



**KANSAS WESLEYAN UNIVERSITY  
STUDENT HOUSING AND MEAL POLICY**

<b>Administrative Division</b>	<b>Student Development</b>
<b>Policy Title</b>	<b>Student Housing Policy</b>
<b>Administrative Office</b>	<b>Student Development</b>
<b>Effective Date of Policy</b>	<b>Revised Date: 10/18/2024</b>

**RESIDENCE HALL LIFE**

The Student Development Office coordinates all areas of residence hall management - including activities, staffing, and enforcement of campus policies. As with all campus life, safety for all people is our first concern. To this end, we have devised policies that will provide for student safety, privacy, and rest. The most up-to-date policies are online on the Student Development webpage. It is your responsibility to know these policies.

**STUDENT HOUSING AND MEAL-PLAN POLICY**

All undergraduate students are considered to be residential students and will have an on-campus meal plan until they apply and have been approved for off-campus status. The application deadline to request a change to a student’s residential status or meal plan selection is July 1 for fall or December 15 for spring.

All undergraduate students except those who are married, living with an immediate relative (within 45 miles of campus), or have completed two years of post-secondary undergraduate study in the United States before the start of the semester are required to live in the residence halls and participate in an on-campus meal plan. Immediate relatives are defined as parents, grandparents, or legal guardians only. Residents who meet one of the criteria must complete an Off-Campus Housing Application available by contacting the Student Development Office or online. Any student may complete the form but must await approval before moving off campus or making off-campus commitments (i.e. signing a lease). Students are encouraged to check with the Student Financial Planning Office if they are considering off-campus living as it may affect their financial aid package.

Transfer Students are required to live in campus housing for a minimum of one academic year upon admission to KWU unless they meet one of the criteria for exceptions, or they are in their final year of undergraduate study.

International Students will be required to live in campus housing unless they have completed two years of post-secondary education in the United States, either at KWU, another institution, or a combination of the two. All International Students must be enrolled in a University Meal Plan regardless of their housing status.

All off-campus undergraduate students will be automatically enrolled in a Commuter Meal Plan. Commuter students who are not involved in an athletic program may request consideration to waive the Commuter Meal Plan through the Student Development Office. Off-campus Student Athletes and/or International Students may not request consideration to waive this meal plan. A student who quits their athletic team after the start of the semester will not be allowed to change their commuter meal plan status until the next semester.

## PRIVATE ON CAMPUS HOUSES

A limited number of on campus houses, including the Coyote Village, are available in addition to the residence halls. Students can apply to live in on campus houses. To be eligible to live in private on campus houses you must meet the following requirements: Must be classified as a Junior or Senior, be in good academic and student conduct standing, and have been a KWU student for at least one semester.

## ROOM AND BOARD RATES 2025-26:

Double Occupancy:	\$12,340 (\$6,170 per semester)
Triple Occupancy:	\$10,650 (\$5,325 per semester)
Quad Occupancy:	\$10,135 (\$5,067.50 per semester)
Single Occupancy (Private Room):	\$15,902 (\$7,952.50 per semester)
Single Occupancy (Campus Houses):	\$17,840 (\$8,920 per semester)
Commuter 7 Meal Plan (Automatic)	
Commuter 14 Meal Plan	

## CHANGE IN HOUSING OCCUPANCY TYPE

In the event that a student moves from a room of one occupancy type to a room of a different occupancy type, the student will be charged the new room rate prorated for the rest of the semester.

If a roommate(s) moves out of a double, triple, or quad occupancy room, the remaining student(s) may receive a new roommate during the semester or be moved to another room to consolidate. Student Housing makes every effort to maintain maximum occupancy in rooms.

Students living in a triple or quad room that is not fully occupied at the beginning of the semester, may be charged the rate corresponding to the number of occupants in the room after the consolidation period.

## RIGHTS AND RESPONSIBILITIES

Group living in the residence halls is an integral part of the general education of Kansas Wesleyan University students. It provides an opportunity for personal growth and development as students are challenged to create community by assuming personal responsibility for the common good and by celebrating the rich diversity in residence hall life.

Problems arise in any community including inappropriate behavior. **Each resident must assume the responsibility of confronting those persons and problems that threaten the community.** It is not productive to assume that all threats to positive residence hall life can be handled by Resident Assistant, Resident Directors, or the Director of Student Housing and Engagement. Caring about the rights and privileges of residents and the condition of the physical plant of the residence hall is the concern of each and all. Community living is characterized by caring, pride, motivation, and involvement.

## RESIDENCE HALL STAFF

The Director of Student Housing and Engagement coordinates all functions within the residence halls. Resident Directors (RD) are professional staff who live in the residence halls. They are primarily responsible for the daily operation of each hall. In addition, each hall has student staff known as Resident Assistants (RAs). The RA is a resource and program person who works with the residents on a daily basis. In addition, the University may retain the services of police officers and/or professional security.

## RESIDENCE HALL OPENING/CLOSING DATES

- All students must be officially moved and checked out by 12PM (noon) on check out day or they will be charged \$100.00 for improper checkout. Don't forget to sign up with your RA to check out of the residence halls!
- Residence halls are closed over Christmas break. No students are allowed to stay. All students need to make arrangements to be out of the residence halls when the buildings close.
- There is no refund given to residents that move-off campus after the first two (2) weeks of the semester in the residence halls. The two (2) weeks starts on the first day of classes. You will be charged for a full semester meal plan and residence hall room even if you move out of the residence halls after this time. If you do choose to move off-campus, you will be prorated for the number of calendar days that you have stayed in the residence halls and/or ate using your meal plan.
- Students who improperly check-out will be charged \$100. If students leave without checking out with their Resident Assistant, students will also be responsible for all fees including but not limited to: A moving company to move, package or box items, clean the room, storage costs, shipping and handling, etc.

## GENERAL RESIDENCE HALL GUIDELINES

THE MOST UP-TO-DATE LIST OF POLICIES AND PROCEDURES CAN BE FOUND ONLINE ON THE STUDENT DEVELOPMENT WEBPAGE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH ALL POLICIES AND PROCEDURES.

## APPLIANCES

Appliances permitted are UL approved popcorn poppers (without open coils) and UL approved refrigerators, which do not exceed 4.4 cubic feet. Televisions and computers are also permitted.

The following appliances are NOT permitted due to fire regulations: toasters, ovens, crock pots, blenders, skillets, hot plates, microwaves, etc.

## ATHLETIC EQUIPMENT

In-line skates, Frisbees, basketballs, footballs, tennis balls, etc. may not be used in the residence halls. In-line skates and skateboards are not to be used on any steps, seating areas, or ramps on campus.

## BICYCLE STORAGE

Students may store their bikes in their rooms or on the outside bike racks. Bicycles are not to be left in hallways, corridors, or public lounges. The University recommends sturdy locks and chains for bicycles and cannot be responsible if a bicycle is damaged or stolen.

## BLOCKING, PROPPING, AND JAMMING DOORS

Blocking, propping, and jamming doors represent a potential security risk such as theft, assault, and rape. Those who are involved in this action will be subject to disciplinary action and have legal liability for the safety of the occupants in the residence hall.

## CANDLES AND OPEN FLAMES

Candles, oil lamps, potpourri burners, incense, etc., that have flames or must be ignited with a flame are **not allowed** in the residence hall because of potential fire danger. Candle warmers are allowed, however, any damage due to spilled wax is the responsibility of the residents. The wick must be removed from the candle.

## **CHRISTMAS DECORATIONS**

Live Christmas trees or greenery, fiber optic trees, and lights that plug in (string lights, tube lights, or LED light strips) are not permitted due to fire regulations and the risk of overloading circuits. Flame-retardant trees and greenery may be used; only battery-powered lights are allowed. Trees cannot be placed in corridors, which are pathways.

## **COOKING**

Because of fire safety and sanitation requirements, students are not allowed to cook in the rooms. Kitchenettes are available for use in residence halls. Cooking is permitted in the kitchenettes between 7 am to 12 am (midnight).

## **FIRE SAFETY**

### **In case of fire:**

1. Sound the alarm (if not already ringing).
2. Evacuate the building immediately. Exit routes are located in either direction as you leave your room or lobby.

Fire drills are held periodically according to procedures established for each residence hall. EVERY ALARM MUST BE CONSIDERED AN ACTUAL FIRE, and the entire building should be evacuated. Everyone in the building at the time of the alarm must leave the building and stay out until the Resident Director or other officials in charge re-open the building.

### **POSSESSION OR USE OF FIREWORKS ON CAMPUS IS PROHIBITED.**

All residents are expected to comply with all fire safety regulations such as fire drills and evacuation procedures. Anyone refusing to comply with these standards or found tampering with any of the fire safety equipment (smoke detectors, fire extinguishers, hoses, alarms, or emergency exits) may be subject to immediate suspension from the University, removal from residence halls, and/or other appropriate disciplinary and/or legal action. **Tampering with or pulling the fire alarm will result in a minimum \$500.00 fine.**

## **FURNISHING AND DECORATIONS**

Rooms and lounges are furnished with furniture owned by the University. All furniture present in the student rooms must remain in the student's room. There is no storage for campus furniture not wanted in the room. Lounge furniture in public areas may not be moved into student rooms. Residents may bring extra furniture (i.e. chairs and computer tables), but waterbeds are not permitted. Carpet and rugs may be used but must not inhibit the opening/closing of the door. Additional wiring for electrical equipment or lighting effects (LED strips, Christmas Lights, etc.) may not be used. Blankets, sheets, blackout curtains, foil, signs, posters, etc., may not be placed on the windows or blinds. Pornographic and alcohol or drug related posters, paraphernalia, and decorations are subject to removal. Alterations to the walls such as paint, contact paper, or wallpaper are not permitted. When hanging items, use only pins, tacks, and small nails. Nothing with a tape-like substance is allowed.

## **GUESTS**

Students interested in an overnight guest of the same sex need to discuss it with and have prior approval from their roommate and Resident Assistant (RA). Guests should be aware of University policies and conduct themselves accordingly. The host is also responsible for the behavior and actions of his/her guest. Guests may stay up to three (3) consecutive nights. All visitors must be escorted by their hosts while in the residence halls or houses. Overnight guests of the opposite sex are not permitted for any reason.

## **DISABILITY ACCOMMODATIONS**

Facilities are available to meet the needs of students with physical disabilities requiring specialized housing. Students should contact the Director of Student Housing and Engagement if special accommodations are required. Questions about housing accommodations and applying for them should also be directed to the Director of Career Services.

## KEYS

Each resident is provided with a key that permits access to his or her room and to the residence hall. The keys are to be used only by the student they are checked-out to. Keys may not be loaned or carried around by another person. **The loss of a key (for any reason) will result in a replacement charge of \$75.00.** Lost keys that are returned within thirty days will result in a refund of charges. Anyone who discovers a lost key should return it to the Student Development Office. If a key or key FOB gets broken, bring in the pieces to the Director of Student Housing and Engagement and a replacement charge of \$10 will be given. Any person possessing unauthorized keys will be subject to disciplinary action. There is a \$5.00 charge if locked out of your room between the hours of 12am (midnight) and 8am. There is a \$30.00 charge for replacing a lost FOB. There is a \$25.00 charge for replacing a lost mailbox key. Report malfunctions in door locks immediately to the Resident Assistant or Resident Director.

## LAUNDRY FACILITIES

Free washers and dryers are available in each residence hall and on campus house facility. These machines are **for residents only** and any mechanical failures should be reported to the Resident Assistant or Resident Director. **The University shall not assume responsibility for lost, damaged, or stolen clothing. Laundry should be attended to at all times.**

## LOBBY REGULATIONS

Each residence hall lobby is available for respective residents and their guests for the purpose of studying, group meetings, and watching movies. Quiet hours will still be enforced. **Lobby furniture must remain in the lobby and should not be taken to other lobbies or rooms.**

## MAINTENANCE AND HOUSEKEEPING

The maintenance department completes all repair work in the housing facilities. Reports of needed repairs should be submitted to a Resident Assistant. The housekeeping staff is not responsible for unnecessary messes (made by the residents) in public places. Trash should be taken to the outside dumpster. For any maintenance emergencies, contact your Resident Assistant or Resident Director immediately. **Improper disposal of trash will result in disciplinary action and/or a fine.**

## PETS

Tropical fish are permitted in aquarium tanks that do not exceed ten (10) gallons. All other pets are generally prohibited in university housing for health and safety reasons.

Pets under 40 lbs. may be allowed, as visitors, in other campus buildings. Prior written permission must be sought through the Student Development Office.

Students who are interested in obtaining an Emotional Support Animal will need to contact the Director of Career Services to determine the necessary steps to obtain approval to have an animal in their residence. No Emotional Support Animals will be allowed in the residences before official approval of the accommodation has been confirmed by the Student Development Office. Residents who receive approval to have an ESA must make sure they continue to abide by the expectations, stipulations, and guidelines outlined in the policy handbook regarding care of the animal.

## PROPERTY LOSS AND DAMAGE

The University cannot accept responsibility for destruction, theft, or damage of property in the custody of or belonging to the student. Students are encouraged to carry personal property insurance and follow reasonable security practices. The University also reserves the right to confiscate water dispensers (i.e. water guns or any type of gun/projectile device), and/or other toys that may pose a threat to housing facilities or other University property. Personal property insurance

information is available at registration. It would be in the best interest of the student to write down serial numbers and keep them in a safe place in case of theft.

## **QUIET HOURS**

Quiet Hours are the same for all residence halls and on campus houses. Quiet hours are 10:00 pm – 10:00 am. The right to study or sleep takes precedence over all other activities in the residence hall. The responsibility for quiet hours is a shared one. It is the student's right and obligation to let offenders know of annoying activities. Quiet hours are a time when noise levels from public spaces to rooms and from one room to another should not be detectable by others. Quiet hours also apply between roommates in their room and exceptions should be approved by your roommate. Noise levels at any time which are disturbing to students in the community may be addressed. Students are responsible for all the guests in the room. During finals week, quiet hours are in effect 24-hours a day. **Excessive noise will result in disciplinary action.**

## **REFRIGERATORS**

Students are allowed personal refrigerators that are no larger than 4.4 cubic feet. The University will maintain the right to inspect the contents of refrigerators to assure compliance with Community Code expectations. Any violation of the Community Code associated with the use of the refrigerator may result in the forfeiture of this privilege and the refrigerator being removed from the room and held for the student until privileges are restored. Refrigerators are not allowed to be locked.

## **CHECK OUT PROCEDURES**

All residents at the time of check-in will receive keys, sign a room checklist, sign a residence hall agreement contract, and have a completed emergency medical form on file. Students wishing to check out during the semester must contact the Director of Student Housing and Engagement before departure. To check out of the room you will need to remove all personal belongings from the room, clean your room, and arrange to check out with the Residence Hall Staff. Checkout should be arranged with the Resident Assistant or Resident Director. Professional staff checks each room in detail after you have completed check-out procedures and may assess additional charges. A student who fails to complete proper checkout procedure will be fined \$100.00. Failure to clean the room properly will be assessed a cleaning fee. If students leave without checking out with their Resident Assistant, students will also be responsible for all fees including but not limited to: A moving company to move, package or box items, clean the room, storage costs, shipping and handling, etc. Nothing may be stored in the Residence Halls over the summer.

## **RESIDENCE HALL RESTROOMS**

Restrooms on the floors are to be used by the gender of the residents assigned to that floor only. Anyone of the opposite gender must use the restroom in the front, main lobby of the hall.

## **ROOMMATE CHANGES**

Sharing a room with another student can be a GREAT EXPERIENCE, but sometimes problems develop. You may have had a room alone for several years - suddenly you are forced to be concerned about someone else's needs or opinions. Before requesting a roommate change, be sure you and your roommate have attempted to communicate and negotiate with one another. Be patient and don't be afraid to ask for help from your Resident Assistant or Resident Director. Generally, no roommate changes are permitted during the **first two weeks** of each semester in order to prevent students from making a change too quickly.

The following guidelines are used to deal with requests for changes in either room or roommate. All changes must be approved by the Director of Housing and Engagement prior to a move or change. If you are approved to move, you must formally check out of your old room and check into your new room with the Resident Assistant and proper paperwork.

- **Situation One ~ You Want a Different Roommate**  
Notify your Resident Assistant and the Resident Director immediately. They will assist you in making a change based on your preferences and available situations.
- **Situation Two ~ You Want a Private Room**  
Notify the Resident Director who, in consultation with the Director of Student Housing and Engagement, will determine if a room is available and whether you are eligible for it. If you are approved for a private room – an additional private room charge will be assessed per semester (as outlined on page 23 of this policy).
- **Situation Three ~ Student no Longer has a Roommate**  
If your assigned roommate does not show-up, another assignment will be made. If your roommate moves out during the semester, you may be assigned another roommate or required to consolidate to another room with other students in a similar situation.

## ROOM INSPECTION

The University reserves the right to enter a student’s room at any time of day or night in order to maintain safety, maintenance and policy standards. Residence Life staff, administration, maintenance staff, or campus security may make an inspection. An inspection consists of a visual check of the room (and may include a check of the refrigerator and closet). Specific repairs may result from an inspection or an incident report if University policies have been violated.

## ROOM SEARCH

A room search is performed in response to a report of a violation of University standards and policies. A room search is a more thorough check of the room and its contents, including personal belongings. A room search must be authorized by either the Assistant Vice President for Student Engagement and Success, University cabinet member or the University President. The room search will identify the alleged violation, persons authorized to conduct the search, and identify any items removed from the room. The search will be conducted by at least two persons, one of which must be a Resident Director, Campus Security Officer, Director of Student Housing and Engagement, University President’s Council member, or the Assistant Vice President for Student Engagement and Success. In the event a violation occurs, an incident report will be filed and appropriate action will be taken. A room search can also be conducted at any time of day or night without warning.

## TATTOOING, BODY PIERCING, AND HAIR CUTTING

Unless the State of Kansas Board of Cosmetology licenses a person, it is unlawful to perform tattooing, body piercing, and/or haircutting. Due to this law and potential health risks, KWU prohibits students from providing these services on campus property. Anyone caught performing these services may be immediately turned over to the proper authorities.

## TORNADOS AND STORMS

Severe weather usually comes in the form of high winds, hail, and rain. There are cases in which severe weather can become a tornado. The following definitions should be understood and precautions followed:

**Tornado Watch:** indicates that the weather conditions are such that a tornado could form.

**Tornado Warning:** indicates that a tornado has been sighted which places the area in immediate danger. Radio warnings and public sirens will normally be heard. Seek safety immediately!

- **Outdoors without Shelter:** Lie flat in a ditch or low place. Protect your head!
- **In a Car or Truck:** Leave your vehicle for a ditch or low spot. Don’t try to drive away from a tornado.
- **In a Home:** Go to the basement. If a basement is not available, go to an interior part of the structure; try to put as many walls as possible between you and the outdoors. Stay away from the window, doors, and outside walls. Get under something sturdy.

- **In Large Buildings:** Interior hallways on lowest floors (preferably the basement) offer best protection. Tornado shelters on-campus are located in the basements of each residence hall, Pioneer Hall, Peter's Science Hall, or the Student Activities Center. Students can also go to the first floor of any residence hall in the hallways. All doors should be shut so that no windows can blow into the hallway.

## **VISITATION**

The purpose of the KWU visitation policy is to provide an adequate measure of safety, privacy, and the opportunity for students to rest. The policy also allows for people to visit a resident on a temporary basis. Common decency and decorum are expected of both residents and guests. Adequate dress is required in the public areas of the residence halls, on floors, and in the student rooms when members of the opposite sex may be present. The responsibility of acquainting the visitor with the residence hall policies and regulations is that of the host or hostess. A visitor is required to abide by the policies of the residence halls and to refrain from acts contrary to federal, state, or local laws. Disciplinary action will be enforced for a policy violation. It is your responsibility to know the policy and adhere to it. All visitors must be escorted by their host(s) while in the residence halls or houses.

Note: Visitors under 18 years of age are not permitted in the residence halls unless they are college students with verifiable identification, recruits, or are children under parent supervision. Babysitting is not permitted in the residence halls.

### **INTER-VISITATION:**

Visitation is a privilege made possible through social cooperation and a respect for the mission of Kansas Wesleyan University. It does not grant a student the license to practice cohabitation or disturb others, violate others' privacy, and right to privacy, or to engage in sexual promiscuity. Student Development and Residence Life personnel shall promote, interpret, and enforce the visitation policies of the University. Students who violate the visitation policies will be subject to disciplinary action, which may include suspension of visitation privileges.

## **RESIDENCE HALL DISCIPLINE PROCESS**

When students violate policies within the residence halls, a formal educational process will take place. Depending on the severity of the violation, students will either meet with Residence Hall staff, the Director of Student Housing and Engagement, or the Assistant Vice President for Student Engagement and Success. Once an educational conference takes place, students will be assigned a sanction designed to allow students to learn from the situation and change their behavior. Failure to meet with either the Residence Hall staff or the Director of Student Housing and Engagement or failure to complete an assigned educational sanction could prompt additional disciplinary procedure.