. It is a violation of this policy to tamper with any fire safety equipment in the residence halls. If found responsible for tampering/improper use of Life Safety equipment, a fine of \$100 may be charged to a student's account.

## OBSTRUCTION OF ACCESS

Preventing entrance to or egress from any room or building is prohibited.

## PETS

Pets (except for fish in a 5 gallon tank or less) are prohibited\*. Pet visitors are not permitted in the residence halls.

\* Service and Support Animals are not pets. Service and Support Animals may be permitted with approval through the Disability Housing Request process, and as described in such accommodation. Support Animals may not be brought to housing without prior approval. Support Animals are only permitted within the student's on-campus housing assignment. Please visit [Disability Services](#) for information about Support Animals.

## **POSTING POLICY**

All students are required to comply with the [College Posting Policy](#). Residential Hall bulletin boards are for use by Residential Life & Housing staff and/or other offices as designated. Altering or damaging any materials posted within the residence halls is prohibited.

## **SOLICITING**

Commercial activities, including conducting a business or solicitation of any sort in or from the residence halls is prohibited. Solicitation is defined as recruitment for membership, subscription, polling, posting, canvassing, or commercial sale of products, services, or tickets in person, door to door, via voicemail, email or print.

## **THEFT & DAMAGE**

Theft or intentional damage to residence hall furnishings, college property, or the property of others is prohibited and will result in disciplinary action and/or repair or replacement charges.

Students are not permitted to remove any non-disposable Dining Services from any campus dining location. This includes, but is not limited to, silverware, plates, bowls, cups, and trays.

While students are encouraged to personalize their living space, they may not alter the physical space of the room, drill or nail holes into any surface, or affix tapestries and similar decorations to the ceiling, light fixtures, or doorways. Painting any part of the living space or college supplied furniture is also prohibited.

## **UNAUTHORIZED ACCESS**

Entering without permission into another student's residence hall room, or any space designated for specific use (including, but not limited to, staff offices, facilities closets, or dining services space) is prohibited.

Students are never permitted to be on the roof or fire escape of any college owned or operational facility with the exception of the designated roof terrace at Cathedral Gardens during which time the location is appropriately staffed, or in the event of a true emergency.

## **WEAPONS**

Weapons, ammunition, and simulated weapons are prohibited in the residence halls.

## **WINDOWS & WINDOW STOPPERS**

New York City ordinance forbids sitting and/or standing on, placing articles of any kind on the sill of an open window or outside the window, as well as throwing or projecting anything out of a window. This includes, but is not limited to, allowing or causing liquids, lights, or laser pointers to be projected out any window.

Window stopper devices that have been installed in residence hall windows are a required safety precaution; students may not remove or alter them in any way. Students who recognize that these devices are missing or damaged are expected to promptly report this to their RA or HD, and complete a facilities work order to expedite the repair/replacement. If found responsible for tampering with or removing any window stoppers, a fine of \$100 may be charged to a student's account.

## **IV. COMMUNITY SAFETY POLICIES**

Community Safety policies are designed to create and support a safe environment in our residence hall community. Community Safety Inspections (CSI) will be conducted by Residential Life & Housing staff at least once each semester.

## BICYCLES

Bicycles must be stored in student bedrooms or suite room areas. They may not be stored or left in lounges, stairwells, or other residence hall common areas. Students are responsible for cleaning any dirt or mud their bike brings into the building; failure to do so may result in a cleaning fee. Bike racks are available for student use on campus.

## CANDLES, INCENSE, AND OPEN FLAMES

Candles (including decorative & religious candles\*, or candles with the wick removed) are prohibited in the residence halls. Incense, oil lamps, alcohol lamps, and open flame burners are also prohibited in the residence halls.

\* Students wishing to burn candles or incense for religious observance may only do so in monitored public areas with prior permission from Residential Life & Housing.

## DECORATIONS

Attaching paper shades or any other decorations to light fixtures is prohibited. Electric lights must be plugged into a surge protected power strip, and should not be left on when the student is not present. Students may use indoor holiday lights, but larger holiday lights labeled as "outdoor" lights are not permitted. No electrical lights or other decorations may be used or displayed outside of a student's room or suite.

## ELECTRICAL EQUIPMENT AND APPLIANCES

All permissible electrical equipment and appliances\* must be UL approved and in good working order. The College recommends that appliances with an automatic on/off feature be used. Appliances used for the purpose of cooking foods may not be kept or used in individual student bedrooms except for coffee makers, popcorn poppers, hot pots, and refrigerators of 3.5 cubic feet or less.

\* See PROHIBITED ITEMS below for additional information about items that are not permitted in the residence halls.

## FURNITURE

All College provided furnishings must remain in their designated location. It is a violation of policy to move student room furniture to another location or into the hallway. The College will not move student furniture from a room or suite. If furniture is discovered in a space where it does not belong, it will be relocated at the student's expense. Residents are not permitted to bring any outside furniture into their rooms unless they can produce a receipt to prove that the furniture was purchased in new condition (i.e. was not brought in from the street). Water beds are prohibited in the residence halls.

## RECYCLING

Recycling is required by New York City law. All students must adhere to recycling guidelines in their residential area. Information is posted on each floor with specific details for that location. Residents within the first-year area are expected to utilize and maintain the recycle container provided in their room.

## PROHIBITED ITEMS:

- Window or portable AC units, window fans, space heaters
- Halogen lamps, lava lamps, ultraviolet/infrared lamps
- Deep fryers, hot plates, open coil heaters, toasters toaster ovens, rice cookers, charcoal or electric grills
- Extension cords, multi-receptacle outlet adapters (UL listed power strips with surge protectors are permitted)
- Flammable materials (including, but not limited to, propane, gasoline, paint thinner, charcoal, lighter fluid)
- Live trees, wreaths, swag, live cut pine or wood (fake trees that are fire-retardant are permitted)

For a full list, please visit <http://barnard.edu/reslife/policies/prohibited-items>

## V. ADMINISTRATIVE VIOLATIONS

### FAILURE TO COMPLY

All students are required to comply with any official directives issued to them by College staff. This includes but is not limited to directives to do or be responsible for something, directives to allow staff access to room or suite, directives to refrain from certain acts or behaviors, or sanctions imposed through the conduct process.



# STUDENT RIGHTS AND RESPONSIBILITIES

In coordination with the Associate Director for Community Standards and Investigations, Residential Life & Housing professional staff have responsibility for enforcing regulations governing conduct of students within the residence halls. Incidents of repeat or severe violations may be referred to the Associate Director for Community Standards (or other conduct officer designated by the Associate Dean for Equity).

The conduct process is an educational process intended to support the development and well-being of students in the spirit of integrity, respect, and responsibility. Outcomes and sanctions shall become part of the student's disciplinary or conduct record. The residential conduct process typically occurs as follows:

**A REPORT IS FILED:** Student and professional staff members in Residential Life & Housing document incidents and behaviors that may involve a violation of policy. Reports include information about what the staff member observed, heard, smelled, or otherwise became aware of at the time of the incident. Any person may file a report or discuss a concern with Residential Life & Housing staff.

**INVESTIGATION:** Staff will review each report to determine necessary next steps. The staff member may choose to: close the case if no disciplinary action is deemed necessary, engage in conversation with the student or professional staff member or the student involved to gather additional information; or conclude that a potential violation may have occurred and convene a student conduct hearing.

**HEARING:** If a student conduct hearing is deemed necessary, the student will receive a notice to meet via their Barnard e-mail account. This notice will include the alleged violations and date of such incident, as well as the date, time, and location of the conduct hearing. The meeting provides the student an opportunity to learn of and respond to information that is available regarding the alleged policy violation(s), and for the student to present information on their behalf. The student is permitted to bring a written statement that describes their perspective on the incident. If the student chooses not to attend this meeting and does not contact the hearing officer in advance of the date to reschedule, a decision may be made based upon the information available.

During final exam periods, students may be offered the opportunity to respond to allegations in writing as an alternative to attending a hearing. After the hearing is complete, the charged student will be notified in writing of the outcome, including any sanctions imposed.

## OUTCOME AND SANCTIONS:

If a student accepts responsibility or is found responsible for a violation of policy, the hearing officer will determine appropriate sanctions. Sanctions that may be issued at the residence hall level include, but are not limited to:

- Written warning
- Educational project, program, or research
- Room reassignment
- Restriction of privileges
- Charge for repairs or clean up
- Residential probation
- Hall Persona Non Grata (banned from access to specified space)
- Loss of room selection status
- Dismissal from housing
- Counseling and/or mandatory evaluation
- Alcohol/drug education
- Mandatory health referral (IMPORTANT: Students failing to abide by the terms of a mandatory health referral sanction may be subject to suspension from housing)
- Interim measures may be taken, up to or including removal from housing, pending investigation of significant incident, or where there is potential threat to health or safety

# HOUSING POLICIES

## ELIGIBILITY

Eligibility for residence is limited to Barnard students and approved visiting students who have both completed the registration and program filing processes and have made all required payments by the payment deadlines. Some Columbia students may also be eligible, providing they meet the requirements for the Barnard/Columbia Housing Exchange as defined by both Barnard RL&H and Columbia University Undergraduate Housing Services. Students must be enrolled at Barnard on a full-time basis. Eligibility for residence on campus does not equal a guarantee. If for any reason a student ceases to be eligible for residence, they must vacate their room within 48 hours. If a student fails to register with the College or fails to check in to the residence hall assignment by 5pm on the first day of classes each semester, they forfeit their assigned space (and are liable for cancellation charges as outlined). This Housing Contract must be signed by the student by the first day of classes; otherwise, a student forfeits their assigned space.

## ROOM CHARGES

The room rates for the 2016-2017 academic year for Barnard students living in either Barnard residence halls or Columbia residence halls (through the BC/CU Housing Exchange) are **\$9,230** for a multiple room, **\$10,712** for a single room, or **\$16,000** for a studio single. Columbia students living in Barnard residence halls will be billed by and for rates set by Columbia University Undergraduate Housing.

The College establishes room charges for the academic year. Tuition, room, board and all other fees are payable semiannually in advance, one-half by August 1 and one-half by December 1; failure to make full payment for the Fall and/or Spring semester by those dates will result in forfeiture of existing assigned space. Students continue to be responsible for room fees unless and until the housing assignment is canceled and/or vacated as specified below. In all events, no student will be allowed to occupy an assigned room until all College fees are paid in the time and manner established by the College.

Failure to pay outstanding balances as required may be cause for dismissal from College housing or for such other action as may be determined appropriate by the College. The College may refer delinquents account to credit bureaus and a collection agency. Student are responsible for paying the collection agency fee which may be based on percentage at a maximum of 40% of the delinquent account, together with all costs and expenses, including reasonable attorneys' fees, interest, penalties and court fees necessary for the collection of the delinquent account. This policy applies to all charges assessed by the College. The College will not provide any transcripts, diplomas or certification of degree until all outstanding balances have been resolved in full.

## HOUSING PERIOD

Students will be permitted to check in to their room on the following dates, and students must check-in during published hours:

- Sunday, August 28, 2016 - check-in for new first-year students
- Monday, August 29, 2016 - check-in for new Fall transfer students
- Saturday, September 3, 2016 - check-in for continuing & readmitted students
- Wednesday, January 11, 2017 - check-in for new Spring transfer students only
- Saturday, January 14, 2017 - check-in for continuing & readmitted students

The housing period begins at the time the student takes occupancy of the assigned space, which must be no later than 5pm on the first day of classes for each semester. The housing period ends 24 hours after the time a student ceases to be eligible for residence or within 24 hours after the student's last scheduled final examination. This will be no later than 9am on Friday, December 23, 2016 for the Fall semester and 5pm on Friday, May 12, 2017 for the Spring semester, regardless of the date/time of the resident's last exam. Any residential student who cancels their housing for the Spring semester must vacate their assigned space no later than 9am on Friday, December 23, 2016.

The residence halls remain open during Fall, Thanksgiving, and Spring Breaks, but are officially closed for Winter Break (9am on Friday, December 23, 2016, through 9am on Saturday, January 14, 2017). To be permitted to leave belongings in their room over the Winter Break, students must be in residence for both the Fall & Spring semesters and must be in good standing with the College (including the payment of Spring charges by the December 1 payment deadline). Housing during the Winter Break

period is limited to a small number of approved students and may carry an additional fee.

## OCCUPANCY AND USE

At all times, only the student shall occupy the assigned space. Under no circumstances may a student swap assignments without prior approval; nor may students exchange keys with another student, sublet their room, or provide regular housing to any other person(s).

The College reserves the right to assign any vacant space at any time, and is not obligated to inform roommates or suitemates of changes. Any student with a vacancy in their room must keep the space open and ready for assignment at any point. The College has the right to move any such possessions that may be blocking a new student's assigned space. Residents who fail to keep a vacant space free of their possessions will be subject to conduct action and will be charged for any costs involved in having these items moved. If the roommates/suitemates discourage or fail to accept the occupancy by an assigned student, they will be subject to conduct action that may include relocation, fines, additional rent, and/or termination of their assignment.

## MEAL PLANS

All Barnard students are required to participate in a Barnard meal plan. All First Year Students residing in Barnard housing are required to enroll in the 19 meal/week Platinum Meal Plan. Upperclass students residing in floors 2-8 of the Quad (Brooks, Hewitt, Reid, Sulzberger) are required, at minimum, to enroll in the Quad Upperclass Meal Plan. All other upperclass students, whether living on-campus or off, are required to enroll, at minimum, in the Convenience Meal Plan. Students enrolled in the Combined 3-2 Engineering Program with SEAS who live in Barnard campus housing for their 4th year are required to participate in the minimal Barnard meal plan required by their location (i.e. the Quad Upperclass Meal Plan for residents of floors 2-8 of the Quad and the Convenience Meal for all other residence halls).

Students may choose to upgrade their meal plan, should they wish, to a more comprehensive meal plan than the one required by their class year and/or residence location. Meal plan enrollment / change forms are available from the Bursar ([barnard.edu/bursar](http://barnard.edu/bursar)).

Any meals remaining on any meal plan at the end of the fall semester are forfeited. Any meal plan points remaining at the end of the fall semester may be carried over to the spring semester providing the student remains enrolled in a Barnard meal plan during the spring semester. Any meals or meal plan points remaining at the end of the spring semester are forfeited. Students are liable for the cost of the meal plan. There are no exemptions to participation in a required meal plan.

## ASSIGNMENTS & ROOM CHANGE REQUESTS

Any of the occupants, furnishings, features, and configuration of the room/suite and/or a student's room assignment shall be made and may be changed by the College at any time, at its sole discretion. Requests specifying only one particular residence or type of housing cannot be accommodated, nor can roommate/suitemate preferences based upon race, ethnicity, national origin, religion, religious practices, sexual orientation, gender identity, socioeconomic status, dietary preferences, physical abilities, and/or age. Any occurrences of verbal or physical intimidation or creating an atmosphere of discomfort for a new resident will not be tolerated and may lead to conduct action.

## UPPERCLASS STUDENTS

Sophomores, Juniors, and Seniors may request a room change in the Fall (mid-September), for the Spring semester (early December), or in the Spring (late January). Room changes at any other point in the academic year are infrequently granted and require that a student has demonstrated an attempt to mediate any roommate/suitemate conflicts. Any room changes that are not approved by Residential Life & Housing are a violation of policy and the responsible student(s) will be required to return to their previous room and will be subject to conduct action. Students vacating the residence halls at the end of the Fall semester are expected to accommodate any student who may be moving into their space for the Spring semester as part of the December Room Change process (students making a December room change are required to vacate their Fall room prior to the start of the Winter Break). Columbia students in residence at Barnard are guided by the room change policies and procedures of Columbia University. Barnard students in residence at Columbia are guided by the policies and procedures of Barnard College.

## FIRST-YEAR STUDENTS

The Associate Director for the First Year Focus program makes room changes for first-year students on a case-by-case basis. Any student with roommate concerns will first participate in a roommate discussion / negotiation during which time the roommate contract will be evaluated and adjusted as needed. Vacant spaces within rooms will be assigned, at the discretion of RL&H staff, to students needing room changes, with effort to use a student's Housing Application to help match new roommates.

## DISABILITY HOUSING REQUESTS

Students with diagnosed disabilities who may need some form of disability-related housing consideration (e.g. accessible housing, access to a private bath or kitchen, strobe alarm) must be registered with the Office of Disability Services (ODS). In addition, a Disability Housing Request form must be completed and submitted adhering to RL&H deadlines. Students should consult with ODS staff if needs arise beyond the published deadline or to review their needs and the accommodation request process. It is the student's responsibility to submit the necessary paperwork for each Housing request period. Previous accommodations are not automatically extended without submitting an updated request form and relevant ODS follow up for the upcoming academic year, summer, and/or interim housing period.

## ACCESS TO STUDENT ROOM AND SUITE SPACES

The College reserves the right to enter, repair, inventory, inspect, or search (without prior consent and in appropriate situations) any student space at any time. This includes RL&H staff, Public Safety, Facilities, and any other College employee or contractor who has a legitimate need to enter the space. Students cannot refuse access to a College employee or contractor who is in the process of performing the responsibilities of their position, such refusal may lead to conduct action.

## CONDITION OF PREMISES

By taking occupancy of the space, the student accepts its condition "as is" at such time and assumes responsibility to maintain the space (and any common areas in which the assigned space is located) in a clean, safe, and undamaged condition at all times. Students are expected to review & sign the Room Condition Report Form (RCR) to confirm the condition of their room upon arrival.

Common areas (e.g. suite or floor kitchens, bathrooms, lounges) are the responsibility of all members in that area, and all residents assigned to that area are jointly responsible for cleaning and maintaining them. When vacating the assigned space, all residents must remove all personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when occupancy commenced. Any personal property left in the room or the common areas will be promptly removed and discarded at the expense of the resident(s).

## DAMAGES AND EXPENSES

All students are expected to follow established procedures for check-in and check-out of their room assignment. Failure to properly check-in in a timely fashion will result in loss of the room assignment, and failure to vacate by the day/ time published will minimally result in a fine for improper check-out and/or removal of personal belongings. In addition, the student shall reimburse the College upon request for all damages or expenses which the College may suffer or incur for repair or excessive cleaning of any residence hall, or for repair or replacement of College provided furniture and/or equipment (including smoke detectors), caused by the misconduct or neglect of the student or of their guests. Residents are required to report any room concerns to Facilities for immediate repair. Failure to do so leaves the resident responsible for the repair and/or replacement cost. Any damages or expenses incurred in a room or facility within the residence halls will be charged equally to all residents of that room/suite or users of that facility unless the responsible person or persons assume specific liability. Charges are assessed by RL&H staff and will be billed to the student's Bursar account. Failure to pay such charges may be cause for refusal to permit registration or for such other action as may be determined appropriate by the College until sums owed are paid in full. The policy regarding the referral of delinquent accounts for collection also applies to damages and expenses. Any appeal of said charges must be submitted in writing by the student within 30 days of the charge being posted to the student's account. A more detailed list of damage charges is available at [barnard.edu/reslife/policies/damage-charges](http://barnard.edu/reslife/policies/damage-charges).

## HOUSING CANCELLATIONS & RELATED FEES

To request a release from the financial obligation of the 2016-2017 Housing Contract, a student must submit a **Housing Cancellation form**. Failure to occupy an assigned space does not constitute cancellation of the Housing Contract. Students who fail to check in or occupy their assigned space on an ongoing basis may forfeit their room assignment but will still be liable for the full financial obligation until such time that the Housing Cancellation form has been received by the Residential Life & Housing office and the student has properly checked out from and/or vacated the residence halls.

The College may cancel the Housing Contract (**and the student will be liable for cancellation charges**) should a student:

- Cease to be a full-time registered student at Barnard or Columbia due to voluntary or required withdrawal or fail to register by the first Friday of the Fall and/or Spring semester;
- Fail to occupy an assigned space on a regular substantially full-time basis;
- Fail to vacate an assigned space after a withdrawal has been processed;
- Violate any other term of the housing contract or cease to be eligible for housing.

Residents who cancel housing for the Spring semester must properly check out from and vacate their residence hall by the end of the Fall housing period (9am on Friday, December 24, 2016).

## WITHDRAWAL FROM THE COLLEGE

Students who plan to withdraw must vacate and check out within 48 hours of submitting the College Withdrawal form to the Dean of Studies office or receiving notification of required withdrawal. If a student withdraws during the semester, a prorated refund (minus the cancellation charge below) may be available if they vacate and officially check out before 60% of the term has been completed; otherwise, a refund of any semester housing charges is not available. Students who withdraw for the Spring semester but did not vacate campus housing before the end of the Fall housing period will be subject to a prorated fee through such time they do vacate and officially check out.

Cancellation deadlines, fees, and prorated refund schedules are available at [barnard.edu/reslife/policies/housing/cancellations](http://barnard.edu/reslife/policies/housing/cancellations).

## MOVING OFF-CAMPUS

A student who wishes to move out of campus housing but remain enrolled in the College will be subject to cancellation fees as outlined at [barnard.edu/reslife/policies/housing/cancellations](http://barnard.edu/reslife/policies/housing/cancellations).

## GRADUATING MID-YEAR

A student who plans to graduate mid-year must submit a Housing Cancellation form by December 1, 2016, to avoid a cancellation fee; otherwise, they will be liable for 25% of Spring Housing Charge (based on room type). Confirmation of graduation must be provided by the Registrar & Dean of Studies offices; otherwise, the student will be subject to the Cancellation Fee Schedule for students moving off-campus.

## STUDYING ABROAD

Students who submit the *Notice of Study Leave* (NSL) form by the established College deadline, to confirm participation in an approved study abroad program (for which the student is paying tuition to Barnard), will have their room assignment cancelled automatically at no charge. Students who submit the NSL form after the established College deadline will be subject to the Cancellation Fee Schedule for students who withdraw from the College ([barnard.edu/reslife/policies/housing/cancellations](http://barnard.edu/reslife/policies/housing/cancellations)), unless they provide written documentation showing that they submitted the NSL form within 5 business days of receiving acceptance into their study abroad program. Students who withdraw from the College prior to the start of their approved Study Abroad program will be subject to the Cancellation Fee Schedule above for students who withdraw from the College.

## ACADEMIC & DISCIPLINARY DISMISSALS

Students who are required to withdraw from Housing or the College for reasons of academic or disciplinary dismissal will not be eligible for a refund and remain liable for the current academic semester charge for housing. Students who are

required to withdraw for the Spring semester but did not vacate and/or properly check out by the end of the Fall housing period may be additionally responsible for a prorated Spring housing charge until such time as they do vacate and properly check out. Students must vacate within 48 hours of the dismissal.

## **FIRST YEAR, TRANSFER, & READMITTED STUDENTS AND CONTINUING STUDENTS WITHOUT A GUARANTEE OF HOUSING**

Students are not committed to cancellation deadlines and/or fees until notification of a housing guarantee is sent, which may or may not be made with a specific room assignment. Students may cancel their assignment (or guarantee) by submitting the Housing Cancellation form. The form must be received within 5 business days from the date the assignment (or guarantee of housing) is communicated through email in order to avoid a cancellation fee.

## **RESPONSIBILITIES OF STAFF; RESERVED RIGHTS OF THE COLLEGE**

The College has delegated to RL&H the responsibility for establishing and enforcing regulations governing conduct of students within the residence halls. RL&H staff may consult with other College administrators in carrying out this responsibility. At the discretion of and in consultation with the RL&H staff, Executive Director, and/or the designate, a student may be subject to certain conditions for continuing residence, including (but not limited to) a change in room assignments or dismissal from College housing for disruptive behavior including (but not limited to) behavior such that a student cannot adequately take care of their own health and safety in the context of College housing or is a danger to the health and safety of others and/or the community. The College reserves the right to enter and inspect any room when, at the discretion of staff members, it is deemed necessary for the security and/or maintenance of the residence or for the safety and/or discipline of the residents, including specifically (but not limited to) the right to inspect/enter rooms to ensure compliance with rules concerning use of rooms, preservation of clean and sanitary conditions, fire prevention, compliance with local, state/federal laws, in preparation for upcoming renovation work, or health and safety reasons. The College reserves the right at any time to terminate, establish, or amend any terms, conditions, policies, and procedures concerning the matters covered herein without prior notice.