



SUNY College of Technology  
 2011-12 CORRIDOR & SUITE  
 LICENSE FOR RESIDENCE

STUDENT'S NAME: \_\_\_\_\_

BLDG.: \_\_\_\_\_ ROOM #: \_\_\_\_\_

**I. PHILOSOPHY**

The availability of on-campus accommodations is extended to full-time (12 credit hour and above) matriculated students only, as a privilege and not as a right. This document creates a license to use on-campus housing but is not a lease, nor is it an agreement for a specific campus location. The License for Residence is for one academic year, or the remainder thereof if entered into after the start of the period. Occupancy in campus housing is conditional upon the acceptance of the terms and regulations established by Alfred State College through the division of Student Affairs and the Office of Residential Life.

Residential Life is committed to providing an environment conducive to academic success and seeks to provide a comprehensive residential experience. Alfred State College reserves the right, through established procedures, to suspend or withdraw accommodations, guest privileges, or access to a campus residence to any person(s) for violation of these regulations, for health and safety reasons, or for nonpayment of related charges. In addition, Alfred State College will seek financial or other restitution for loss or damage to residence hall property. Termination of this license for any reason other than disciplinary action, academic dismissal, or as outlined below will be with the consent of both parties.

The College does not discriminate against any student, with respect to eligibility for housing or when assigning students to specific spaces, on the basis of race, creed, color, gender, disability, national origin, religion, sexual orientation, or status as a disabled or Vietnam-era veteran.

**II. OCCUPANCY**

Rooms are available for occupancy during academic periods only and may not be sublet (Note: dates and times for new freshmen and continuing/returning students may differ). When the classes are in recess for semester breaks and holidays, students must vacate their rooms at the conclusion of scheduled classes or within 24 hours of their last scheduled examination. Specifically, students may maintain residence during the following time periods:

**2011-12 ACADEMIC YEAR**

Purpose	Start Date/Time	End Date/Time
Check-in – New freshmen	Wed., Aug. 17, 2011 – 8:30 a.m.	Fri., Sept. 30, 2011 (1)
Check-In – Continuing/Returning Students	Thurs., Aug. 18, 2011 – 8:30 a.m.	Fri., Sept. 30, 2011 (1)
Return – End of Fall Academic Mini-Break	Tues., Oct. 4, 2011 – 12 noon	Tues., Nov. 22, 2011 (1)
Return – End of Thanksgiving Break	Sun., Nov. 27, 2011 – 12 noon	Fri., Dec. 16, 2011 (2)
Check-In – Spring Semester	Fri., Jan. 13, 2012 – 8:30 a.m.	Fri., March 9, 2012 (1)
Return – End of Spring Break	Sun., March 18, 2012 – 12 noon	Fri., May 11, 2012 (2)

(1) Conclusion of scheduled classes  
 (2) Conclusion of scheduled classes or within 24 hours of last examination/commencement ceremony for graduates.

**EXCEPTIONS:** Students residing in designated extended stay areas, with permission to remain in residence and students enrolled under F1 student visas are allowed to remain in residence in designated extended stay areas during periods of recess. Students residing outside of extended stay areas are not allowed to remain in residence under any circumstances. Students residing in extended stay housing must confirm break housing needs five (5) days prior to any recess where housing is required.

**ACCESS:** Students are not required to remove personal possessions during breaks. Students are encouraged to secure any valuables while in residence and to remove valuables during any absence from campus. During periods of academic recess, residents may not enter any residence hall, suite, or room without the written permission of Residential Life personnel. Violations of this policy will result in arrest for criminal trespass and in campus sanctions. Students apprehended in residence during periods of academic recess will be assessed additional monetary costs equal to the rate paid during approved housing periods. Determination of the scope of those charged is the prerogative of the Director for College Housing.

The student agrees to pay the established cost for a residence hall room. Blankets, bedspreads, bed linen (twin, extra long 80"), mattress pads, pillows, trash receptacles, study lamps, and hangers are the responsibility of the student. The College will provide living space featuring the use of a bed, mattress, dresser, desk, chair, window blinds, and closet space with sufficient heat, light, and hot water as to be comfortable. Each room features one floor or ceiling lamp, one computer data port, television cable outlet, and telephone jack. Students are encouraged to provide one land line telephone per room. Students in temporary accommodations will be asked to share existing case goods.

**INSURANCE:** The College does not maintain insurance for a student's personal possessions and is not liable for any damages to or loss of personal belongings under any circumstances. Students are encouraged to explore coverage under existing family policies before procuring independent coverage.

**LOCATION:** The College reserves the right to meet occupancy needs on a temporary basis by tripling double rooms or doubling single rooms. Original residents and students assigned to temporary accommodations are eligible for partial reimbursement of costs commencing with the third week of classes. Room assignments are expected to be of some permanence. Residents may be allowed a maximum of one room change per semester with the prior permission of their Residence Director. Relocation may be

requested from the Residence Director during open room changes at the start of each semester. After open room changes, students may petition their Residence Director for relocation due to health or safety concerns. The Director of Residential Life must approve any such request.

**ACCEPTABLE USE:** Students may not conduct any business activities, nor may they engage in commercial or technology-based enterprises from campus residential facilities. This includes postings or solicitations for any business enterprise or activities by any group not recognized by Alfred State College. Student computers will be powered down over non-academic periods. Residential Life assumes no liability for staff-initiated computer and refrigerator shutdowns.

**DAMAGES:** Students will be charged for damages done to College property. Students are responsible for damages to their room, suite, and hall. In the event that two or more students occupy the same room, and it cannot be determined which student is responsible for damage, the charge will be applied equally to both residents. Unattributed damage done within suites will be charged to all suitemates. Unattributed damage done on a floor will be charged to all members on that particular floor. Unattributed damage done in common areas within a residence hall will be charged to all residents of that hall. Failure to pay damage and breakage assessments by established dates will result in additional assessments, the possibility of student records holds, and future denial of room sign-up privileges.

**EXTENDED ABSENCE:** Residential Life assumes no responsibility for personal possessions either in the assigned room or in storage during periods of extended absence. This includes hospitalization and military service.

**DEPARTURE:** Any student graduating, withdrawing from classes or vacating their current assignment for any reason must complete the room check-out process. Students notified of military service activation must contact their Residence Director for instructions prior to departure. Students notified of early dismissal or withdrawing prior to semester's end must check out of their assigned room within 24 hours of notification. Students who leave campus without completing the withdrawal process and fail to properly check out are subject to improper checkout charges and/or return keys charges. Students dismissed at the end of a semester must remove all possessions from the residence hall on the designated day and time prior to the start of the subsequent semester. Failure to remove personal effects prior to the start of the subsequent semester will result in a charge of \$20 per day effective with the start of classes. Failure to remove possessions by the end of the first week of classes will result in disposal of unclaimed personal effects.

**FAILURE TO OCCUPY:** Failure to occupy a room does not relieve the student of the responsibility to fulfill its terms. Likewise, a student who occupies a room without signing a license is responsible nonetheless, for the terms and conditions of the License for Residence.

### **III. OPEN ROOM CHANGES, THE CONSOLIDATION POLICY, AND ROOM DESIGNATION**

**OPEN ROOM CHANGES:** When possible, open room changes will occur during the first or second week of each semester.

**ROOM CONSOLIDATION:** The College will initiate consolidation when residence halls vacancies occur. The general policy states, when vacancies occur in any residence hall in a double room creating a 'single,' the College will request the remaining student to take a new roommate or move to another room. This may occur through no fault of the effected student. The College reserves the right to require relocation or to assign any student to any vacant bed at any time. Thus, the remaining resident must not utilize both sides of the room should a vacancy occur. Failure to comply with required relocation may result in campus discipline.

**ROOM DESIGNATION:** Designated singles exist only in the MacKenzie Complex, Robinson/Champlin, and Getman Halls. All other rooms are double rooms that are occasionally available for purchase as a single accommodation. With the approval of appropriate College personnel, residents without roommates may petition to purchase a double room as a single accommodation. If permission is granted, payment to the Student Records and Financial Services Office will be required within 24 hours of approval. Relocation may not occur until permission is granted by the Residence Director. Single accommodations in double rooms in fall or spring semesters do not guarantee similar benefit for future semesters.

### **IV. RESIDENTIAL HEALTH & SAFETY REGULATIONS**

Health and safety regulations are a set of standards established by the College to ensure the well-being of the community. Specifically, the following regulations are in effect in all residence hall areas on campus:

**APPLIANCES:** The following student-owned electrical appliances are prohibited from use in student rooms or public areas: microwaves, air conditioners (either floor or window models), electric, propane, or kerosene space heaters, Foreman Grills®, or any open-element cooking appliance including toasters, ovens, toaster ovens, hot plates, etc. Residents may possess and use cool air humidifiers, automatic shutoff coffee makers and hot-air popcorn makers. College officials may confiscate any item that presents a danger to staff or residents, or which according to campus policy is designated as contraband. Return of seized items is at the discretion of the Residence Director. Items removed due to confiscation that are lost or stolen will not be replaced and items not retrieved by the conclusion of the academic year will be discarded with no liability for loss by the College.

**SAFE CONDITIONS:** No person shall create a safety or health hazard in any residence hall. Examples of prohibited behavior or items include, but are not limited to:

- No items may be positioned to block entrance to or exit from a room, lounge, window, or hallway
- Excessive accumulation of soiled personal effects, garbage, or filth in rooms, lounges, or public areas
- Fires, candles (either with wick or wickless), candle warmers, potpourri pots, incense, plug in air fresheners, or other flammable materials. Refer to the Student Code of Conduct at [http://www.alfredstate.edu/files/downloads/student-services/Student Code of Conduct.PDF](http://www.alfredstate.edu/files/downloads/student-services/Student%20Code%20of%20Conduct.PDF).
- Decorative lighting, holiday lighting, rope lights, or sun lamps
- Octopus lamps, lava lights, halogen lamps or other high-intensity lamps or any lamp with a plastic shade
- Propane gas, gasoline, charcoal starter, or any other combustible fuel, insecticide, or other solvents
- Dart boards, blow darts, or similar projectiles
- Lofts/loft beds
- Water beds, hammocks, or other sleeping devices not provided by the College
- Cargo netting, draperies, flags, or other items that impede access or exit, or present a fire hazard
- TV antennas or satellite dishes on the roof or outside of windows
- Items suspended from the ceiling or ceiling and sidewalls
- Lines or cables through windows, doors, or conduits
- Objects thrown or pushed from windows
- Lighted or unlighted holiday trees or wreathes
- Any item that impedes entrance or egress from a room, including but not limited to tapestries, furniture, draperies
- Additional items noted by Residential Life or listed in other Residential Life publications (<http://www.alfredstate.edu/life-on-campus/residential-life-forms>) or the Student Code of Conduct (<https://my.alfredstate.edu>).

**FIRE SAFETY:** No person shall refuse to observe any safety regulations or procedures, nor refuse to evacuate a facility during a real or apparent emergency situation. Fire safety and/or campus personnel may enter rooms during fire alarms to ensure compliance with evacuation procedures. No person shall tamper with or otherwise misuse fire-fighting equipment including, but not limited to, fire extinguishers, fire alarms, pull stations, heat and smoke detectors, alarm bells, and exit signs. Tampering with fire safety equipment could result in campus and civil sanctions. The College allows only surge protector multiple outlet units. Extension cords are not permitted in student rooms. Household extension cords, zip cords, multiple outlet adapters, and electrical appliances with damaged, exposed wires are not allowable. Not more than 10% of any door surface or wall space may be covered by posters, decorations, or any other items.

**FIRE SUPPRESSION SYSTEM ACTIVATION:** In the event of fire suppression system activation, residents may be responsible for costs and losses incurred by the College. Costs are dependent upon a determination of responsibility and fees are due upon receipt of notification. Personal losses attributed to floormates' actions are not addressable through the College. Recourse may be obtained through civil processes.

**SMOKING:** All residential facilities are smoke-free. This includes all areas interior to the facility, including student rooms, bathrooms, shower areas, hallways, lounges, elevators, study rooms and offices. For the comfort of non-smoking residents, Residential Life requests that students abstain from smoking near doors or open windows, air intakes, or within twenty five feet of any residential facility. Evidence of smoking in residence halls (example: ashtrays containing cigarette ashes/butts), will be considered a violation of College policies.

**WEAPONS:** No student shall possess or introduce to the campus dangerous weapons, ammunition, or explosive materials including, but not limited to, knives, blow darts, martial arts implements, plastic or metal pellet or BB guns, firearms, paint ball, AirSoft, or stun guns, fireworks, or other explosives.

**ALCOHOL AND DRUGS:** Residents and their guests are expected to comply with the policy and procedures regarding the sale, service, and consumption of alcohol or other drugs. This policy, in its entirety, is available in the Student Code of Conduct.

**PETS:** Fish, except piranha, are the only pets allowed in the residence halls. No resident shall have or harbor unauthorized pets or other wild or domestic animals in the residence halls. Fish tanks are limited to 20 gallons per room. Residents are personally responsible for damages caused to College or personal property. Removal will be at the owner's expense.

**RESTRICTED ACCESS AREAS:** The College strictly prohibits students from gaining access to areas noted as restricted access areas or to the roofs or non-student, basement areas of residence halls. Window screens are not to be removed under any circumstances. Egress or access to areas designated as restricted may not be blocked at any time.

**FURNITURE:** Personal furniture is strongly discouraged and must be inventoried with building staff. Personal furniture is not allowed in areas that do not have sprinkler systems. Check with Residential Life for more information. The removal or disassembly of College-owned furniture/ equipment may subject the resident to additional charges for replacement or re-assembly. All personal furniture should be removed from campus at check-out.

**SPECIAL HOURS:** Quiet hours are designed to limit noise to the confines of the student's room. Noise should not be audible on the outside of any room. Quiet hours are in effect Sunday through Thursday from 10 p.m. to 10 a.m. and Friday through Saturday 12 a.m. to 10 a.m. Courtesy hours, a state in which any student may be asked to minimize noise to ensure the integrity of the academic environment, are in effect twenty-four hours a day. Morgue hours are an intensive effort to maintain a minimum level

of noise in the residence hall prior to and during final exams. These hours are in effect at the end of each semester. Violators are provided one warning; a second violation results in removal and immediate reassignment to other residential areas. Subsequent violations will result in exclusion from campus residential facilities. Overnight guests are not allowed during morgue hours.

**V. GUESTS** All guests either entering or already present are to be registered in the building office by 10 p.m. Guests should be prepared to present appropriate photo identification upon demand of College personnel. Students are specifically responsible for the actions of guests. Unregistered guests may be required to leave upon request of campus personnel. Requirements and limitations of visitation privileges are specifically addressed in the online Student Code of Conduct. Guests under the age of 17 must be signed in with a family member, according to College policy, with parent/guardian permission and must be supervised at all times. **(Note: Guests may only stay 3 days in a 10-day period.)**

**VI. SUPERVISION BY COLLEGE AUTHORITIES** Residential professionals and student staff, University Police, Facilities Services personnel, and other employees of the College have the right of access to any room at any time for the purpose of supervising conditions regarding damage, safety, health, and compliance with College and residence hall regulations. Rooms may be entered and inspected, but personal belongings will not be searched without a search warrant or permission of the owner. Closet doors may be opened as part of the inspection process.

The existence of other rules governing social behavior within the campus community is presumed. Students should become familiar with the online Student Code of Conduct, the Principles of Community, and other campus resources. In addition, all local, state, and federal laws are in effect on the campus. This set of regulations as written, and as applied, is and shall be limited in purpose to ensure a healthy and safe environment for the residents, and to insure the capital investment of the College in the residence halls. The distribution of this information to residents constitutes official written notice of the possible violations and sanctions. The College reserves the right to require any student to discontinue residence in a college residence hall if there is evidence of threatening or disruptive behavior or citizenship that is not consistent with the online Student Code of Conduct and the Principles of Community. Additionally, the College also reserves the right to change a student from one room or residence hall to another if the change involves structural or mechanical emergencies, or is considered to be in the best interest of the students involved and/or the campus community.

The College and Office of Residential Life have the right to change or add regulations or policies when necessary. Each student is responsible for acquainting himself/herself with residence hall regulations.

**VII. REFUNDS FOR ROOM RENT** A student who withdraws or moves out of college housing during the first eight weeks of the semester may receive a full refund for the second half of the semester. Refunds for the unused portion of the fee paid for the first half of the semester can only be approved for entry into military service or circumstances beyond the control of the student. Requests for a refund must be sent by the student to the office of the Vice President for Administration and Enrollment for action.

### **VIII. SPECIALIZED LIFESTYLES**

**SPECIALIZED ACCOMMODATIONS:** Students residing in specialized accommodations and students registered under F1 visa status are required to accept a supplemental License for Residence that details stipulations and advantages of occupancy in that option. That document will be provided to residents at check-in. Students residing in specialized lifestyles who violate the conditions of the lifestyle may be subject to disciplinary action, immediate relocation, and removal from the area. No guarantee of continuance in specialized lifestyle options is implied.

**Common Space versus Private Space Designation:** Common areas are defined as the kitchen, bathroom, living room, and hallway spaces within individual suites. Private spaces are defined as the student bedroom area.

**IX. OBLIGATIONS AND DURATION OF MEAL PLAN AGREEMENT** All resident students are required to purchase the minimum resident meal plan and maintain a meal plan for the entire academic semester. The board agreement may not be assigned or otherwise transferred, and is only to be used by the student to whom the contract and ID card are issued. The meal plan will remain the property of Auxiliary Campus Enterprises and Services (ACES) at all times.

I agree to abide by the regulations of my residence hall and by those regulations set by the College and the Office of Residential Life regarding housing. These regulations may be found in the online Student Code of Conduct and the Principles of Community, residence hall publications, and College notices. I also have read and agree to the terms of this license and will be responsible for the required payments. In addition, I acknowledge and accept the terms and conditions of the Student Code of Conduct.

\_\_\_\_\_  
Print Student's Full Name

\_\_\_\_\_  
Student's ASC Identification Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date